

MANHATTAN COLLEGE

SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES

Application Packet for Graduate Admission

3840 Corlear Ave Suite 204 Riverdale, New York 10471
Phone: (718) 862-8461 **Fax:** (718) 862-8049 **E-Mail:** SCPS@manhattan.edu

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Directions for completing application for graduate study in the School of Continuing and Professional Studies

This packet includes all of the forms that you will need to apply for a graduate program in the School of Continuing and Professional Studies at Manhattan College

Application form. Complete the information requested and sign

Non-refundable application fee. Please include a \$60 check payable to Manhattan College

Transcripts. Request official transcripts, listing the college and university courses and grades, from the registrar of the institution(s) from which you graduated. The transcripts should be sent in a sealed envelope directly to you. Include them UNOPENED in the packet that you send to Manhattan College. If your transcripts are in another name, please have the registrar make note of your current name on the transcript. Graduates of Manhattan College should request the Office of the Registrar to forward a transcript to the School of Continuing and Professional Studies.

Evaluator forms. You need to provide recommendations from two sources [one (1) academic and one (1) professional] using the evaluator forms provided in this application. Please fill in your name on the front of the recommendation forms and forward a recommendation form to each evaluator. These forms must be sent directly to the School of Continuing and Professional Studies or given to you in a sealed envelope for your submission.

Letter of intent. Include a one-or two-page letter, on the enclosed form, describing your professional and career goals and how you expect a graduate degree from Manhattan College will help you in attaining those goals.

Your current resume. Please note the length of time in your current position and the number of people you supervise (if applicable). This information will be used only to help profile our student body and will be kept in the strictest confidence.

Eligibility for admission

Students who meet the eligibility requirements will be considered for matriculation into the MS in Organizational Leadership degree program. To enter the program, students must meet the following admissions standards:

1. A bachelor's degree from a regionally accredited institution of higher learning
2. Generally, a minimum cumulative GPA of 2.75 for courses taken in achieving that bachelor's degree is required, but other factors, such as work experience and GPA on most recently taken courses will be considered.
3. Work experience of at least 3 years
4. Demonstrated potential for study of Organizational Leadership at the graduate level.

All materials should be sent to the School of Continuing and Professional Studies at the address listed on the front cover page. Applications are reviewed once all of the required materials have been received. You will be notified when your application has reached the School of Continuing and Professional Studies and which materials, if any, are outstanding.

Questions may be directed to: scps@manhattan.edu

Non-Discrimination Policy

Manhattan College has had a longstanding policy of non-discrimination. The college repudiates all discriminatory procedures and specifically those based on race, color, religion, national origin, age, sex, disability or any other protected status. The College does not knowingly support or patronize any organization or business that discriminates. No person shall be denied admission or access to the programs or activities of Manhattan College, nor shall any person be denied employment at the College, solely because of any physical, mental or medical impairment within reasonable accommodations. Inquiries concerning this policy may be referred to Human Resources. The Title IX and Age Act Coordinator is located within the Office of Human Resources, Memorial Hall Rm 305, (718) 862-7398. The ADA/Section 504 Coordinator is located within the Specialized Resource Center, Miguel Hall Rm 300A, Voice (718) 862-7101, TDD (718) 862-7885. The Specialized Resource Center (SRC) serves all students with special needs and is also a resource for the College at large. A sampling of auxiliary aids and/or academic adjustments offered by the SRC for students providing appropriate documentation based on their individual needs for no fee include: Priority registration, priority seating, alternative testing environments, readers, note takers and scribes, access to adaptive technology, books on tape, and liaison with faculty and other college departments.

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APPLICATION FOR ADMISSION-MS in Organizational Leadership Program

Selected Enrollment Dates (please choose one):

Spring Term 2012 _____

Fall Term 2012 _____

Social Security Number (required) _____ Male Female

Personal Data

Name _____
(last) (first) (middle)

Other names under which records may be listed _____

Home address _____
(number and street) (apartment #)

City _____ State _____ Zip _____
(city/town) (state) (zip code) (country)

Home Telephone _____ E-mail _____

Work Telephone _____ Employer _____

Date of birth _____ Country of citizenship _____

If living in the U.S.A. but not a U.S. citizen: Type of visa _____

Visa number _____ Permanent resident identification number _____

If you were not born in the United States, how long have you lived in the U.S.? _____ years

Have you ever been convicted of a crime other than a minor traffic violation? Yes No If yes, please explain.

Have you previously applied to a graduate program at Manhattan College? yes no When? _____

Educational Institutions Attended (list in sequential order with most recent first)

Name of college/university	Location	Dates attended	Degree awarded
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Educational Institutions Attended (continued)

_____ High School Diploma **OR** _____ GED (date: _____)

High School Name _____ Address _____

Year of graduation: _____

Employment Experience

Please attach a copy of your resume.

Current employer _____ Title _____

Address _____ Phone _____

Dates from _____ / _____ to _____ / _____ May we contact you at work? _____ Yes _____ No

Military Service

Branch of Service _____ Rank _____ Dates from _____ / _____ to _____ / _____

Community and Personal Activities

Please list extracurricular activities and community involvement. Indicate positions held or honors won.

<u>Activity</u>	<u>Years of Participation</u>	<u>Positions held/Honors won</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Optional Information

Your response to the following questions will in no way affect consideration of your application; however, the information provided would be helpful to Manhattan College for research purposes. Manhattan College does not discriminate in the admissions process on the basis of race, color, sex, religion or disability.

How would you describe yourself? (Check one)

American Indian or Alaskan Native Asian American Pacific Islander
 Black/non-Hispanic Hispanic White/non-Hispanic Other

I certify that the information provided by me in this application is complete and accurate to the best of my knowledge. While this application is active, I will inform the office of graduate admissions in the School of Continuing and Professional Studies of any changes in the facts indicated in this application. I understand that falsifications, misrepresentations or omissions on this application may be grounds for denial, or if I am accepted, for suspension or dismissal from school. I agree, if admitted, to abide by the rules and regulations of Manhattan College.

I also guarantee the payment of all financial obligations.

Applicant's signature _____

Date: _____

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EVALUATOR FORMName of applicant _____
Last First MI

Name of Evaluator _____

Program applying for _____

APPLICANT- Please complete the information above. Read the statement below, and if you choose, sign where indicated.*The Family Education Rights and Privacy Act of 1974 entitles you to have access to letters of evaluation in our permanent record file. The applicant may waive this right to access to letters of evaluation, in which case letters of evaluations will be considered confidential and will not be available to the student. If you wish to waive your right to access to this letter of evaluation, please sign your name on the line below the following statement.**I, the undersigned, hereby waive all rights or privileges provided by Public Law 93-380 to inspect or challenge the content and comments appearing in the letter of recommendation. I agree that the observation made in this letter of recommendation should be confidential between the writer and the various agencies or organizations to whom my credential file may be addressed.*_____
Applicant Signature *Date***EVALUATOR**

Please complete the information requested on this form. If you need to use additional sheets of paper, please staple them to this form. Your comments will be held completely confidential if the applicant has signed the statement above. Please enclose this form in a sealed envelope and address it Manhattan College at the address shown above.

Please evaluate the candidate as best and as fully as you can in each of the categories below by placing an "X" or a check mark in the appropriate box beneath the scale at the top.

How long and in what capacity have you known the applicant? _____

<i>Competency</i>	<i>Below Average (Lower than 40%)</i>	<i>Average (40-60%)</i>	<i>Above Average (60-75%)</i>	<i>Good (75-90%)</i>	<i>Excellent (90-95%)</i>	<i>Outstanding (95-100%)</i>	<i>Truly Exceptional (100%)</i>	<i>Not Observed</i>
Interpersonal Skills								
Communication Skills								
Analysis								
Strategic Planning								
Leadership								
Team Building								
Ethical Standards								
Global Understanding								
Diversity Awareness								

MANHATTAN COLLEGE-SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES

Evaluator's Narrative Statement (Print or Type)

Please include a brief narrative that includes information that you feel would be of value in considering this candidate. Please feel free to attach additional sheets if necessary.

Overall Evaluation (please check one)

Highest Recommendation
 Recommended Enthusiastically

Recommend
 Do not Recommend

Evaluator's Printed Name: _____

Evaluator's Signature: _____ Date: _____

Address: _____

Phone: _____

Please return this form to the address above.

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I, the undersigned, hereby waive all rights or privileges provided by Public Law 93-380 to inspect or challenge the content and comments appearing in the letter of recommendation. I agree that the observation made in this letter of recommendation should be confidential between the writer and the various agencies or organizations to whom my credential file may be addressed.

Applicant Signature

Date

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Recommend
 Do not recommend

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Evaluator's Signature: _____ Date: _____

Address:

Phone: _____

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Student Name: _____

Letter of Intent (print or type)

Use this form or attach a separate document to describe your professional career goals and how you expect a graduate degree from Manhattan College's School of Continuing and Professional Studies will assist you in the attainment of these goals. Use additional sheets of paper, if necessary.

Signature _____

Date _____

Please return this form to the address above.