



**College of Nursing and Health Sciences  
Department of Dental Hygiene  
Applicant Policy  
Master of Science in Advanced Dental Therapy (MSADT) Program  
Approval Date: April 27, 2023**

**Effective Date**

These policies become effective immediately upon final approval and shall remain in effect until revoked.

**Purpose**

Applicant policies are provided to inform prospective applicants regarding admission requirements. The most current policies are posted on the webpage for the College of Nursing and Health Sciences. Policies are subject to change.

**Responsibility**

Each applicant is responsible for knowing and adhering to the current applicant policies for their program. The responsibility for the implementation of these policies is assigned to the Dean and faculty of the Department of Dental Hygiene.

**Application Requirements**

1. The following are requirements for full admission to the Master of Science in Advanced Dental Therapy (MSADT) program at Metropolitan State University. All application items must be uploaded or post-marked by the published application deadline.

Prerequisites

- 1.1 The Metropolitan State University [Online Graduate Programs Application](#) and application fee.
- 1.2 Official transcripts from all previous post-secondary courses. This includes: undergraduate and graduate, accredited and non-accredited institutions; courses completed while in high school through College in the Schools (CIS) or Post-Secondary Enrollment Options (PSEO); and credit granted through alternative credit options such as Advanced Placement (AP), College Level Examination Program (CLEP), DAN TES Subject Standardized Test (DSST), International Baccalaureate (IB), and other alternative credit options.
  - 1.2.1 At least 1 transcript must reflect a completed bachelor's degree from an accredited college or university or the equivalent of a U.S. bachelor's degree from

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an international college/university. Applicants in their final term of their bachelor's program must supply an updated transcript reflecting completion of their degree upon posting of their undergraduate degree.

- 1.2.2 Applicants to the MSADT program who attended non-U.S. schools are required to have non-US transcripts evaluated by a National Association of Credential Evaluation Services (NACES) organization member credential evaluation service (such as EC or WES) to determine equivalency to a U.S. baccalaureate degree. The full course-by-course evaluation is required.

### 1.3 Goals Essay

- 1.3.1 Guidelines for the Goals Essay are provided on the Metropolitan State University website.
- 1.3.2 Applicants are expected to use their own words and ideas when responding to essay questions. To clarify or strengthen a point, applicants may choose to include the thoughts and ideas of others when responding. In these cases, applicants are required to provide proper citation of the works in which the ideas originated using the most current APA citation format. Applicant essays are subject to plagiarism review, including the use of plagiarism detecting software. The consequences for essay plagiarism will be decided by Dental Hygiene Admission Committee and could result in various consequences, including the full denial of an application.

- 1.4 References: Two (2) distinct references from different people from 2 of the 3 categories: 1) faculty member; 2) supervisor/employer; 3) professional peer or colleague.

- 1.5 Dental Hygiene Licensure: Evidence of current, unencumbered Minnesota dental hygiene license including nitrous oxide and local anesthesia certification. Applicants in the process of obtaining MN dental hygiene licensure must provide proof of licensure upon receipt.

- 1.6 Dental Hygiene Experience: Applicants must provide documentation of at least 2000 hours of dental hygiene experience completed prior to the start of the program.

- 1.6.1 Applicants with other types of professional dental experience may petition for admission consideration.

- 1.7 Grade Point Average (GPA) Full admission requires 3.0 cumulative GPA for all previous post-secondary study and degrees, including any courses completed that did not lead directly to a completed degree.

- 1.7.1 Applicants may petition to have a transcript older than seven years from the date of program application omitted from the cumulative GPA calculation. Courses and degrees from an omitted transcript may not be used to satisfy program admission requirements
- 1.7.2 Individuals who completed a baccalaureate degree from an accredited institution (or equivalent) that did not assign grades or confer an official grade point average may still apply to the MSADT Program. Such an application will be evaluated on the basis of the remaining three admission criteria: prerequisite course grades, and the

required application essay.

1.7.3 Individuals with a cumulative GPA of 2.95 or above may petition to apply to the MSADT program. Students accepted to the program with a GPA of 2.95-2.99 are conditionally admitted.

1.8 Restorative Functions: Successful completion of one of the following: DENH 420 Restorative Functions (minimum of 3 semester credits) or equivalent course in transfer or non-credit certification program.

1.8.1 Restorative Functions must be completed within the past 5 years with a grade of B or above.

1.8.2 Applicants with Restorative Functions more than 5 years in the past may petition for an exception based on working knowledge of restorative functions skills.

1.8.3 If Restorative Functions is not complete at the time of application, the applicant must provide documentation of how the requirement will be satisfied prior to the start of the MSADT program.

1.9 Professional Portfolio

1.10 Candidate Interview

### **Petition for Exceptions to Policies**

A student seeking an exception from a policy or requirement may do so through the College of Nursing and Health Sciences Petition process. Exception requests are considered on an individual basis considering the strength of the submitted evidence or rationale. Students should contact a program advisor in CNHS for information on the petition process.

### **Review of Application Materials**

All submitted materials, candidate interview, and portfolio are reviewed and evaluated by the MSADT Faculty Admission Committee. Final admission offers are made by the Dean of the College of Nursing and Health Sciences. The admission process is competitive.

### **Admission Offer**

Successful applicants will receive a letter offering admission via email. Applicants accepting the offer of admission in the Master of Science in Advanced Dental Therapy program must respond affirmatively by the date indicated in the letter. Failure to respond to the offer of admission by the date indicated in the letter is considered a decline.

Applicants offered full admission have met all requirements for admission to the program.

Conditional Admission may be offered to applicants whom the Master of Science in Advanced Dental Therapy Admissions Committee believes could successfully complete the program even though one or more admission requirement has not been met. Full admission is granted when the conditional admission requirements outlined in the offer are satisfied by the stated deadline. Failure to meet the requirements of the conditional admission will result in the offer of

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admission being rescinded. Students may not graduate from the MSADT program while in Conditional Admission status.

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### **Deferral**

An applicant who accepts a position within a cohort and then does not enroll in courses forfeits a position in that cohort. Such applicants may submit an application in a subsequent application cycle