



HUSSON
UNIVERSITY

Graduate Studies 2013

Admission Requirements
Application and Instructions



At Husson, we strongly believe that your education should be tailored to suit your lifestyle and professional goals, which is why our focus continues to be on delivering the knowledge you need to obtain a graduate/professional degree on your terms. Graduate classes are held on the Husson campus in Bangor, as well as on our satellite campuses in South Portland and Presque Isle. Online courses or a combination of on-site and online courses are also available, with many classes offered in the evenings and weekends to accommodate work and academic schedules.

We welcome you!

General Instructions

This application should be completed by all students formally making application to a Master of Science or Doctoral-level program at Husson University, including international students.* Students seeking to enroll in courses for personal enrichment or professional development, but not seeking a graduate-level degree, should fill out the Application for Non-Degree Admission, available online at www.husson.edu. You must file a new application for each new degree program to which you apply. Applications are kept for two calendar years; if you have not registered within that time frame, a new application is required.

Applicants should fill out sections 1 through 5 of the graduate application, and include or forward the following supplemental documentation:

- \$40 Application Fee
- Statement of Purpose Essay
- Résumé or Curriculum Vitae (*optional*)
- Immunization Records (*If born after December 31, 1956*)
- Official graduate admissions test scores sent to Graduate Admissions
- TOEFL Scores (*International applicants only*)
- Official transcripts from previous undergraduate and graduate work sent to Graduate Admissions
- Letters of Recommendation sent to Graduate Admissions from the recommender
- Copy of RN License (*Nursing applicants only*)
- Background check (*Pastoral Counseling applicants only*)
- Self assessment form (*MS-OT applicants only*)

Admissions Deadlines

An application is considered complete when all materials have been submitted to Graduate Admissions.

Application deadlines for fall admission are listed below:

Master of Business Administration	Rolling Admissions.
M. S. in Clinical Mental Health Counseling	March 1st for optimal Fall enrollment consideration. Rolling thereafter.
M. S. in Criminal Justice Administration	Rolling Admissions.
M. S. in Human Relations	March 1st for optimal Fall enrollment consideration. Rolling thereafter.
M. S. in Nursing	June 30 for Fall Admission. October 30 for Spring Admission. March 30 for Summer Admission.
Nursing Post-Master's Certificate	Rolling Admissions.
M. S. in Pastoral Counseling	March 1st for optimal Fall enrollment consideration. Rolling thereafter.
M. S. in Occupational Therapy	May 1st for Fall Admission
M. S. in School Counseling	March 1st for optimal Fall enrollment consideration. Rolling thereafter.
Doctor of Pharmacy	March 1*
Doctor of Physical Therapy	April 1**

Husson University programs with rolling admissions deadlines request that materials be fully submitted at least four weeks before the start of each semester to ensure adequate time for processing and review.

* **Pharmacy Applicants** are requested to fill out the PharmCAS application, available online at www.pharmcas.org. Contact Graduate Admissions for more information.

** **Physical Therapy Applicants** are requested to fill out the PTCAS application, available online at www.ptcas.org. Contact Graduate Admissions for more information.



Phone 1.866.567.5990
 Fax 1.207.941.7850
 Email graduateschool@husson.edu
www.husson.edu/graduate

Graduate/Professional Studies **1** ADMISSION APPLICATION

1 COLLEGE CIRCLE
 BANGOR ME 04401-2929 USA

Please read the following application carefully and complete all sections accurately. Mail, fax or email the application and all supporting documents to the address above.

APPLICATION CHECK LIST

- Application**
- Statement of Purpose Essay**
- Résumé or Curriculum Vitae.** (optional)
- Immunization Records.** (If born after December 31, 1956)
- Official Graduate Admissions Test Scores** Sent to Graduate Admissions
- TOEFL Test Scores** Sent to Graduate Admissions (*International applicants only*)
- Official Transcript** – from previous undergraduate and graduate work sent to Graduate Admissions (International applicants must submit transcripts from WES Credential Services.)
- Letters of Recommendation.** Sent by the recommender to Graduate Admissions
- \$40 Non-refundable Application Fee** – payable to Husson University by money order, credit card, wire transfer, or check (*checks drawn on foreign banks cannot be accepted*)
- Copy of RN License** (*Nursing applicants only*)
- Background check** (*Pastoral Counseling applicants only*)
- Self assessment form** (*MS-OT applicants only*)

For quick answers, contact

Graduate Admissions 866.567.5990
graduateschool@husson.edu
Academic Services 207.992.1934 wilsonbarkers@husson.edu
Student Accounts 207.941.7150 brassletts@husson.edu

Information Resources (*technology, computers*) 207.941.7113
caseyK@husson.edu
Athletics 207.941.7026 clarkja@husson.edu
Student Activities 207.941.7680 pingrees@husson.edu
Website www.husson.edu

FOR OFFICE USE

Date of receipt _____ App. Complete _____ Admin. Dec. _____

- | | |
|--|--|
| <input type="checkbox"/> Application | <input type="checkbox"/> Letters of recommendation: |
| <input type="checkbox"/> Essay | 1. _____ |
| <input type="checkbox"/> Transcripts | 2. _____ |
| <input type="checkbox"/> Transcripts from WES (<i>International applicants only</i>) | 3. _____ |
| <input type="checkbox"/> Test Score(s) _____ | <input type="checkbox"/> Application fee date _____ |
| <input type="checkbox"/> Proof of finances (<i>International applicants only</i>) | <input type="checkbox"/> Passport ID Page (<i>International applicants only</i>) |
| <input type="checkbox"/> Interview scheduled date _____ | <input type="checkbox"/> Interview completed date _____ |



Part One

NAME _____
LAST FIRST MIDDLE MAIDEN

ADDRESS _____
 Street _____ City _____

State or Province _____ Country _____ Postal Code _____

TELEPHONE HOME (____) ____ - ____ WORK (____) ____ - ____ CELL (____) ____ - ____

EMAIL _____

SOCIAL SECURITY NUMBER ____ - ____ - ____ BIRTHDATE ____ / ____ / ____

COUNTRY OF CITIZENSHIP: _____ WILL YOU REQUIRE AN F1 VISA? Yes No

CAMPUS (*not all programs are available at all locations*)

Bangor Presque Isle South Portland Online Other _____

SEMESTER AND YEAR FOR WHICH YOU REQUEST ADMISSION:

Year: _____ Fall Winter Spring Summer

DO YOU PLAN TO ATTEND:

Full-time (*6+ credits per semester*) Part-time (*1-5 credits per semester*) Undecided

TO WHICH OF THE FOLLOWING PROGRAMS ARE YOU APPLYING:

Note: *School of Pharmacy and Physical Therapy applicants are requested to fill out an alternate application form. Please contact Graduate Admissions for more information.*

Master of Business Administration (select concentration):

- General/Corporate
- Healthcare Management
- Hospitality and Tourism Management
- Non-Profit Administration

- M. S. in Criminal Justice Administration
- M. S. in Clinical Mental Health Counseling
- M. S. in Human Relations

M. S. in Nursing (Select Track):

- APPN FCNP Nursing Education

Nursing Post-Master's Certificate (Select Certificate)

- APPN CS track APPN Advance Practice NP
- FCNP track Nursing Education

- M. S. in Occupational Therapy
- M. S. in Pastoral Counseling
- M. S. in School Counseling

How did you hear about us?

Referral Name _____

Internet

Advertisement Newspaper Radio Magazine Television

Other _____

Part Two Supporting Documentation

Statement of Purpose Essay

On a separate page, describe your motivation for pursuing graduate study in light of your formal education, current job responsibilities (if applicable), career aspirations and plans for completing your degree. In particular, discuss any gaps or weaknesses in your background which you expect to remove through a program of graduate study.

Letters of Recommendation

Husson University programs require letters of recommendation from persons who can attest to your ability to complete graduate-level work. A recommendation form (to accompany your letters) is available at www.husson.edu/graduate. Visit your program’s admissions webpage for more information concerning references.

Graduate Admissions Examination

Graduate Admissions must receive an official score report for the admissions exam required by your intended program. Please indicate your test type, date and registration number below.

Exam Type: GRE GMAT MAT ALC

Exam Date: ____/____/____

Registration #: _____

Additional Documentation

Many departments require documentation in addition to recommendations, transcripts and test scores. Please visit your department’s website to view a full list of application materials prior to application.

Part Three Education and Experience

Please list in chronological order all undergraduate and graduate colleges or universities attended.

Name of Institution	Date Attended	Degree or Diploma	Date Conferred	Major

Did you change your undergraduate major? Yes No

If yes, what was your previous major? _____

Do you believe your undergraduate grades accurately reflect your ability? Yes No

If you answer no, please attach an explanation of any deficiencies with this application.

Please list other relevant activities, such as employment, military service, etc. or attach a current résumé.

Employer Service	Type of Work or Activity	From (month/year)	To (month/year)

Part Four Background

Applicants are requested, but not required, to indicate their gender and ethnic background. Failure to respond to this inquiry will not subject you to any adverse action. Husson University will keep all information gathered in this inquiry as strictly confidential.

Gender:

- Female
- Male

Ethnic Background:

- American Indian or Alaska Native
- Black or African American
- Non-resident Alien
- Two or More Races
- Asian
- Latino or Hispanic
- Pacific Islander
- White

Husson University is committed to providing a safe environment for all members of our community. All applicants must answer the following questions. An affirmative answer does not necessarily bar admission to Husson, but does require review. If you answer yes to any of the following questions, please submit a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

1. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution? Yes No
2. Have you ever been convicted of a misdemeanor, felony, or other crime? Yes No
3. Do you have any criminal complaints pending against you at this time? Yes No

Part Five Signature

Please ensure that the all documents are included with this application or forwarded to:

Husson University
Graduate Admissions
1 College Circle, Bangor, ME 04401-2929
FAX 207.941.7850

- \$40 Application Fee
- Statement of Purpose Essay
- Résumé or Curriculum Vitae (*optional*)
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By my signature, I certify that the answers I have given to all questions on this application are correct and complete to the best of my knowledge. I understand that falsification or omission of information or credentials may result in the revocation of admission. I understand that I must provide official transcripts from all educational institutions I have attended to complete the admissions process.

Your Signature

Date

Supplemental Documentation

Many departments require materials in addition to the Graduate Application, such as recommendations, transcripts, exam scores, or professional licenses. Because programs may require additional documentation than what is listed below, please visit the specific department website to view a full list of application materials.

APPLICATION FEE A one time, non-refundable application fee of \$40 is asked of all applicants for graduate admission.

CRIMINAL BACKGROUND CHECK: The Pastoral Counseling and Pharmacy programs require submission of a criminal background check as part of the admissions process, obtained online through certifiedbackground.com. Please contact Graduate Admissions for more information.

EXAM SCORES: Request that graduate admission examination scores be sent to Husson. Testing requirements vary by program. All programs require admissions examination scores prior to full acceptance, and most require exam scores before an application will be considered. For more information regarding Graduate Admissions Examinations, please contact Graduate Admissions.

IMMUNIZATIONS: Prior to registration, all Husson University students born after December 31, 1956 must show proof of inoculation including two doses of the Measles, Mumps, Rubella vaccine and a Tetanus and Diphtheria vaccination given within the last 10 years. We ask that applicants supply these records with their graduate application. Some programs require additional records.

RECOMMENDATIONS: Letters of recommendation should be sent to Graduate Admissions using the graduate recommendation form, available online at www.husson.edu/graduate. Because the number of recommendations required varies by program, please visit your program's admissions page or call Graduate Admissions for more information prior to application.

STATEMENT OF PURPOSE ESSAY: Describe your motivation for pursuing graduate study in light of your formal education, current job responsibilities (if applicable), career aspirations and plans for completing your degree. In particular, discuss any gaps or weaknesses in your background which you expect to remove through a program of graduate study.

TRANSCRIPTS: Request that transcripts from all previous colleges or universities attended be sent directly to Graduate Admissions (Husson University graduates need not submit Husson transcripts). An undergraduate senior may apply to select Husson University programs for graduate study in advance of their baccalaureate graduation. Such students should submit a current transcript and arrange that a final transcript be sent after their graduation. Transcripts from international institutions will require outside assessment.

Please direct any correspondence or questions concerning this application to:

Graduate Admissions
Husson University
1 College Circle
Bangor, ME 04401-2929
866.567.5990
graduateschool@husson.edu

Graduate Programs

Courses are held on the Husson University campus in Bangor, as well as on satellite campuses in South Portland and Presque Isle. Some courses are also available online.

To learn more, please contact our Graduate Admissions Office:

OFFICE 866.567.5990 | EMAIL graduateschool@husson.edu.

BANGOR

1 College Circle
Bangor, ME 04401-2929

PRESQUE ISLE

33 Edgemont Drive
Presque Isle, ME 04769

SOUTH PORTLAND

220 Maine Mall Road
South Portland, ME 04106

Master of Business Administration

CREDITS 36

The MBA program is designed to strengthen student skills in analysis, decision-making, and implementation. Students will learn skills in communication, interpersonal relations, and leadership while balancing courses in accounting, finance, operations, and marketing. Given that our courses are scheduled to meet the needs of the working professional, a part-time student can complete the degree in two years.

Master of Criminal Justice Administration

CREDITS 36

The criminal justice program focuses on building strengths in law, budgeting, and policy-making while developing skills in communication, interpersonal relations, psychology, and leadership. Students, from various academic and occupational backgrounds, learn in active classes tied to actual Criminal Justice experience, which contributes to a fuller experience. Part-time students can complete the program in 2 1/2 years.

Master of Science in Occupational Therapy

CREDITS *Depends on student status*

The MS in OT is for students with a bachelor's degree; the Advanced MS in OT is for students with a bachelor's degree in OT. Both programs place an emphasis on research and critical thinking. This method prepares students to practice and contribute to evidence-based practice as practitioners, which will advance occupation-based practice. The program does have some prerequisite requirements.

Master of Science in Nursing

CREDITS 44 (FCNP, APPN) | 40 (ED)

The FCNP is designed for those seeking to provide improved access to family health care. The APPN track is designed for nurses wishing to fulfill the needs of the mentally ill. Students

in the Nursing Education track will gain skills that will prepare them for a role as an educator in either an academic or health care institution. Students in this program gain a culturally sensitive education for a rapidly changing field.

Doctor of Pharmacy

CREDITS 137

This entry level professional degree prepares students for licensure as practicing pharmacists. Students are required to complete two years of undergraduate pre-pharm coursework before applying. Coursework emphasizes chemical science application, understanding drug actions, basic administrative sciences, patient care and drug therapy, and experiential components. Applications are completed through PharmCAS.org.

Doctor of Physical Therapy

CREDITS *Depends on student status*

The DPT program helps students prepare for practice as a generalist practitioner with high ethical and legal standards. Students will learn how to work with clients, families, colleagues, and the community. Husson DPT students are health care community role models and leaders who approach the field with critical and reflective thinking. There are course prerequisites for entry. Applications completed through PTCAS.org.

Master of Science in Clinical Mental Health Counseling

CREDITS 61

This program prepares the individual to serve as a mental health professional. Students take courses on individual and group counseling; theories; ethics; clinical practice; social and cultural factors; human development; career development; assessment; and research applications. Students will be prepared for state licensing and national certification after they complete the coursework and 900-hour internship.

Master of Science in School Counseling

CREDITS 49

School Counseling students prepare for work as a professional in a K-12 setting. As certified counselors, students will be ready for individualized and group counseling; needs-based work; parent and teacher consultation; and classroom guidance instruction.

Master of Science in Pastoral Counseling

CREDITS 61

The MSPC, in conjunction with Bangor Theological Seminary, prepares the student for conditional licensure as a Pastoral Counselor (in Maine). Students take courses in counseling, as well as ministry, leadership, pastoral care, theology, and psychology, grief and bereavement, and marriage and family counseling. Students also complete an applied internship in a pastoral counseling setting.

Master of Science in Human Relations

CREDITS 37

For the degree in Human Relations, students will complete 21 hours of coursework in psychology, counseling, and human development. The remaining 15 hours are dedicated to targeted electives in areas such as education, ministry, nursing, human resources, law enforcement, and student affairs. Students will develop skills in analysis, group dynamics, and assessment with a strong emphasis on communication skills.