Application for Admission

School of Graduate & Adult Education

**Graduate Certificate in Disabilities
and Inclusive Communities**

**ALVERNIA
UNIVERSITY**

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.

Applicant's Statement of Academic and Career Objectives

The applicant must submit a one-page statement that summarizes the value of the certificate 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 request to enroll in a maximum of six credits of graduate coursework 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. 6 (1.888.258.3764/1.610.796.5187) or graduate@alvernia.edu. For more information please visit our web site at www.alvernia.edu/education

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 Adult Education, 540 Upland Avenue, Reading, PA 19611**. Please make check payable to Alvernia University.

☐ Official college/institution transcripts

☐ Personal Statement

☐ Academic or professional awards (not required, but encouraged)

Application Procedures—Graduate Certificate in Disabilities and Inclusive Communities

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 our admission process, please contact the School of Graduate and Adult Education.

Personal Data

Name ☐ Miss ☐ Ms. ☐ Mrs. ☐ Mr.

_____
Last   First/Given   Middle   (JR., ETC)

_____
Maiden/Former   Nickname

Date of Birth _____ / _____ / _____   Social Security # _____
                    Month/Day/Year

Are you a U.S. citizen or legally authorized to attend an institution of higher education in the United States?   ☐ Yes   ☐ No
If "no," provide statement of explanation on separate sheet.

☐ U.S. Citizen   ☐ Permanent Resident   ☐ Asylee/Refugee   ☐ International

Country of Citizenship _____
                              Additional documentation may be requested to supplement your application.

Visa type you currently hold or plan to apply for _____

Address _____
          Number/Box   Street

_____
City   State   Zip/Postal Code   Country

Phone: Home (____) _____   Cell (____) _____   E-mail Address _____

Employer _____   Work Phone (____) _____

Title/Position _____

Optional Information

Gender
☐ Male
☐ Female

Marital Status
☐ Single
☐ Married
☐ Divorced
☐ Separated
☐ Widowed

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 describe you:
☐ American Indian/Alaska Native
☐ Asian   ☐ White
☐ Black/African American
☐ Native Hawaiian/ Pacific Islander

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
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ Certificate in Disabilities and Inclusive Communities

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?

☐ Alumni   ☐ Co-worker   ☐ Friend   ☐ Newspaper   ☐ Other
☐ Alvernia Website ☐ College Fair   ☐ Information Night   ☐ Postcard/Mailings
☐ Billboard   ☐ Email   ☐ Internet   ☐ Twitter/Facebook/LinkedIn   _____

Military Information

Are you currently 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

Legal Disclosure

A "yes" to one or more of the following questions will not necessarily preclude admission to Alvernia University. However, failure to pro-vide complete, accurate and truthful information shall be grounds to deny admission or dismiss you after enrollment. For the purpose of the following questions, "crime" and "criminal charges" shall refer to any crime other than a summary traffic offense.

   Have you ever been convicted of a crime or entered a plea of guilty or a plea of no contest to a crime?   ☐ Yes   ☐ No

   Are there any criminal charges pending against you?   ☐ Yes   ☐ No

   Have you ever been found responsible for a disciplinary violation at any secondary school that you have attended, whether related to academic misconduct or behavioral misconduct, which resulted in probation, suspension, removal, dismissal or expulsion from the institution?   ☐ Yes   ☐ No

If you answered "yes" to any of these questions, please attach a separate sheet and describe the circumstances in full detail.

In the event that you are convicted, plead guilty or no contest to any crime, or are faced with any criminal charges at any time after you submit this application, you must promptly notify the Alvernia University Admissions Office in writing of such conviction, plea and/or criminal charges. The failure to notify the University shall be grounds to deny admission or dismiss you after enrollment.

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, School of Graduate and Adult Education, 540 Upland Avenue, Reading, PA 19611. 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.

For Official Office Use Only Application Fee
☐ pd   ☐ not pd   ☐ waived   Application Rec'd _____   Accept Date _____   Confirm Date _____