
UNDERGRADUATE ADMISSION TO THE UNIVERSITY

Vice President for Enrollment: Matthew Boyce Ph.D.
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Each applicant to the university should present those qualities of character and the seriousness of purpose which would indicate that he or she will benefit from and contribute to the campus community. Each applicant is given individual consideration and a careful evaluation is made of the student's curricular and cocurricular record.

Admission to the university extends the privilege of registering in courses of instruction only for the term stated in the letter of acceptance. The university necessarily reserves the option to refuse extension of this privilege and to deny any application.

Recommended high school course preparation for admission. The Admission Committee recommends that students complete the following pattern of coursework in high school as preparation for University of Puget Sound. The Committee recognizes that because the university is committed to maintaining an international student body, course patterns will vary considerably. Therefore, this pattern of coursework is recommended, but not required: English - four years; Mathematics - three/four years; History/Social Studies - three years; Foreign Language - two/three years of a single language; Natural/Physical Laboratory Science - three/four years; and Fine/Visual/Performing Arts - one year.

Campus visits. Prospective students are encouraged to visit campus while classes are in session. Throughout the year, admission counselors are available to answer questions and conduct interviews with high school seniors and transfer students. Tours led by current Puget Sound students and information sessions led by admissions counselors are available Monday through Friday.

Prospective students may attend classes in their area of interest during regular class sessions. Arrangements can be made for visiting high school seniors to stay in a residence hall for one night, Monday through Thursday. Visiting students are given passes to campus events and meal service.

The Office of Admission is closed during the Thanksgiving holiday weekend and Winter Break. During Fall Break, Winter Break, Spring Recess, and Summer Break only limited services are available because classes are not in session during these times. Please consult the academic calendar in this *Bulletin* for specific dates.

To arrange a campus visit, please see pugetsound.edu/visit. For further information, please contact the Office of Admission at 253.879.3211, or admission@pugetsound.edu. Before scheduling a campus visit, prospective students will benefit from browsing the university's website at pugetsound.edu to learn about campus activities and events that may be of interest.

First-Year Admission

Except for Early Admission or Simultaneous Enrollment, prospective first-years may apply for admission any time after the beginning of the senior year in high school. Applications are accepted for fall and spring term admission.

First-year Admission Procedures. To apply for admission, a prospective first-year must submit the following credentials to the Office of Admission. Please note that all application materials become the property of the university unless otherwise indicated in writing when the application is submitted. Photocopies, scanned originals, or facsimile (FAX)

copies of any official documents may be sent, but an application is not considered complete until original documents are received.

1. *Common Application.* The university is a member and exclusive user of the Common Application. The Common Application, including the Member Questions section, must be completed and submitted online at www.commonapp.org.
2. *Transcripts.* An official high school transcript that includes an applicant's 9th through 11th grade academic record should be forwarded to the Office of Admission.
3. *Tests.* Standardized test scores (ACT and SAT) are optional.
4. *School Report.* (Included in the Common Application.) Applicants should submit this form to their secondary school counselors. The evaluators should forward the completed form along with a personal recommendation to the Office of Admission.
5. *Teacher Evaluation.* (Included in the Common Application.) Applicants should submit this form to a current or recent teacher. The evaluator should forward the completed form along with a personal recommendation to the Office of Admission.
6. *Early Decision Agreement.* (Included in the Common Application) Applicants intending to apply Early Decision must complete and submit the Early Decision Agreement included in the Common Application for First-Year Admission.
7. *Application Fee.* A \$65 (U.S. funds) non-refundable processing fee must be submitted with the Application for First-Year Admission. Official fee waivers are acceptable.

Regular Decision Plan. Applications are due January 15. The Admission Committee will continue to consider applications received after this date on a space-available basis. For Regular Decision applicants, notification of admission decisions is on or before April 1. The university subscribes to the National Candidates' Reply Date of May 1 and does not require advance payments prior to this date. The Early Action plan applies to fall term admission only. **Advance Tuition Payments are not refundable.**

Early Action Plan. Students who wish to apply to University of Puget Sound early in their senior year may want to consider the Early Action plan. Applications are due November 1 with decision notification no later than January 15. The university subscribes to the National Candidates' Reply Date of May 1 and does not require advance payments prior to this date. **Advance Tuition Payments are not refundable.**

Early Decision Plan. Students who have selected University of Puget Sound as their first choice and wish to commit to enrolling early in their senior year may want to consider the Early Decision plan. The application for admission is due on November 1. The student receives a notification of acceptance which is available by December 15 (along with a tentative notification of financial aid, if admitted), and the student pays an Advance Tuition Payment by January 15. **Advance Tuition Payments are not refundable.**

Early Decision is a binding agreement. Students may apply to other colleges simultaneously, but they may only apply to one college or university through the Early Decision plan. Students accepted under this plan are expected to withdraw their applications from other colleges and submit an Advance Tuition Payment to University of Puget Sound.

For complete information on financial aid and scholarship opportunities, please refer to the "Student Financial Services" section of this *Bulletin*.

Early Admission. Advanced high school students who have not completed graduation requirements—and do not intend to do so—and are

seeking early entrance to college may apply for admission to University of Puget Sound. Admission is contingent upon an outstanding high school record. Students interested in Early Admission should submit all parts of the Common Application, standardized test scores, and recommendations from the secondary school head or principal, the student's college counselor or advisor, and the student's parents or guardians.

Simultaneous Enrollment While in Secondary School. Students who have advanced beyond the levels of instruction available in their secondary school may enroll simultaneously in courses at University of Puget Sound and at their secondary school. Admission is contingent upon an outstanding high school record. Students interested in simultaneous enrollment should contact the Office of Admission for more information.

Deferred First-Year Admission. Admitted first-year students requesting a deferral must confirm their enrollment, indicating their request to defer and an explanation of their plans for the deferral period, along with the Advanced Tuition Payment of \$500, on or before the posted response deadline (i.e., May 1). First-year students who are granted a deferral should not undertake academic work for college credit (or matriculate) at another institution during this period, unless approved by the Office of Admission. Once a student's deferral has been approved, an additional non-refundable \$500 Advance Tuition Payment will be due to hold the student's place in the class.

Students who intend to matriculate at another institution but desire to eventually enroll at Puget Sound must reapply for admission at a future date as a transfer student.

Credit Transfer Policies

Advanced Placement. The university participates in the Advanced Placement Program of the College Board. The university normally will grant lower division credit for scores of 4 or 5 on an Advanced Placement (AP) Examination, and in selected instances for scores of 3. Students may be allowed up to a total of sixteen (16) units of advanced standing credit by examination, including AP and IB credit. AP credit may be applied toward university core requirements and students may earn exemptions from first-year Puget Sound courses. Details regarding specific examinations, grade requirements, credit awards, and course exemptions are available from the Office of the Registrar.

International Baccalaureate. University of Puget Sound will grant one (1) unit of lower-division credit for a student's results on each International Baccalaureate (IB) Higher Level Examination passed with a score of 5, 6, or 7. Additionally, one (1) unit of lower division elective credit will be allowed for Theory of Knowledge if a student has earned the IB Diploma. Students may be allowed up to a total of sixteen (16) units of advanced standing credit by examination, including AP and IB credit. Details regarding specific course exemptions are available from the Office of the Registrar.

College Classes While in High School (including Running Start). College credits earned prior to high school graduation may transfer if such credits appear on the transcript of a regionally-accredited college or university. This includes coursework completed through concurrent enrollment programs, such as Washington's Running Start and College in the High School programs. All other transfer restrictions apply, including credit limits, general transferability, university core requirements, and major and minor credit policies.

Transfer Admission

Students who have attended other regionally accredited colleges or universities may apply for Transfer Admission. Each student is admitted on a

selective basis. The following general criteria are applied:

1. Honorable dismissal from the institution(s) previously attended.
2. Good academic standing at the institution last attended, with a minimum cumulative grade point average of 2.0 to be considered.

Transfer of Credit. The university will evaluate for transfer all courses which are appropriate to a Puget Sound baccalaureate degree program. Transferability will be determined through a course evaluation in accordance with the policies established by the faculty and administration.

To be transferable, a course must be offered by a regionally accredited university or college recognized by University of Puget Sound. Personal development, remedial, technical, or vocational courses are not transferable.

General Policies for Transfer Students

1. One University of Puget Sound unit is equivalent to four (4) semester credits or six (6) quarter credits.
2. Transfer students are limited to 16 units (96 quarter credits or 64 semester credits) of transfer credit and must earn at least 16 more units at Puget Sound to complete the 32 units required for a bachelor's degree.
3. The maximum activity credit allowed within a Puget Sound degree program is 2.0 units. Activity credit includes athletics, music performance, theatre performance, forensics, and any other student participation program.
4. Advanced Placement (AP) or International Baccalaureate (IB) examination scores should be submitted with the application materials. Puget Sound does not provide credit for CLEP examination scores or for military training.
5. No more than a combined total of four (4) units of self-paced study (e.g., online and electronic) courses are accepted in transfer. Such courses do not fulfill university core requirements. Additionally, students requesting transfer credit for such courses must provide a course syllabus or outline.
6. No more than four (4) academic units taken with a pass/fail or credit/no credit grading option may apply toward the 32 units required for graduation. In addition, all university core requirements must be taken for a letter grade.
7. All coursework will be evaluated on an individual basis to determine fulfillment of university core requirements. Sophomore transfer students may complete four (4) core requirements and the foreign language requirement with transfer credit while junior transfer students may complete five (5) core requirements and the language requirement with transfer credit. All students must complete the Seminars in Scholarly Inquiry and Connections core requirements at Puget Sound. Courses that transfer in fulfillment of core requirements may not be completed through independent study nor be graded on a pass/fail basis.
8. Sixteen (16) units must be completed in residence in order to obtain a Puget Sound degree. At least four (4) units for a major and three (3) units for a minor must be completed in residence.
9. Following admission to and enrollment in the university, if it is learned that a student misrepresented his or her academic record when applying for admission, he or she may be subject to immediate expulsion.

Special Regulations

1. Within a baccalaureate degree program, the university makes a clear distinction between the first 16 units (first and sophomore years) and the last 16 units (junior and senior years) of coursework. The following educational programs are considered part of the first

and sophomore years, and are acceptable in transfer to a combined total of 16 units:

Accredited college or university

Advanced Placement (AP)

International Baccalaureate (IB)

These educational programs are also subject to the individual transfer credit limits established by the university before being accepted into a degree program.

2. Once a student has 16 or more units, that student cannot count credit earned through one of the above first and sophomore level educational programs toward the Puget Sound degree.
3. Credit will not be granted for dual enrollment or simultaneous matriculation with two or more institutions.
4. Specific courses not commonly offered in baccalaureate degree programs will be examined. If equivalencies can be established by the appropriate departments, schools, or administrative officers, the courses will be acceptable for transfer.
5. Decisions are petitionable to the Academic Standards Committee for just cause.

Transfer Admission Procedures. Credentials required for admission to the university with advanced standing include the following as described below. Please note that all application materials become the property of the university unless otherwise indicated in writing when the application is submitted. Photocopies, scanned originals, or facsimile (FAX) copies of any official transcripts or test scores may be sent, but an application is not considered complete until original documents are received.

1. *The Common Application.* The university is a member and exclusive user of the Common Application for Transfers. The Common Application, including the Member Questions section, must be completed and submitted online at commonapp.org.
2. *Transcripts.* Official transcripts of the student record from each college and university previously attended and, upon request, a high school transcript must be sent to the Office of Admission. Any student who has completed less than one full year of college work should submit a high school transcript and examination results from the SAT, ACT or test-optional essays. All transcripts must be sent by institutions previously attended and not by way of the student. Official evaluation of the transcripts will be provided to the student upon acceptance for admission.
3. *Application Fee.* A \$60 (U.S. funds) nonrefundable processing fee must be submitted with the Common Application. Official fee waivers are acceptable.
4. *College Report.* (Included in the Common Application.) This form is available online at commonapp.org. Applicants should submit this form to the Registrar's office at their current institution. The college official should forward the completed form to the Office of Admission.
5. *Academic Evaluation.* (Included in the Common Application.) One Academic Evaluation is required. This form is available online at commonapp.org. Applicants should submit this form to a current or recent college instructor. The evaluator should submit the completed form online or forward the completed form along with a personal recommendation to the Office of Admission.
6. Official scores of Advanced Placement (AP) or International Baccalaureate (IB) examinations may be submitted with the application materials. No credit is given for military experience or CLEP examination scores.

Second Baccalaureate. Students who have already attained a baccalaureate degree from an accredited institution (including Puget Sound) may apply to enroll at Puget Sound for a Second Baccalaureate degree. Students wishing to earn a second baccalaureate degree must complete

a minimum of 8 additional units in residence. These units must be academic and taken for a grade. Students must also complete departmental requirements current as of the date of their post-baccalaureate enrollment. Each additional baccalaureate degree requires 8 more discrete academic, graded units. To apply for a second baccalaureate degree, students must submit:

1. *The Common Application.* The university is a member and exclusive user of the Common Application. The Common Application can be completed and submitted online at commonapp.org. Students should indicate the intent to enroll as a Second Baccalaureate Student in the Member Questions section.
2. *The Common Application Member Questions section.*
3. *Transcripts.* Official transcripts from all previous colleges attended (if the student has previously attended Puget Sound, only transcripts for coursework taken since their last term at Puget Sound must be submitted).
4. *Application Fee.* A \$65 (U.S. Funds) nonrefundable processing fee must be submitted with the Common Application. Official fee waivers are acceptable.
5. *Academic Evaluation.* (Included in the Common Application.) One Academic Evaluation is required. This form is available online at commonapp.org. Applicants should submit this form to a current or recent college instructor. The evaluator should submit the completed form online or forward the completed form, along with a personal recommendation, to the Office of Admission.
6. *Official scores* of any nontraditional work [including Advanced Placement (AP) or International Baccalaureate (IB) examination scores] may be submitted with the application materials. No credit is given for military experience or CLEP examination scores.

Deferred Transfer Admission. Students offered undergraduate admission to Puget Sound may request a deferral of enrollment, which must be approved by the Office of Admission. Generally, deferrals may be granted for one semester or one year, but not longer. If the deferral request is approved, any academic merit scholarship will also be deferred to the future entry term.

Admitted students requesting a deferral must confirm their enrollment, indicating their request to defer and an explanation of their plans for the deferral period, along with the Advanced Tuition Payment of \$500, on or before the posted response deadline. Transfer students who are granted a deferral may continue to take college courses at their current institution but should not enroll in courses (or matriculate) at another institution during the deferral period, unless approved by the Office of Admission. Once a student's deferral has been approved, an additional \$500 Advanced Tuition Payment will be due to hold the student's place in the class.

Returning Students. Undergraduate students who formerly have attended the university (as regular matriculants) but have not been in attendance for one or more terms (excluding summer term) or whose leave of absence has expired should contact the Office of the Registrar.

Non-Matriculant Enrollment. Students who do not intend to pursue a degree, including those wanting to audit courses, may register for classes as non-matriculant students. Students interested in enrolling as non-matriculants must complete a non-matriculant registration agreement form, which may be obtained from the Office of the Registrar.

1. Non-matriculants must wait until the first day of the term to register for a class.
2. Registration of non-matriculant students is on a space-available basis.
3. At the time of registration, non-matriculants must pay for reg-

istered course(s) in full, or set up a payment plan with Student Financial Services.

4. No more than three (3) units taken as a non-matriculant may be applied toward a University of Puget Sound undergraduate degree.

Reservations, Payments, and Health Forms

First-year. Students admitted to Puget Sound will receive a Letter of Acceptance. A non-refundable Advance Tuition Payment of \$500 is required for each new student and reserves a place in the student body. Students must confirm their enrollment and submit the non-refundable Advance Tuition Payment by May 1 for regular decision or early action admission or within 30 days of their admission notification for early decision.

Puget Sound reserves the right to rescind an offer of admission should a student fail to maintain the academic and/or personal standards demonstrated in the individual's application.

Students should submit the Housing Application online after submitting their Advance Tuition Payment. Students are responsible for return of the medical history and immunization form prior to enrollment. This history and immunization form is provided to a student prior to the term in which that student plans to enroll.

Transfer Students. Students admitted to Puget Sound will receive a Letter of Acceptance and a transfer credit evaluation.

A non-refundable Advance Tuition Payment of \$500 is required for each new student and reserves a place in the student body. Puget Sound reserves the right to rescind an offer of admission should a student fail to maintain the academic and/or personal standards demonstrated in the individual's application.

Students should submit the Housing Application online after submitting their Advance Tuition Payment. Students are responsible for return of the medical history and immunization form prior to enrollment. This history and immunization form is provided to a student prior to the term in which that student plans to enroll.

International Students

Application and Academic Credentials. University of Puget Sound welcomes applications from international students. The university is authorized under federal law to enroll nonimmigrant students. Along with all required application materials, applicants should include those items outlined in this section of the *Bulletin* which are applicable to their class standing. Academic credentials must be translated into English and must be sent directly by the institutions previously attended. Hand-carried documents or copies of documents sent by students will cause a delay in the application process. Please note that all application materials become the property of the university unless otherwise indicated in writing when the application is submitted.

English Proficiency. Students attending secondary school where the primary language of instruction is not English must submit their scores from SAT, ACT, the Test of English as a Foreign Language (TOEFL), or the International English Language Testing System (IELTS). A minimum of 80 on the TOEFL iBT or 6.5 on the IELTS is recommended.

Financial Statement. Students on an F-1 Visa (Student Visa) must also provide evidence of sufficient funds to cover one full year of study by filing College Board's International Student Certification of Finances. International students must not depend upon earnings from employment, anticipated financial assistance, or scholarship grants.

Summer Term

Non-matriculating students may register for summer classes by com-

pleting a non-matriculant registration agreement form available from the Office of the Registrar. Non-matriculating students wishing regular student standing for summer term must complete the appropriate application form outlined previously. Attendance in a summer term does not guarantee a student matriculating status.

GRADUATE ADMISSION TO THE UNIVERSITY

School of Education

To apply for the M.A.T. or M.Ed. degree, a student must complete an online School of Education application. For more information, please visit pugetsound.edu/education-application. All materials should be submitted directly to the Office of Admission. Questions about the admission process should be referred to the Office of Admission.

Application Procedures

Master of Arts in Teaching (M.A.T.)

University of Puget Sound Education Studies minors and/or Bachelor of Music in Music Education majors and all other University of Puget Sound graduates see information below about the streamlined admission process.

1. *Application:* Complete the Application for Graduate Admission (via the online application available on the Puget Sound website). The application includes three essay prompts. Each response should be 300-500 words.
2. *Official Transcripts:* Arrange to have official transcripts of all completed college-level coursework forwarded to the university. University of Puget Sound transcripts will automatically be added to applications from current students and alumni by the university's Registrar. Transcripts should be sent directly by each institution previously attended and reflect the completion of a baccalaureate degree from an accredited institution. (Degree in-progress is acceptable as long as completion date is prior to the start of M.A.T. classes).
3. *Appraisal of Applicant forms:* Arrange to have two (2) Appraisal of Applicant for Degree Candidacy forms (available online) completed and submitted. Candidates should submit at least one academic reference if they have taken coursework at a college or university within the last three years.
4. *Resume:* Submit a resume.
5. *Interview:* An interview for M.A.T. candidates may be requested by the School of Education admission committee at its discretion.
6. *Supplemental Requirements:*
 - a. M.A.T. candidates are required to submit scores from an approved basic skills test and an approved content area exam. Score submission is not required for the application process. These scores can be submitted any time up until August 1.
Basic Skills Test: Candidates for the Master of Arts in Teaching degree are required to submit scores from an approved basic skills exam. While no state-mandated passing score is set for basic skills, applicants must submit individual scores in reading, writing, and mathematics for admission. Applicants may use scores from SAT and/or ACT taken after 2005, or WEST-B. Out-of-state candidates may substitute either Praxis I or CBEST results for basic skills with approval from the School of Education.
Endorsement Test: All M.A.T. candidates must meet the content requirements for at least one endorsement area. Secondary candidates must have completed coursework in a content area aligned with the endorsement area they

are pursuing. Both elementary and secondary M.A.T. candidates should arrange to have endorsement scores sent from Pearson for either their National Evaluation Systems exam or for their Washington Educator Skills Test Endorsement exam.

- b. Music Endorsement Candidates who graduated with a degree in music from an institution other than the University of Puget Sound must audition and submit transcripts to the School of Music. For more information, contact the Music Admission Coordinator in the School of Music at music.admission@pugetsound.edu or 253.879.3228.

Streamlined Admission Process 1 (for Education Studies minors and Bachelor of Music Education majors):

University of Puget Sound Education Studies minors and/or Bachelor of Music in Education majors in good standing will be reviewed through a streamlined process. These applicants should submit only the application and supplemental testing requirements described in number 6 above. Additional materials may be requested by the School of Education admission committee at its discretion.

Streamlined Admission Process 2 (for other University of Puget Sound graduates):

University of Puget Sound graduates in good standing, who are not Education Studies minors or Bachelor of Music in Music Education majors, will be reviewed through a streamlined admission process. These applicants should submit the application with responses to the three essay questions, the names and contact information of two references in lieu of written appraisals, and the supplemental testing requirements described in number 6 above. Additional materials may be requested by the School of Education admission committee at its discretion.

Master of Education in Counseling (M.Ed.)

University of Puget Sound graduates see information below about streamlined admission process.

1. *Application:* Complete the Application for Graduate Admission (via the online application available on the Puget Sound website). The application includes an essay prompt. Responses should be 300-500 words.
2. *Official Transcripts:* Arrange to have official transcripts of all completed college-level coursework forwarded to the university. Transcripts should be sent directly by each institution previously attended and reflect the completion of a baccalaureate degree from an accredited institution. (Degree in-progress is acceptable as long as completion date is prior to the start of M.Ed. classes). University of Puget Sound transcripts will automatically be added to applications from current students and alumni. Graduate Record Examinations (GRE) scores are required if a candidate's undergraduate GPA is below 3.0 and the candidate does not already have a Master's degree.
3. *Appraisal of Applicant forms:* Arrange to have two (2) Appraisal of Applicant for Degree Candidacy forms (available online) completed and submitted.
4. *Resume:* Submit a resume.
5. *Interview:* An interview is required for all M.Ed. in counseling candidates. Interviews are arranged by the School of Education after completed applications have been received and reviewed.

Streamlined Admission Process:

University of Puget Sound graduates in good standing will be reviewed through a streamlined admission process to the M. Ed. program. These applicants should complete all of the steps in the admission process

except they may submit names and contact information from two references in lieu written appraisals. Additional materials may be requested by the School of Education admission committee at its discretion.

A candidacy decision will be based on the Admission Committee's assessment of the applicant's potential as a professional in his or her chosen field. The indicators upon which this judgment is based are drawn from the above material. The intention of the faculty of the School of Education is to choose the best candidates from among the applicant pool to fill a limited number of available openings. The faculty seeks students who are mature, self-aware, flexible, and motivated. The faculty also recognizes that varied life experiences and broad educational backgrounds contribute to a student's ultimate success

State Required Documentation for K-12 Placements

Candidates who do not hold a valid Washington certificate will be required to complete the Pre-Residency Clearance as part of the application for Washington certification. This application includes a Washington State Patrol and FBI fingerprint clearance in addition to completing a moral character and fitness questionnaire. Candidates with any previous criminal conviction, serious behavior problem or previous license revocation must be cleared by the Office of the Superintendent of Public Instruction prior to certification. Questions and requests for additional information should be addressed to the certification officer in the School of Education (253.879.3382).

Master of Public Health Program (MPH)

Public health is a transdisciplinary field focused on the promotion of community and environmental health, and the prevention of disease and injury to assure optimal health outcomes with an emphasis on serving marginalized populations. The Master of Public Health (MPH) is a professional degree that prepares students as practitioners who are responsive to contemporary challenges in public health at local, regional, national and global levels. M.P.H. graduates are proficient in the best practices of design, planning, and implementation of health research, programs, and services.

To apply to the MPH Program, applicants need to submit an application through the on-line system: pugetsound.edu/applymph. The following are required for application to the MPH Program:

1. MPH application
2. Personal statement: Personal statement should speak to the applicant's interest in public health and career goals.
3. Official transcripts: Arrange to have official transcripts of all completed college-level coursework forwarded to the university. Transcripts should be sent directly by each institution previously attended and reflect the completion of a baccalaureate degree from an accredited institution. (Degree in-progress is acceptable as long as completion date is prior to the start of classes).
4. Letters of Recommendation: Arrange to have two (2) letters of recommendation completed and submitted. (You will submit the requests to your recommenders via the online application.) Recommenders should be able to speak to your ability/potential for public health graduate studies. Puget Sound students and alumni may submit names and contact information from two references in lieu of written appraisals.
5. Resume: Submit a résumé via the online application.
6. For applicants who completed their undergraduate degree outside of the United States, the following additional steps should be completed for admissions:
 - a. Official college or university transcripts should be forwarded directly from the institution(s) attended to the Puget

Sound Office of Admission. We are unable to take action on copies of transcripts or certificates issued to the applicant. Transcripts must be translated into English. If possible, please also send a copy of your transcript in its original language. (If you have class syllabi or course outlines, they can be helpful in evaluating your transcript for credit.)

- b. English Proficiency: English proficiency must be established if you have attended a college or university where English is NOT the language of instruction. You can establish proof of proficiency by submitting the official scores from the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the Duolingo English Test. A minimum score of 85 on the TOEFL IBT, 6.5 on the IELTS, or 105 on the Duolingo English Test is recommended.

There is no specific undergraduate coursework required for acceptance to the program. Applications to the MPH program are competitive and will be reviewed holistically across work and volunteer experience, quality and content of personal statement, and academic preparation as evidenced by transcripts and letters of recommendation.

Occupational Therapy

The School of Occupational Therapy offers entry level and post-professional degrees. The entry level degrees include a Master of Science in Occupational Therapy (M.S.O.T.) or an entry-level Doctorate in Occupational Therapy (O.T.D.). The post-professional degree is a Doctor in Occupational Therapy as well (Dr.O.T.).

Entry-Level Degrees (M.S.O.T and O.T.D.)

The entry-level degrees are for college graduates who wish to become occupational therapists. Any undergraduate major may lead to the successful study of occupational therapy. In fact, the program seeks a diversity of educational backgrounds among its students. A liberal arts education is a vital component in the preparation of today's health care practitioner. Specific prerequisite courses also must be completed before enrollment in the Occupational Therapy Program.

For complete information concerning application procedures, prerequisites, and acceptance to degree candidacy, see the School of Occupational Therapy website or request a brochure (available in the Office of Admission, the School of Occupational Therapy, and online at pugetsound.edu/ot).

Please note that in most years more applications are received for the incoming class than there are spaces available. Applicants who have been or will be granted an undergraduate degree from Puget Sound, however, and who are competitive within the applicant pool, are offered admission prior to other applicants.

Acceptance to Degree Candidacy

The Occupational Therapy Program Admission Committee bases its graduate candidacy decisions on the best balance of the following:

1. Academic ability as demonstrated by grade point average and Graduate Record Examination (GRE) scores;
2. Written communication skills;
3. Understanding of the role and functions of occupational therapy and the importance of a graduate degree in occupational therapy;
4. Academic performance in prerequisite courses;
5. Letter of reference
6. Exposure to the practice of occupational therapy, including breadth and depth (for example, a job or volunteer position in an occupational therapy clinic).

Post Professional Doctor of Occupational Therapy (DrOT)

The Post-professional Doctor of Occupational Therapy (DrOT) Program is offered every 2-3 years and is designed to fit all levels of experience, whether you are a new entry-level occupational therapist or a seasoned one. The twelve month curriculum is designed to be student-centered and to support students' development of advanced practice skills that support their career goals. To that end, students in the Program are required to articulate an area of concentration and related learning outcomes that will guide them in developing a doctoral thesis project, shaping course assignments, and selecting authentic learning experiences. Students will enter the DrOT Program with a range of professional experience and interests, which will enhance the learning of all.

Acceptance to Degree Candidacy

The Occupational Therapy Program Admission Committee bases its graduate candidacy decisions on the best balance of the following:

1. Academic ability as demonstrated by grade point average
2. Written communication skills;
3. Understanding of the role and functions of occupational therapy
4. Academic performance in prerequisite courses;
5. Letter of reference

For information on completion of degree requirements for the graduate program in Occupational Therapy see the Occupational Therapy section of the bulletin. The course sequence and course descriptions for the MSOT and OTDM.S.O.T. degrees are available on the School's website and in the Occupational Therapy section of the *Bulletin*.

Physical Therapy

The Doctor of Physical Therapy Program

The Physical Therapy Program is a post-baccalaureate graduate program leading to a Doctor of Physical Therapy degree (D.P.T.). The program is designed to educate an entry-level physical therapist, that is, the graduate student studies to enter the profession rather than to become a specialist within the profession.

A baccalaureate degree is prerequisite for enrolling in the Doctor of Physical Therapy Program. Diversity of educational background is desirable among potential physical therapists. Any undergraduate degree may lead to the successful study of physical therapy, and undergraduates are encouraged to follow their passion in selecting a major as a strong academic record is required for successful application to the D.P.T. program. Students must also demonstrate appropriate mastery of the prerequisite courses by passing each course with a grade of B (3.0) or better.

Complete information on the admission requirements and process can be found on the School of Physical Therapy web page at pugetsound.edu/pt.

Please note that many more applications are received for each class than there are spaces available and that admission to the University of Puget Sound does not guarantee admission to the Physical Therapy Program. However, applicants who have been, or who will be, granted an undergraduate degree from Puget Sound, and who are competitive within the applicant pool, are offered admission prior to graduates from other institutions.

For information on course sequence and the completion of degree requirements for the Doctor of Physical Therapy, see the School of Physical Therapy web page. The D.P.T. program is a full-time program with no option for part-time work and accepts no transfer credit from other DPT programs.

Acceptance to Degree Candidacy

The Physical Therapy Program Admission Committee bases its graduate candidacy decisions on the applicant's qualifications taken as a whole and strives to select those applicants whose educational records predict academic success in the program and whose interests, background, and professional goals are compatible with the philosophy and goals of the Physical Therapy Program. Admission and degree candidacy decisions will be based on information related to the following:

1. Academic ability: Completion of a Baccalaureate degree with at least a B (3.0) cumulative GPA and a grade of B (3.0) or better in all prerequisite courses.
2. Graduate Record Examination (GRE) scores, not more than five years old.
3. Exposure to the practice of physical therapy (either volunteer or paid) under the supervision of a licensed physical therapist is required. There is no minimum number of hours, but the applicant must demonstrate knowledge across the spectrum of the profession in writing submitted for the application..
4. Content and quality of writing and references submitted in the application process.
5. Completion of all prerequisites prior to matriculation.
6. Professional and educator references.