



Graduate Program Application



THANK YOU FOR YOUR INTEREST IN GRADUATE STUDIES AT NAZARETH COLLEGE!

Nazareth College educates students to be lifelong learners with the knowledge and skills they need given our challenging, changing and diverse world. We strive to prepare ethical and skilled professionals who are capable of applying intellectual strength to determine priorities and fulfill the needs of society.

If you need assistance during the application process, please contact the Office of Graduate Admissions at **(585) 389-2050** [toll free: **(800) 860-6942**], or e-mail **gradstudies@naz.edu**. We will be happy to assist you in pursuing your educational goals.

STANDARD APPLICATION REQUIREMENTS:

The application process is self-managed by you, the applicant. You are responsible for collecting all of the required documents necessary for your application, and providing a completed packet to the Office of Graduate Admissions by the deadline. This self-managed system assures you that your application is received and reviewed as a complete packet.

COMPLETED APPLICATION

OFFICIAL TRANSCRIPTS FROM EACH COLLEGE ATTENDED

- Completion of a baccalaureate degree at an accredited institution with a minimal cumulative index of 3.0 and a B average or better in the major field of study. The applicant should request transcripts from **all colleges attended** to be sent to them in a sealed envelope (with the Registrar's signature across the seal of the envelope), which are then included with their application packet. *If you have completed any coursework at Nazareth College, the Office of Graduate Admissions will obtain your Nazareth transcript(s) through the Registrar's Office upon receipt of your application packet.*
- An applicant who does not meet the 3.0 grade point average expectations must address that in his/her personal/professional statement.*
- If you attended an international institution(s) outside the U.S., see section 16.

PERSONAL/PROFESSIONAL STATEMENT

An essential component of the application is the personal/professional statement describing your reasons for undertaking **this particular** graduate program. It should include any information that will advance your candidacy, e.g., personal and professional attributes and goals, volunteer and professional experiences related to the program to which you are applying, and other related life experiences. You should also address your future academic plans and anticipated contributions to the specific profession for which this program will prepare you.

* Regarding the GPA requirement:

Typically, an undergraduate cumulative grade point average (GPA) of 3.0 or higher and a B average in the major field are expected. An applicant who does not meet these expectations must address them in his/her personal/professional statement. Specifically, the applicant must:

- ❖ discuss specific procedures he/she will follow to successfully navigate and meet the rigorous requirements of graduate study.
- ❖ describe relevant experiences and/or activities that reflect on the applicant's ability to successfully complete graduate work at Nazareth College.
- ❖ explain the reason(s) for an undergraduate cumulative GPA of less than 3.0 and/or lower than a B average in the major.

TWO LETTERS OF RECOMMENDATION (unless otherwise noted in criteria for admission chart):

- A confidential recommendation will only be accepted in a sealed envelope with the signature of the recommender across the seal of the envelope.
- With this application are two Nazareth College Graduate Admissions Letter of Recommendation Forms that explain this process to the recommender. Additional "Letter of Recommendation" forms can be downloaded from the Graduate Studies Website.
- Recommendation materials intended to be confidential will not be accepted if envelopes have been opened.
- The sole purpose of the recommendation is for admission to a graduate program at Nazareth College. Graduate Admissions will dispose of all letters of recommendation following the admissions review process.
- Credential files may be used for letters of recommendation if the letters were submitted for the purpose of graduate study, not employment.

\$40 APPLICATION FEE (\$25 FOR NAZARETH ALUMNI) – *students who attend a Graduate Program Information Session will get their application fee waived. For more information, visit the Graduate Studies website.*

ADDITIONAL REQUIREMENTS SPECIFIC TO EACH PROGRAM (see PROGRAM DEADLINES AND SPECIFIC REQUIREMENTS chart)



APPLICATION FOR ADMISSION

(Please print legibly in blue or black ink only)

1. Name

LAST FIRST MIDDLE AND FORMER/MAIDEN (IF APPLICABLE) SOCIAL SECURITY NUMBER

2. Permanent Address

STREET APT. NO.

CITY STATE ZIP CODE

3. Local Address

(if different from permanent)

STREET APT. NO.

CITY STATE ZIP CODE

4. Telephone

HOME PHONE WORK PHONE CELLULAR PHONE

5. E-mail

HOME E-MAIL WORK E-MAIL

6. Optional Items – for reporting purposes only:

Ethnic: American Indian/Alaskan Native Asian/Pacific Islander Hispanic African American (non-Hispanic) Caucasian (white) Other

Gender: Male Female Date of Birth: MONTH DAY YEAR

7. Attendance:

- A. For what semester are you applying: Fall 200 Summer 200 (DPT and Computer Education/Educational Technology Specialist Hybrid Program only) Spring 200 (select programs only)
B. Will you attend primarily: full-time (9-12 credits hours each term) part-time (please note: a minimum of 6 credit hours of study per term are needed to qualify for financial aid)
C. Anticipated graduate program completion date:

8. Indicate the program to which you are applying (see PROGRAM DEADLINES AND SPECIFIC APPLICATION REQUIREMENTS chart for program deadlines and additional application requirements):

SCHOOL OF EDUCATION

- Art, Birth-Grade 12
Business and Marketing, K-Grade 12
Computer Education/Educational Technology Specialist, K-Grade 12*
Traditional format
Hybrid format (summer start term only)
Inclusive Education (check one box below)
Early Childhood, Birth-Grade 2
Childhood, Grades 1-6
Adolescence, Grades 7-12
For Adolescence, indicate Content Area:
Biology English
Math Social Studies
Other**
Literacy (check one box below)*
Birth-Grade 6
Grades 5-12
Music, Birth-Grade 12*
TESOL, Birth-Grade 12

Do you currently hold, or are you in an undergraduate program that leads to, New York State Education Certification?

- Yes No
If "Yes": Teacher Certification Held – indicate subject area/Area of Certification:

Status of Certification:

- Pending Copy Enclosed:
Current NYS
Out-of-State
Expired

SCHOOL OF HEALTH AND HUMAN SERVICES

- Creative Arts Therapy (check one box below)
Art Therapy Specialization
Music Therapy Specialization
Gerontological Nurse Practitioner
Physical Therapy (Doctor of Physical Therapy)
Speech-Language Pathology
Concentration in Deaf and Hard-of-Hearing Specialist (Fall start term only)

Social Work: there is a separate application for the Greater Rochester Collaborative Master of Social Work program offered jointly with SUNY Brockport. To obtain an application, or for more information, call (585) 395-8450.

Advanced Certificate Programs

- Gerontological Nurse Practitioner
Nurse Educator

COLLEGE OF ARTS AND SCIENCES

- Liberal Studies

SCHOOL OF MANAGEMENT

- Human Resource Management
Management

*New York State Education certification required for these programs

**Applicable only for those applicants seeking additional/professional certification.

9. Colleges attended:

Entering Date Leaving Date Degree Major Date Graduated

10. Present or former employment, especially related to intended area of graduate study:

11. Other professional activities and/or volunteer work related to intended area of graduate study:

12. Please describe your experience/knowledge of information technology by indicating below:

basic computer operation e-mail word processing web searching/surfing other _____

13. How did you learn about the program for which you are applying:

Nazareth Web site Previously attended Nazareth Newspaper or Radio Advertising Undergraduate Fast App.
 Graduate Program Information Night Graduate School Fair Friend or relative Other _____

14. Citizenship U.S. Other: _____

IF OTHER, PLEASE SPECIFY STATUS: Refer to the Graduate Catalog for additional information regarding admission of international students.
If you hold a Green Card, attach a copy of both sides of the card. Please note that INS Permanent Residence Status is required for professional teacher certification.

15. International Students only complete this section, all other applicants go to item #16

a. Applicants from international educational institutions are required to send official copies of transcripts with certified English translation to the World Education Services (W.E.S.) for evaluation.
 copy enclosed in process at W.E.S.

b. As required on the I-20 Form, please complete the following information:

c. Type of Visa currently held: _____

d. TOEFL Score (include copy of score report)
 paper-based or computer based

The minimum acceptable total score is 550 for the paper-based test or 213 for the computer-based test.

e. I-20 Certification, required for student visa
A Certificate of Visa Eligibility (Form I-20-B) is issued by the college after the student has submitted proof of his/her ability to meet all education and living expenses for the entire period. The student must provide the following to receive this certification:

- Declaration of Finances form (available on the Graduate Studies website)
- Supporting bank affidavit

Country of birth _____ Date of Birth _____ Country of citizenship _____

16. To the best of my knowledge, the information I have given in this application is true. I understand that misrepresentation of facts on this application will be cause for admission denial, cancellation of admission, or suspension from the institution. By signing this application, I agree to abide by the written policies and regulations of the institution.

SIGNATURE OF APPLICANT

DATE



Nazareth College
 Office of Graduate Admissions
 4245 East Avenue
 Rochester, New York 14618-3790

LETTER OF RECOMMENDATION

NOTICE: PUBLIC LAW 93-380, the Family Educational Rights and Privacy Act of 1974 as amended gives students the right of access to letters of recommendation written after January 1, 1975 and kept in a placement file in their name.

THIS SECTION MUST BE COMPLETED BY THE CANDIDATE PRIOR TO THE RECOMMENDATION BEING WRITTEN

NAME OF APPLICANT:	LAST	FIRST	MIDDLE OR FORMER/MAIDEN
--------------------	------	-------	-------------------------

STREET	CITY	ZIP
--------	------	-----

INTENDED PROGRAM OF STUDY

NAME OF REFERENCE	REFERENCE PHONE NUMBER	REFERENCE E-MAIL
-------------------	------------------------	------------------

Applicant requires receipt of the letter of recommendation by the following date: _____

I choose to have this recommendation treated as (check one):

- CONFIDENTIAL (not open for my review) NON-CONFIDENTIAL (open for my review) *If a box has not been checked, the recommendation will be treated as non-confidential.*

SIGNATURE OF APPLICANT	DATE
------------------------	------

IMPORTANT GUIDELINES FOR THE WRITER OF THIS RECOMMENDATION:

The applicant named above has selected you as a reference. Your candid assessment of the applicant will be helpful in assisting the committee in determining whether or not the applicant should be admitted to a graduate program in their intended program of study at Nazareth College.

Please note that the applicant may be under a deadline to provide this recommendation; **return your completed recommendation to the applicant by the date he/she has indicated above.** Your assistance in this process is greatly appreciated.

Please indicate in what capacity and for how long you have known the candidate. Rate the candidate's strengths and personal qualities, supporting your comments with specific examples. Criteria for evaluation include: scholarship, demeanor, oral and written communication skills, work habits, judgment, self-confidence, organizational and decision-making skills, leadership potential, integrity, commitment to the profession, and the ability to successfully complete a graduate program.

Attach this form and rating scale to the letter of recommendation. Applicants are required to submit letters of recommendation (along with other required documents) with their application, please Note:

- **IF THE APPLICANT HAS CHOSEN TO HAVE THIS RECOMMENDATION TREATED AS CONFIDENTIAL:** After completing this recommendation form, please return it to the applicant in a sealed envelope signed across the seal. The applicant will then forward it unopened to the Office of Graduate Admissions with additional application materials.
- **IF THE APPLICANT HAS CHOSEN TO HAVE THIS RECOMMENDATION TREATED AS NON-CONFIDENTIAL:** After completing this recommendation form, please return it to the applicant. The applicant will then forward it to the Office of Graduate Admissions with additional application materials.

As the sole purpose of the recommendation is for admission to a graduate program at Nazareth College, Graduate Admissions will dispose of all letters of recommendation following the admissions review process.

THIS FORM IS NOT TRANSFERABLE: Used only for the purpose of application to a graduate program of study at Nazareth College.



Nazareth College
 Office of Graduate Admissions
 4245 East Avenue
 Rochester, New York 14618-3790

LETTER OF RECOMMENDATION

NOTICE: PUBLIC LAW 93-380, the Family Educational Rights and Privacy Act of 1974 as amended gives students the right of access to letters of recommendation written after January 1, 1975 and kept in a placement file in their name.

THIS SECTION MUST BE COMPLETED BY THE CANDIDATE PRIOR TO THE RECOMMENDATION BEING WRITTEN

NAME OF APPLICANT:	LAST	FIRST	MIDDLE OR FORMER/MAIDEN
--------------------	------	-------	-------------------------

STREET	CITY	ZIP
--------	------	-----

INTENDED PROGRAM OF STUDY

NAME OF REFERENCE	REFERENCE PHONE NUMBER	REFERENCE E-MAIL
-------------------	------------------------	------------------

Applicant requires receipt of the letter of recommendation by the following date: _____

I choose to have this recommendation treated as (check one):

- CONFIDENTIAL (not open for my review) NON-CONFIDENTIAL (open for my review) *If a box has not been checked, the recommendation will be treated as non-confidential.*

SIGNATURE OF APPLICANT	DATE
------------------------	------

IMPORTANT GUIDELINES FOR THE WRITER OF THIS RECOMMENDATION:

The applicant named above has selected you as a reference. Your candid assessment of the applicant will be helpful in assisting the committee in determining whether or not the applicant should be admitted to a graduate program in their intended program of study at Nazareth College.

Please note that the applicant may be under a deadline to provide this recommendation; **return your completed recommendation to the applicant by the date he/she has indicated above.** Your assistance in this process is greatly appreciated.

Please indicate in what capacity and for how long you have known the candidate. Rate the candidate's strengths and personal qualities, supporting your comments with specific examples. Criteria for evaluation include: scholarship, demeanor, oral and written communication skills, work habits, judgment, self-confidence, organizational and decision-making skills, leadership potential, integrity, commitment to the profession, and the ability to successfully complete a graduate program.

Attach this form and rating scale to the letter of recommendation. Applicants are required to submit letters of recommendation (along with other required documents) with their application, please Note:

- **IF THE APPLICANT HAS CHOSEN TO HAVE THIS RECOMMENDATION TREATED AS CONFIDENTIAL:** After completing this recommendation form, please return it to the applicant in a sealed envelope signed across the seal. The applicant will then forward it unopened to the Office of Graduate Admissions with additional application materials.
- **IF THE APPLICANT HAS CHOSEN TO HAVE THIS RECOMMENDATION TREATED AS NON-CONFIDENTIAL:** After completing this recommendation form, please return it to the applicant. The applicant will then forward it to the Office of Graduate Admissions with additional application materials.

As the sole purpose of the recommendation is for admission to a graduate program at Nazareth College, Graduate Admissions will dispose of all letters of recommendation following the admissions review process.

THIS FORM IS NOT TRANSFERABLE: Used only for the purpose of application to a graduate program of study at Nazareth College.

PROGRAM DEADLINES AND SPECIFIC APPLICATION REQUIREMENTS

PROGRAM	DEADLINE DATE	FOR TERM	ADDITIONAL APPLICATION REQUIREMENTS
<p>Gerontological Nurse Practitioner</p>	Rolling	Fall Spring <i>Students may begin coursework in the summer with permission of the program director.</i>	<input type="checkbox"/> Completion of a baccalaureate nursing degree from an American Academy of Colleges of Nursing and/or a National League for Nursing accredited program <input type="checkbox"/> Prerequisite Coursework: <ul style="list-style-type: none"> • Introductory Statistics • Introductory Health Assessment <input type="checkbox"/> Copy of current professional nursing license and registration in New York State or other jurisdiction <input type="checkbox"/> Minimum of one year's experience working in nursing as a Registered Nurse <input type="checkbox"/> Interview with the Director of the Gerontological Nurse Practitioner Program
<p>Post-Master's degree, Advanced Certificate Programs:</p> <ul style="list-style-type: none"> • Gerontological Nurse Practitioner • Nurse Educator 	Rolling	Fall Spring	<p>For nurses who already have a master's degree in nursing:</p> <input type="checkbox"/> Completion of a Master's in Nursing degree from an American Academy of Colleges of Nursing and/or a National League for Nursing accredited program <input type="checkbox"/> Copy of current professional nursing license and registration in New York State or other jurisdiction <input type="checkbox"/> Minimum of one year's experience working in nursing as a Registered Nurse <input type="checkbox"/> Interview with the Director of the Gerontological Nurse Practitioner Program
<p>Physical Therapy (Doctor of Physical Therapy)</p>	January 15	Summer <i>Coursework starts in May.</i>	<input type="checkbox"/> Interview — Contact Dr. Jennifer Collins at (585) 389-2905 or e-mail jcollins9@naz.edu to schedule. <input type="checkbox"/> Prerequisite Coursework: <ul style="list-style-type: none"> • Anatomy & Physiology, 8 credit hours • General Physics, 8 credit hours • General Chemistry, 8 credit hours • Research Methods, 3 credit hours • Psychology-based statistics, 3 credit hours
<p>Social Work</p>	For deadlines and to apply, contact the office for the Greater Rochester Collaborative Mater of Social Work (GRC MSW) Program at grcmsw@brockport.edu, or call (585) 395-8450.		
<p>Speech-Language Pathology</p> <p><i>Deaf and Hard-of-Hearing (DHOH) concentration available (Fall start term only)</i></p>	February 1 October 1	Fall Spring	<input type="checkbox"/> Official GRE Exam Score <input type="checkbox"/> Copy of supervised observation and Clinical hours (if applicable) <input type="checkbox"/> Teacher Certification (if applicable)
<p>Human Resource Management</p>	Rolling	Fall Spring <i>Students may begin coursework in the summer with permission of the program director.</i>	<input type="checkbox"/> Resume <input type="checkbox"/> Interview — Contact Gerard Zappia at (585) 389-2570 or email gzappia4@naz.edu for appointment prior to submitting completed application.
<p>Management</p>	Rolling	Fall Spring <i>Students may begin coursework in the summer with permission of the program director.</i>	<input type="checkbox"/> Resume <input type="checkbox"/> Interview — Contact Gerard Zappia at (585) 389-2570 or email gzappia4@naz.edu for appointment prior to submitting completed application.
<p>Liberal Studies</p>	Rolling	Fall Spring <i>Students may begin coursework in the summer with permission of the program director.</i>	<input type="checkbox"/> Interview — Contact Dr. Monica Weis, S.S.J. at (585) 389-2637 or email mweis9@naz.edu <input type="checkbox"/> NOTE: <ul style="list-style-type: none"> • Interviews prior to application — <i>an Interview Form will be issued for enclosure with application</i> • Interviews after application — <i>indicate date of interview on a separate sheet of paper to enclose with the application.</i>

FINANCING GRADUATE STUDY

TUITION AND FEES

For a list of current graduate tuition and fees, visit the Financial Service's (Student Accounts) website for a complete list of course-specific fees: <http://www.naz.edu/dept/studentaccounts/tuitionfees.cfm>

FINANCIAL AID

Most students requiring assistance apply for loans through the Federal Stafford Loan Program. The maximum student loan is a total of \$20,500, not to exceed the student's cost of attendance (tuition, fees, books and living allowance).

Students must be matriculated and taking at least six credits each semester to be eligible for a Federal Stafford loan. You are welcome to borrow from any lender that participates in the Title IV Federal Stafford Loan program. Your choice of lender will not affect the manner in which the financial aid office will process your loan application. As a service to our students who may be undecided on a lender, we share that in our experience the following lenders provide quality service: Citibank, HSBC Bank USA, M&T Bank, National Education, and Wachovia Education Finance. Our recommendation is made solely on an observed history of service; no inducement or payment of any kind has been made by these lenders.

More information regarding financial aid for graduate students may be found on the College' Financial aid website.

GRADUATE ASSISTANTSHIPS

Nazareth College offers over 70 Graduate Assistantships (GA's) on a competitive basis. GA's work approximately 10 hours per week during a 15-week semester, and in exchange, receive a tuition waiver for a 3-credit hour course. Partial assistantships are also available. The program offers widely varying opportunities; includes working with faculty on research projects, supporting staff on administrative assignments, and assisting the Department of Athletics.

Visit the Graduate Studies website to view graduate assistantship listings and information on how to apply <http://www.naz.edu/gradstudies>. For questions, call Elizabeth Degnan at (585) 389-2600 or e-mail edegnan5@naz.edu.

SCHOLARSHIPS

There are several scholarships available to graduate students, which can be viewed by visiting http://www.naz.edu/dept/grad_studies/about/financing/scholarships.cfm

EMPLOYER SPONSORED TUITION PLAN

Eligible students are now able to defer tuition payment until the end of the semester based on their employer's planned tuition reimbursement. For more details, and to download the Application for Payment Deferment, visit <http://www.naz.edu/dept/studentaccounts/payment.cfm>

OTHER WEB LINKS OF INTEREST FOR FINANCING GRADUATE SCHOOL

www.fastweb.com

www.finaid.org/finaid/awards.html

www.naz.edu/dept/multic_affairs/resources.cfm (multicultural resources)

www.hesc.state.ny.us/bulletin.nsf (summary of State & Federal Aid)

**OFFICE OF GRADUATE ADMISSIONS**

Smyth Hall, Suite 244
4245 East Avenue
Rochester, New York 14618-3790
Telephone: (585) 389-2050 or (800) 860-6942
Fax: 585-389-2817
E-mail: gradstudies@naz.edu
www.naz.edu/gradstudies

SCHOOL OF EDUCATION

Art Education, birth-grade 12
Business and Marketing, grades K-12
Educational Technology Specialist/Computer Education
Inclusive Education Programs

- Early Childhood, birth-grade 12
- Childhood, grades 1-6
- Adolescence, grades 7-12

Literacy Education Programs

- birth-grade 6
- grades 5-12

Music Education, birth-grade 12
Teaching English to Speakers of Other Languages
(TESOL) Programs, birth-grade 12

SCHOOL OF HEALTH AND HUMAN SERVICES

Creative Arts Therapy

- Art Therapy Specialization
- Music Therapy Specialization

Gerontological Nurse Practitioner
Physical Therapy (Doctor of Physical Therapy)
Speech-Language Pathology
Social Work (offered jointly with SUNY College of Brockport)

SCHOOL OF MANAGEMENT

Human Resource Management
Management

COLLEGE OF ARTS AND SCIENCES

Liberal Studies