

ADMISSIONS REQUIREMENTS & PROCEDURES

Admissions Process

Moreland University admits candidates monthly throughout the year and enrolls new cohorts of candidates in our programs every month, except December.

Moreland University's application is fully online. Applications are reviewed as soon as they are submitted, and applicants are informed of their admission status within 48 hours. Accepted applicants who meet our requirements are notified of the next available start dates, and procedures for enrolling in the program of their choice.

Admissions Criteria

Teacher Preparation Certificate Program

Prospective candidates must meet the following requirements to be eligible for admission to the program:

- Bachelor's degree. A minimum of a Bachelor's degree is required. Official baccalaureate transcripts must be submitted by week 8 of the program, if not submitted at the point of admission. See note below for a description of what constitutes an official transcript.
- Transcript Evaluation (for non-US baccalaureate degrees): for applicants whose baccalaureate degree was obtained outside the United States or its territories, you will need to have your official baccalaureate degree transcript evaluated (course-by-course evaluation). Please see the note below on Transcript Evaluation and Translation, as well as the Transcript Evaluation Guide below. The evaluation must be received **at the time of enrollment**, and it must show equivalence with a US baccalaureate degree from a regionally accredited university.
- 3.0 GPA. We seek a GPA (Grade Point Average) of 3.0 or higher, or equivalent experience.
- Writing sample that demonstrates effective writing skills in English. We seek evidence of passion and enthusiasm for helping young people learn, grow, and develop through project-based virtual and/or physical classroom learning.
- English language proficiency, if the writing sample is insufficient, can be evidenced through a number of proficiency assessments. See below. We recommend the Duolingo English Proficiency Test.

Master's Degree Programs

For admission to our Master's programs, we adhere to the following criteria:

- Bachelor's degree. A minimum of a Bachelor's degree is required. Official transcripts must be submitted at the point of admission. See note below for a description of what constitutes an official transcript.
- Transcript Evaluation (for non-US baccalaureate degrees): for applicants whose baccalaureate degree was obtained outside the United States or its territories, you will need to provide an official, course-by-course evaluation of your baccalaureate degree **at the point of admission**. Please see the note below on Transcript Evaluation and Translation, as well as the Transcript Evaluation Guide below. Please note that your evaluation must show equivalence with a US baccalaureate degree from a regionally accredited university.
- 3.0 GPA. We seek a GPA (Grade Point Average) of 3.0 or higher, or equivalent experience.
- Writing sample that demonstrates effective writing skills in English. We seek evidence of passion and enthusiasm for helping young people learn, grow, and develop through project-based virtual and/or physical classroom learning.
- English language proficiency, if the writing sample is insufficient, can be evidenced through a number of proficiency assessments. See below. We recommend the Duolingo English Proficiency Test.

Official Transcript

Official transcripts are documents that are produced by a college or university's Office of the Registrar (or similar) and must be ordered according to the instructions provided by the university. Whether issued as secure

.pdf documents, via a third party (such as National Student Clearinghouse, or Parchment), or printed on blue tamper proof security paper, official transcripts are important to third parties so that they can be assured of authenticity (originating directly from the university) and content accuracy. Official transcripts are usually issued in portrait format and contain the seal of the university and the signature of the University Registrar.

Transcript Evaluation and Translation (For Non-US Baccalaureate Degrees)

For those candidates seeking a teaching credential, please note that, as part of your application for a state-issued teaching credential in some states, you will need to have your official baccalaureate degree transcript from non-U.S. institutions evaluated for educational equivalence by a National Association of Credential Evaluation Services (NACES) member agency. See www.naces.org for a list of current NACES member agencies that can conduct a transcript evaluation and/or provide translation services.

English Language Proficiency Assessment

Applicants whose home language is not English or who have not earned a Bachelor’s degree from an institution where English is the principal language of instruction must demonstrate academic proficiency (university level) in English through one of the following measures for admission:

Proficiency Measure	Required Score for Certification Program	Required Score for Master’s Degree Program
Graduate from accredited / recognized high school where instruction was in English	High School Diploma	n/a
Paper-based Test of English as a Foreign Language (TOEFL)	500	530
Internet-based TOEFL (iBT)	61	71
International English Language Test (IELTS)	6.0	6.5
Pearson Test of English Academic Support	44	50
Duolingo English Test	90	95

Transfer of Credits and Prior Credit Evaluation

Moreland University does not accept transfer credits. If a candidate wishes to transfer to another institution, it is up to the receiving institution to determine if the credits earned at Moreland University will be accepted. Moreland University makes no representations about the transferability of credits earned in a program offered by Moreland University.

Disclosures

Moreland University does not guarantee employment or salary following completion of any program. Moreland University does not participate in federal or state financial aid programs. Candidates must pass required state licensure tests to be eligible for licensure in all states.

Refund and Cancellation Policy

While Moreland University prefers that all requests for cancellation of the Enrollment Agreement or withdrawal from the program be emailed to admissions@moreland.edu, it will accept notification of cancellation in any manner (email, telephone, postal mail, in-person, etc.). Candidates who wish to terminate the Agreement and cancel their enrollment within 5 calendar days of signing the Enrollment Agreement will receive a full refund of any tuition paid. If Moreland University cancels the Agreement prior to the start of the first virtual class, candidates will receive a full refund. Candidates who

withdraw after 5 calendar days of signing the Enrollment Agreement but prior to starting the first virtual class, will receive a full refund less the \$200 non-refundable registration fee.

Moreland University refunds program tuition according to a flexible time schedule, representing percentage of overall program completed, as measured by credit hours attempted. The refund is calculated by total credit hours earned and attempted at the time of withdrawal, divided by the program's overall credit hours, resulting in the percentage of program completed. That percentage is then multiplied by the total program tuition in order to determine the amount to be refunded to the candidate. If a candidate has received a discount on tuition through an institutional collaboration agreement, the refund policy will be based on the discounted tuition rate.

Percentage of Program Completed, as Measured by Credit Hours Earned and Attempted	Percentage of Tuition Retained by the Institution (Plus Non-Refundable Registration Fee of \$200)
Up to 10%	10%
>10% - 25%	25%
>25% - 50%	50%
>50% - 100%	100%

Example 1 – Teacher Preparation Certificate Program (24 credit hours)

Candidate withdraws after completing 6 credit hours of the program's total 24 credit hours, and is actively enrolled in a 3 credit hour module. The total number of credit hours attempted is 9/24, which equals 37.5% of the overall program. As this percentage falls within the refund band of >25% - 50%, the institution retains \$3,200, representing 50% of the tuition plus the non-refundable registration fee of \$200. The candidate will be refunded \$2,800, representing 50% of tuition minus the non-refundable registration fee of \$200.

<i>Institution</i>		<i>Candidate</i>	
Tuition Charge	\$6,000	Tuition Paid	(\$6,000)
50% Retained	\$3,000	50% Tuition	\$3,000
Non-Refundable Registration Fee	\$200	Non-Refundable Registration Fee	(\$200)
<u>University Retains</u>	<u>\$3,200</u>	<u>Refund Issued</u>	<u>\$2,800</u>

Example 2 – Master's in Education with Focus on Special Education (39 credit hours)

Candidate withdraws after completing 6 credit hours of the program's total 39 credit hours and is actively enrolled in a 3 credit hour module. The total number of credit hours attempted is 9/39, which equals 23% of the overall program. As this percentage falls within the refund band of >10% - 25%, the institution retains \$3,450, representing 25% of the tuition plus the non-refundable registration fee of \$200. The candidate will be refunded \$9,550, representing 75% of tuition minus the non-refundable registration fee of \$200.

<i>Institution</i>		<i>Candidate</i>	
Tuition Charge	\$13,000	Tuition Paid	(\$13,000)
25% Retained	\$3,250	75% Tuition	\$9,750
Non-Refundable Registration Fee	\$200	Non-Refundable Registration Fee	(\$200)
<u>University Retains</u>	<u>\$3,450</u>	<u>Refund Issued</u>	<u>\$9,550</u>

Any money due to the candidate under this Refund Policy will be refunded within 30 days of Moreland University receiving the cancellation request. Students who opt to pay tuition over time may owe money after withdrawal, depending on how much they have paid and the amount due under the refund policy.

Last update: May 2022

Transcript Evaluation Guide

What is a transcript evaluation?

A transcript evaluation ensures that a non-USA undergraduate degree is an equivalent standard to a US bachelor's degree. Often degrees from different countries have different formats and requirements; this is expected and normal. This evaluation assesses different education experiences to ensure a standard equivalency for Moreland candidates. This evaluation is also needed before candidates apply for their state teaching licenses.

Who needs a transcript evaluation?

Applicants who have a bachelor's degree or undergraduate degree from outside of the United States need to get a transcript evaluation. This is done by any member agency of the National Association of Credential Evaluation Services (NACES).

What is NACES?

NACES is an association of US-based, independent, nongovernmental organizations that provide credential evaluation services for individuals who have completed education outside the United States. There are currently eighteen different NACES members.

Which evaluation agency should I use?

Your evaluation can be completed by any NACES member. The organizations listed on [the NACES website](#) are approved for evaluations. Many of our candidates have success using the [World Education Service \(WES\)](#). The individual service will tell you what documents you need to supply.

How long does it take to get the evaluation?

The evaluation processing time depends on the organization that you use and their processing time at that point. Typically, it takes about four weeks but can take up to eight weeks.

Which type of evaluation do I need to request?

You will need a course-by-course or course analysis evaluation that clearly shows the course list and grades and GPA (grade point average).

When is it due? (Do I need to complete my evaluation before applying/enrolling?)

For our Teacher Preparation Certificate Program, we require evaluation prior to enrolling, and it must show equivalence with a US baccalaureate degree from a regionally accredited university. For all Master's programs, the evaluation is due at the point of admission.

How much does it cost?

This varies depending on which NACES member you select and if the evaluation service needs to do any language translation. Generally, the cost, without translation, is between \$200-250 USD.

Can I use this transcript evaluation in the future?

Yes, and if you have previously done a course-by-course evaluation with an NACES member, you can share that document with us.

I have both a bachelor's and a master's degree. What should I send them?

We suggest sending the evaluation service documentation of *any* university education.

What happens if my degree is determined to be not equivalent to a US Bachelor's degree?

If your degree is evaluated as not equivalent to a US Bachelor's degree from a regionally accredited university, you will not be able to obtain a teaching license from a state in the United States.

Last update: May 2022

POLICY ON EXCEPTIONS TO ADMISSIONS CRITERIA

Moreland University recognizes that some applicants with high potential for academic success and impact in the K-12 classroom or impact in K-12 leadership may not satisfy all Moreland University requirements for eligibility. The university maintains this Exceptions Policy for admittance of such applicants, as follows.

Principles

1. The university seeks mission-appropriate candidates to further its mission of empowering teachers to be resource-rich problem solvers in K-12 classrooms domestically and internationally.
2. With 92 million teachers in the world, the overwhelming majority of whom live in countries that do not have teacher preparation and licensing programs or requirements, and whose baccalaureate degrees may not be identical to a US baccalaureate degree in terms of time-to-completion or content, flexibility in admissions is essential to the university's mission.
3. Admission by Exception provides a means to identify applicants who may not meet listed criteria, but who demonstrate strong likelihood of success at the university and/or exceptional potential to contribute to the K-12 teaching profession as a whole, domestically and internationally.
4. Coordination of Admission by Exception should guard against the unlikely event that applicants the university determines to be less qualified for Moreland University are admitted instead of applicants the university determines to be more qualified. However, lack of an eligibility criterion must not automatically classify an applicant as non-competitive.
5. Admission by Exception also permits Moreland University to seek improvement in admission procedures by applying alternative criteria to select numbers of applicants, and monitoring these applicants' subsequent performance as candidates at Moreland University.

In limited and/or exceptional circumstances, applicants who may not meet strict admission criteria can be considered for admittance, based on the provision and review of additional supporting evidence, including but not limited to:

- Professional or graduate certifications
- Evidence of successful teaching experience, including in recognized international schools
- Professional references
- Military service
- Disadvantaged or under-represented background status
- Successful work experience, when bachelor's degree was attained more than 10 years ago

Procedures:

- An admissions counselor reviews an application
- Applicant shows strong potential to qualify for admission; however, they do not meet the admissions criteria listed
- The admissions counselor may request additional information or documentation to support evidence of risk-favorability and, therefore, inform a judgment on candidate success
- Upon review of the additional information with the Director of Enrollment Management, the Admissions Team reviews the application holistically and can make an exception in favor of program admission.
- The admissions counselor updates the applicant's status to "Accepted" and creates a note that indicates and explains the exception. The candidate support team is notified of the admission decision, and the candidate is added to a tracking system, in order to monitor performance in the program.