

*Schuylkill Center*

# Application for Admission

MASTER OF EDUCATION AND  
GRADUATE CERTIFICATION PROGRAMS

GRADUATE PROGRAMS



An Education in the Franciscan Tradition

**ALVERNIA**  
UNIVERSITY

# ADMISSION CRITERIA AND PROCEDURES

## ADMISSION CRITERIA

### Quality of Previous Undergraduate and Graduate Work

The minimum requirements necessary for admission to Alvernia's Graduate Education Programs include official transcripts from all institutions attended 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

Applicants to the graduate program must submit to the Graduate and Continuing Studies School three letters of recommendation from persons competent to judge the applicant's probable success in graduate school, such as professors, employers, or religious or community leaders. Applicants to the Principal Certification program must submit evaluation forms (available from Alvernia's Graduate School) filled out by their current superintendent and principal. Applicants to the dual Master's and Principal Certification program must submit both the three letters of recommendation and the two evaluation forms.

### Praxis Scores

Applicants must submit passing scores from the Praxis I Pre-Professional Skills Tests in reading, writing and mathematics. These scores are required by the Pennsylvania Department of Education for certification, and may also be used to determine each applicant's potential for meeting the demands of graduate coursework. Students seeking certification in Secondary Education must also submit passing Praxis II scores for the content area in which they want to become certified. Praxis scores are not required for candidates who are already certified teachers now seeking a master's degree and no additional certifications. In such cases, other nationally standardized tests such as the Graduate Record Exam or Miller's Analogies may be substituted for the Praxis.

### 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 University community. Applicants to a Graduate Education 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 a maximum of six credits to graduate courses approved by the department without being formally accepted into a certification or degree program. More than six credits will not count toward certification or a degree without admittance into the program. To enroll in a non-degree graduate course, students must have earned a baccalaureate or an advanced degree from an accredited college or university. Selected courses may be offered to fulfill Act 48 requirements but such courses may not necessarily count toward a certification or a degree program.

### 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 a Graduate Education 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 Graduate Admissions at 1.888.ALVERNIA ext. 9 (1.888.258.3764/1.570.385.2382) or [schuykill@alvernia.edu](mailto:schuykill@alvernia.edu) at the Alvernia Schuykill Center. More information can be found on the University's web site at [www.alvernia.edu/schuykill/index.html](http://www.alvernia.edu/schuykill/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, Schuykill Center, 1544 Route 61 Hwy S., Pottsville, PA 17901**. Please make check payable to Alvernia University.
- Official college/institution transcripts.
- Three letters of recommendation (not required for Principal Certification unless applying for the M.Ed. program with Principal Certification).
- Personal Statement
- Passing Praxis Scores (Appropriate Praxis Exams are required for Certification applicants.)
- Academic or professional awards (not required, but encouraged).
- Students enrolling in the Principal Certification Program are required to submit two evaluation forms provided by Alvernia University (one by a school superintendent and one by a school principal).

## 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 at the Schuylkill Center.

## 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
_____	_____	_____
_____	_____	_____
_____	_____	_____

## MASTER OF EDUCATION AND GRADUATE CERTIFICATION PROGRAMS

Please select one of the following areas:

Master of Education  
(M.Ed.) Degree

Program in:

- Educational Leadership
- Special Education
- Urban Education

Graduate Certification Programs

- Principal Certification
- Early Childhood (Grades Pre K-4)  
Teaching Certification
- Secondary (Grades 7-12) Teaching  
Certification

CONTENT AREA

- Special Education Certification  
(must be certified in another area)

Graduate Dual Programs

- Principal Certification with M.Ed.
- Early Childhood (Grades Pre K-4)  
Teaching Certification with M.Ed.
- Secondary (Grades 7-12) Teaching  
Certification with M.Ed.

CONTENT AREA

- Special Education Certification  
with M.Ed. (must be certified in another  
area)

## 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 \_\_\_\_\_

Please complete in ink or type. Enclose a completed application form accompanied by a non-refundable \$50 application fee mailed to Alvernia University Schuylkill Center, 1544 Route 61 Hwy S. Suite 6190, Pottsville, PA 17901. Please make check payable to Alvernia University.

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 \_\_\_\_\_