

# Application for Admission

MASTER OF ARTS IN LIBERAL STUDIES  
COMMUNITY LEADERSHIP



# ADMISSION CRITERIA AND PROCEDURES

## ADMISSION CRITERIA

### Quality of Previous Undergraduate and Graduate Work

The minimum requirements necessary for admission to Alvernia's MALS program will include an official transcript indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. A grade point average of 3.0 on a 4.0 scale for all previous undergraduate and graduate work is required for full acceptance.

### Letters of Recommendation

The strength of letters of recommendation from persons competent to judge the applicant's probable success in graduate school will be evaluated. Each applicant will submit three letters of recommendation. Letters from former professors, from employers or supervisors familiar with the applicant's professional experiences, or from religious or community leaders must be forwarded directly to the Alvernia School of Graduate and Continuing Studies .

### Résumé

Applicants are required to submit a current résumé outlining their professional, educational, and volunteer experiences.

### Personal Interview

After all the required application materials have been received by the Coordinator of Graduate Admissions, each applicant will be contacted to arrange for a personal interview. The interview will be conducted by the Program Coordinator or a designated representative.

### Applicant's Statement of Academic and Career Objectives

The applicant must submit a one-page statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development. Describing educational and professional experiences that will serve as the foundation for graduate study is encouraged, but not required.

### Additional Evidence of Potential for Success as a Graduate Student

Academic or professional awards, special certifications, samples of scholarly or creative work, completion of specialized examinations, and personal interviews will also be reviewed as evidence of potential.

### Special Consideration of Applicant's Potential

Alvernia will weigh the evidence submitted by each applicant to assess the candidate's strengths and academic potential. Special consideration will be given to applicants who will enrich the diversity of the academic community. Applicants to the MALS degree program will be admitted as described below:

**Full Graduate Status:** Students admitted to full graduate status must have submitted official documents demonstrating that they have earned a baccalaureate degree from an accredited college or university. These students must be fully qualified by the judgment of the Dean of the Graduate Programs. Students may opt for full-time or part-time enrollment.

**Non-Degree Status:** Students may enroll in graduate courses to earn graduate credit for professional certifications or professional development activities in their chosen field. These students must have earned a baccalaureate or other advanced degree from an accredited college or university. Certain other students may be admitted with non-degree status with the approval of the Dean of the Graduate Programs.

### Retention, Completion, and Degree Requirements

Students with full graduate status must respond to a written offer of admission that specifies the date of entrance into the MALS program. This admission letter will serve as a permit-to-register for courses. In most cases, students will be offered admission for a five-year period.

Progress toward completing the graduate degree will be evaluated by each student's advisor on a regular basis. Students with full graduate status must achieve and thereafter maintain a cumulative grade point average of 3.0 or higher to be retained in the program. Students will not be allowed to participate in capstone activities unless they have achieved a cumulative grade point average of 3.0 or higher. Academic records of all graduate students will be reviewed at the end of each semester. Students will schedule two meetings with their advisor each year.

### Additional Information

Students who have additional questions, or would like more information, should contact the Graduate Admissions at 1.888.ALVERNIA (1.888.258.3764/1.610.796.8228) or [graduate@alvernia.edu](mailto:graduate@alvernia.edu). More information on Alvernia University's MALS Program can be found on the University's website at [www.alvernia.edu/academics/graduate/mals/index.html](http://www.alvernia.edu/academics/graduate/mals/index.html).

## ADMISSION PROCEDURES (can be submitted on a rolling basis or all at once)

- Completed application form accompanied by a non-refundable \$50 application fee mailed to **Alvernia University, School of Graduate and Continuing Studies, 540 Upland Avenue, Reading, PA 19611**. Please make check payable to Alvernia University.
- Official college/institution transcripts.
- Three letters of recommendation.
- Résumé.
- Personal Interview.
- Personal Statement.
- Academic or professional awards (not required, but encouraged).

## ADMISSION INFORMATION

Thank you for your interest in Alvernia University. We are pleased that you have decided to apply.

Alvernia University uses a rolling admission process, which means that we are constantly accepting and reviewing applications contingent on openings in specific academic programs. We prefer that you submit your application as

early as possible. Applications should be completed in ink or typed, and a non-refundable \$50 application fee should accompany the application.

Should you have questions about the application or Alvernia University's admission process, please feel free to contact the School of Graduate Studies.

## PERSONAL DATA

Name  Miss  Ms.  Mrs.  Mr. \_\_\_\_\_  
LAST FIRST MIDDLE (JR., ETC.)

MAIDEN/FORMER NICKNAME

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security # \_\_\_\_\_

Are you a U.S. citizen or legally authorized to attend an institution of higher education in the United States?  No  Yes  
 U.S. Citizen  Permanent Resident  Other \_\_\_\_\_  
Country of Citizenship \_\_\_\_\_ (Additional documentation may be requested to supplement your application.)  
Visa Status \_\_\_\_\_

Address \_\_\_\_\_  
NUMBER/BOX STREET  
CITY STATE ZIP/POSTAL CODE COUNTRY

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Title/Position \_\_\_\_\_

## OPTIONAL INFORMATION

### Gender

- Male  
 Female

### Ethnic Origin

- Are you Hispanic/Latino?  Yes  No  
Regardless of your answer to the previous question, please select one or more of the following ethnicities that best describes you:  
 American Indian or Alaska Native  
 Asian  
 Black/African American  
 Native Hawaiian or Pacific Islander  
 White

### Marital Status

- Single  
 Married  
 Divorced  
 Separated  
 Widowed

### Religion

- Islam  
 Jewish  
 Protestant  
 Baptist  
 Lutheran  
 Presbyterian  
 UCC  
 United Methodist  
 Other Protestant  
 Roman Catholic  
 Other \_\_\_\_\_

## EDUCATIONAL HISTORY

COLLEGE/UNIVERSITY/INSTITUTION (List all attended)	LOCATION (City/State/Country)	DATES ATTENDED (Month/Year)	DEGREE EARNED	CREDITS (completed)
_____	_____	/ TO /	_____	_____
_____	_____	/ TO /	_____	_____
_____	_____	/ TO /	_____	_____

## PROFESSIONAL HISTORY

EMPLOYER NAME AND ADDRESS	DATES	POSITION
_____	_____	_____
_____	_____	_____
_____	_____	_____

**GRADUATE DEGREE PROGRAM**

Master of Arts in Liberal Studies  
Community Leadership

**MILITARY INFORMATION**

Are you currently serving or have you ever served with any branch of the United States Armed Forces?  Yes  No

Will you be receiving Armed Forces educational benefits?  Yes  No

**ACADEMIC INFORMATION**

Please indicate the semester and year you plan to enroll.  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_  
YEAR YEAR YEAR

Expected student status:  Full Time  Part Time

Have you previously applied for admission to Alvernia University?  Yes \_\_\_\_\_  No  
SEMESTER/YEAR

**OTHER COLLEGES/UNIVERSITIES**

Please tell us about other colleges and/or universities to which you have applied, or plan to apply, for graduate admission.

Have you visited Alvernia University?  Yes  No

Please identify siblings, parents, or close relatives who are current students or graduates of Alvernia.

Name \_\_\_\_\_ Years attended \_\_\_\_\_ to \_\_\_\_\_ Relationship \_\_\_\_\_  
YEAR YEAR

Name \_\_\_\_\_ Years attended \_\_\_\_\_ to \_\_\_\_\_ Relationship \_\_\_\_\_  
YEAR YEAR

**HOW DID YOU HEAR ABOUT ALVERNIA?** (check and fill out information about all that apply)

- Television  Friend  Billboards  Internet \_\_\_\_\_
- Alumni  Co-worker  College Fair  Newspaper \_\_\_\_\_
- Magazine  Information Session  Radio \_\_\_\_\_
- Alvernia Website  Mailings  Other \_\_\_\_\_

**SIGNATURE**

To the best of my knowledge, the above information is true.

I agree that, if accepted, I will comply with the rules and regulations of Alvernia University.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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Alvernia University complies with all federal, state, and local nondiscrimination laws in the administration of its educational programs and services and in its employment relationships.

**Official Office Use Only**

Application Fee  pd  not pd  waived Application Rec'd \_\_\_\_\_ Accept Date \_\_\_\_\_ Confirm Date \_\_\_\_\_