

Graduate Application and Admission Information 2009

Lienhard School of Nursing



Dyson College of Arts and Sciences | Lienhard School of Nursing
Lubin School of Business | School of Education | School of Law
Seidenberg School of Computer Science and Information Systems



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ADMISSION INFORMATION

ELIGIBILITY

Applicants to Pace University graduate degree and certificate programs must hold a bachelor's degree from an accredited college or university if post-secondary education was completed in the United States. Applicants who are currently in their senior year at an undergraduate institution may apply for admission, but acceptance can be made only contingent upon receipt of a final transcript indicating all senior year grades and receipt of the bachelor's degree. Applicants who have attended institutions outside of the United States must hold a degree equivalent to a U.S. bachelor's degree.

All information provided in the application must be accurate and complete. Any misrepresentation in or omission of facts from the application will justify a denial or revocation of admission or subsequent dismissal from the graduate program. The Office of Graduate Admission reserves the right to verify any or all information in the application and supporting documentation.

PACE UNIVERSITY GRADUATE MERIT SCHOLARSHIPS

Graduate scholarships are awarded to entering full-time and part-time matriculated students who demonstrate exceptional scholastic ability. The Scholarship Committee considers each applicant's academic record to determine the scholarship award. All students admitted to a degree program are automatically reviewed for scholarship. There is no separate application to be completed. Domestic scholarship recipients must register for a minimum of six (6) credits per fall and spring semesters. International scholarship recipients must register for nine (9) credits per fall and spring semesters. Other credit requirements will apply to BSN/MS or MA scholarship awards.

ADMISSION CATEGORIES

Matriculant

Applicants who wish to pursue a graduate degree or certificate at Pace University should apply for matriculant status. The University has established the following criteria as the most critical in the evaluation of applications for matriculant status: scholastic achievement and a desire to excel as evidenced by previous academic work; aptitude for graduate study as indicated by scores on an admission test (if required), motivation, leadership potential, and maturity as evidenced by work and/or volunteer experience, extracurricular activities, recommendations, and responses to questions on the application.

Non-Degree Status (NDS)

The objective of the non-degree status is to enable students who qualify by virtue of previous education or experience to enroll in appropriate graduate courses on a space-available basis.

Students who want to register for course work under this status must return the "Application for Non-Degree Status," with a \$65 application fee, to the Office of Graduate Admission after obtaining written approval from the chairperson of the department offering the course(s). At most, two courses taken in non-degree status may be applied to a graduate program if the student is later accepted by the Graduate Admission Committee.

The Application for Non-Degree Status can be found on page 17.

Auditor

Individuals holding a U.S. bachelor's degree or its equivalent may apply to audit a maximum of two graduate courses at Pace University. The objective of auditor status is to enable students seeking a renewal or extension of knowledge related to their careers to enroll in appropriate graduate courses. Auditors are granted neither grades nor credit for audited courses. An audited course will not be applied to a degree program. Applications for auditor status are available from the Office of Student Assistance.

Alumni Auditor

Alumni of Pace University's Lienhard graduate programs are eligible to audit graduate classes subject to the approval of the instructor and space limitations. Students must have the necessary background for admission to courses; not every course is open to alumni auditors. Interested alumni should file an Alumni Auditor Application with the Office of Student Assistance during the second week of the desired semester.

Visiting Student

A student currently in good standing in a comparable graduate program at another institution may apply to take courses in a graduate program of Pace University by completing the Visiting Student Application on page 15. Applicants accepted as Visiting Students may take a maximum of two courses in a Pace graduate program. Registration for courses is on a space-available basis and the courses must be completed in the semester for which the visiting student applied.

SPECIAL INSTRUCTIONS

DEFERRALS

Students who have been admitted to a graduate program at Pace University but who wish to delay their entrance for a period of time may request a deferral by writing to the Office of Graduate Admission prior to the start of the semester for which admission has been granted. The request must specify the semester the student anticipates entering the program. The graduate admission staff considers each request for deferral individually and retains the right to grant or deny admission for a future semester.

DECISION APPEAL

An applicant who is not approved for admission may appeal the decision. The appeal should be made in writing to the Office of Graduate Admission within one month of notification of denial.

INTERNATIONAL STUDENT INFORMATION

APPLICATION FEE

Applicants from outside the United States must remit the \$65 application fee by international money order or by a check drawn from a U.S. bank.

DEADLINE DATE AND STATUS

International applicants who require a student visa are advised to apply well before the priority deadline dates, and must apply for full-time matriculated status.

TRANSCRIPTS

If foreign language transcripts are issued, English translations attested by the institution of origin, the student's Ministry of Education, a U.S. consular officer, or a professionally certified translator approved by Pace University must accompany the official transcripts. Please contact the Pace University Office of Graduate Admission for a list of approved translators.

All materials submitted become the confidential property of Pace University and cannot be returned or forwarded to the applicant or a third party.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

If you earned a bachelor's degree in a country where English is not the official language and English is not your first language, you must submit a Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score that is no more than two years old. Normally, a TOEFL score of 570 (paper-based version), 230 (computer-based version), 88/89 (Internet-based version), or an IELTS score of 6.0 is sufficient to demonstrate the requisite proficiency in English for admission directly to Pace University's academic programs. However, the Admission Committee may require additional testing if, for example, as a

result of materials submitted as part of your application, there are concerns about your ability to read, write, and speak English sufficiently to meet the demands of your intended curriculum. In that case, or if your TOEFL or IELTS score is below the guidelines stated above, your admission will be conditional upon your successful completion of an intensive English language program at the Pace University English Language Institute (ELI) or a similar program approved by Pace University's ELI.

STUDENT VISAS

To receive the form I-20 from Pace University, which is required to obtain an entry visa, the applicant must demonstrate that he or she has sufficient funds available to pay for tuition and living expenses for one year of study in the United States.

Students must provide evidence of additional financial support of \$5,000 per year for a spouse and \$5,000 per year for each child that accompanies the student to the United States.

All applicants who will require Pace University's student visa must submit the Pace University Financial Affidavit for International Students included in this application packet.

All monies pledged on the Pace University Financial Affidavit for International Students must be verified. Monies can be verified in any one or more of the following ways:

- A. A bank letter on bank letterhead in English, which contains the applicant's or applicant's sponsor name, account number, the amount of money in U.S. dollars, and the signature of a bank official;
- B. A letter of support from a sponsoring scholarship program, fellowship program, or grant organization.

ADDITIONAL INFORMATION

Information regarding applying for your nonimmigrant visa or transferring/ changing status if already in the U.S. will be included in your official acceptance packet. In order to assist you, it is required that your home address be provided on the application for admission.

Please note that, as specified by U.S. immigration regulations, students who have entered the U.S. on a tourist visa or on a visa waiver must be in proper status prior to enrolling in classes.

Special situations regarding immigration status should be discussed with an adviser in the Office of International Programs and Services.



APPLICATION INSTRUCTIONS

Please complete and mail your application to the appropriate Office of Graduate Admission. Be sure to sign the last page of the application and all additional papers.

Office of Graduate Admission
Pace University
One Pace Plaza
New York, NY 10038-1598 USA
Phone: (212) 346-1531
Fax: (212) 346-1585
E-mail: gradnyc@pace.edu

Office of Graduate Admission
Pace University
One Martine Avenue
White Plains, NY 10606-1932 USA
Phone: (914) 422-4283
Fax: (914) 422-4287
E-mail: gradwp@pace.edu

Please submit the following:

- APPLICATION** Applications may be printed or typed and must be accompanied by the nonrefundable application fee of \$65 in the form of a check or money order in U.S. dollars payable to Pace University. A résumé or type-written outline, describing at least the past five years of your employment history and significant community, professional, or college extracurricular activities should be sent. Please include recognitions of achievements you have received (e.g., licenses, publications, and awards).
- APPLICATION FEE**
- RÉSUMÉ**
- PERSONAL STATEMENT** Send a typewritten essay explaining to the members of the Graduate Admission Committee why you would like to pursue the program of graduate study you have chosen. Additional information regarding your academic performance, as well as professional experience, may be included as a supplement.
- LETTERS OF RECOMMENDATION** Two recommendations from individuals who can knowledgeably comment on your ability to successfully complete graduate study are required. These references may be either academic or professional and must be forwarded in envelopes sealed by the recommenders. Recommendation forms can be found in this application packet. Recommenders may write their recommendation on personal stationery or company letterhead.
- OFFICIAL TRANSCRIPTS** Transcripts are considered official if sent directly from academic institution(s) to Pace University, or if they are submitted by the applicant, unopened, in the institution's original, sealed envelopes. Be sure to request transcripts from all institutions you have attended prior to your anticipated start date at Pace University.
- GRADUATE RECORD EXAMINATION (GRE) OR MILLER ANALOGIES TEST (MAT)** A GRE or MAT score report, no older than five years, is required of all applicants to the BSN/MS (or MA) combined degree program. A test score report is also required for those applicants who wish to be considered for a graduate assistantship. The ETS/GRE reporting code for Pace University, NYC is **2635** and for Westchester, **2644**. To obtain a GRE application, write to Educational Testing Service, P.O. Box 6000, Princeton, NJ 08541-6000, USA or visit the GRE Web site at www.gre.org. or call (800) GRE-CALL for computer-based testing registration. To obtain an MAT booklet, write to The Psychological Corporation, 555 Academic Court, San Antonio, TX 78204.
- TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)** If you are required to submit a TOEFL score, the ETS reporting codes for Pace University are: New York City, **2635** and Westchester, **2644**. For further information, visit the TOEFL Web site at www.toefl.org.

Note: All documents submitted in support of an application for admission become the permanent possession of Pace University and cannot be returned to the applicant or photocopied for the applicant. For your records, please make photocopies of all materials submitted, except for transcripts and recommendation forms, which must be received unopened, in the original, sealed envelopes.

Priority deadline dates for MS, MA, and certificate program applications are as follows:

	<u>Domestic</u>	<u>International</u>
Fall term (September)	August 1	June 1
Spring term (January)	December 1	October 1
Summer I (June) and II (July) terms	May 1	March 1

Priority deadline dates for the BSN/MS or MA program are as follows:

New York City Fall term (September)	June 1	May 1
Westchester Spring term (January)	October 15	September 15

If applicable, please indicate when the Graduate Record Examination (GRE) was or will be taken:

GRE Date (MM/YYYY)

If applicable, please indicate when the Miller Analogies Test (MAT) was or will be taken:

MAT Date (MM/YYYY)

If applicable, please indicate when the Test of English as a Foreign Language (TOEFL) was or will be taken:

TOEFL Date (MM/DD/YYYY)

Are you or an immediate family member an employee of Pace University? Yes No If yes, please explain:

Please provide the information below:

Current employer

Current employer

City State Country

Does your employer provide tuition reimbursement? Yes No

Are you a citizen of the United States? Yes No Are you a permanent resident of the United States? Yes No

If you are not a U.S. citizen or permanent resident, please complete the following:

If accepted for admission to Pace University, will you need a Certificate of Eligibility (I-20) for a student visa? Yes No

If no, please indicate visa status you hold or will hold: Visa

If yes, please provide the information below:

Occupation in your home country

City of birth Country of birth Country of citizenship

Are you now in the USA? Yes No If yes, please indicate your present visa status below and provide your home country address:

Visa status College / Organization / Employer City State

Home Country Address:

Please explain here if this visa status expires prior to your anticipated Pace University enrollment date: (Please note: If you do not provide this information we cannot process your I-20.)

Will dependents accompany you in the U.S.? Yes No

If yes, please provide information below: (Please attach information regarding additional dependents who will accompany you.)

Last Name

First Name Middle Name Date of Birth (MM/DD/YYYY)

City of birth Country of birth Relationship to student

Which of the following was the most significant factor which prompted your application to Pace University?

Please check one (optional survey):

- Attended a college or professional fair
Telephoned a Pace Graduate Admissions Office
Received a Pace graduate school publication
Attended a GRE or GMAT forum
Pace student recommendation
Pace faculty member recommendation
Attended a Pace information session
Pace graduate school alumnus recommendation
Internet
Visited a Pace Graduate Admissions Office
Employer recommendation
Other



RECOMMENDATION FORM

To the Applicant—Please complete the section below. Indicate the location to which the recommender should forward this form.

Office of Graduate Admission
 Pace University
 One Pace Plaza
 New York, NY 10038-1598 USA
 Phone: (212) 346-1531
 Fax: (212) 346-1585
 E-mail: gradnyc@pace.edu

Office of Graduate Admission
 Pace University
 One Martine Avenue
 White Plains, NY 10606-1932 USA
 Phone: (914) 422-4283
 Fax: (914) 422-4287
 E-mail: gradwp@pace.edu

Applicant Name _____
First Middle Last

Applicant Address _____

Applicant Day Telephone (_____) _____ Evening Telephone (_____) _____
Area Code / Number Area Code / Number

Fax (_____) _____ E-mail _____
Area Code / Number

Location New York City Westchester

Applicant Entry Term Fall _____ Spring _____ Summer I _____ Summer II _____
Year Year Year Year

To the Recommender—Please complete both sides of this form and return it to the Office of Graduate Admission indicated above. If you wish to use a letter or different format, please feel free to do so. Thank you for your assistance.

Name of Recommender (Please print) _____

Signature of Recommender _____
Month / Day / Year

Position or Title _____ School or Firm _____

Address _____
Number and Street City State Zip Code

Telephone (_____) _____
Area Code / Number

In what capacity have you known the applicant? _____

What is your overall recommendation?

- Strongly recommend Recommend Recommend with some reservation Do not recommend



The Admission Committee would appreciate your candid appraisal of the applicant.

	Outstanding (Top 2%)	Superior (Top 10%)	Good (Top Third)	Fair (Middle Third)	Poor (Bottom Third)	No basis for judgement
Intellectual Ability						
Ability to Work with Others						
Ability in Written Expression						
Ability in Oral Expression						
Maturity						
Initiative/Independence						
Creativity/Originality						
Potential for Career Advancement						

What are the applicant's primary strengths and weaknesses? If possible, please describe specific instances or accomplishments which demonstrate them. Describe the applicant's current assignment and special responsibilities, if applicable.

Please assess the applicant in the following areas:

- a. Area of specialization (technical knowledge, analytical ability, attention to detail, etc.)
- b. Potential for achievement in graduate study
- c. Potential for professional achievement



The Admission Committee would appreciate your candid appraisal of the applicant.

	Outstanding (Top 2%)	Superior (Top 10%)	Good (Top Third)	Fair (Middle Third)	Poor (Bottom Third)	No basis for judgement
Intellectual Ability						
Ability to Work with Others						
Ability in Written Expression						
Ability in Oral Expression						
Maturity						
Initiative/Independence						
Creativity/Originality						
Potential for Career Advancement						

What are the applicant's primary strengths and weaknesses? If possible, please describe specific instances or accomplishments which demonstrate them. Describe the applicant's current assignment and special responsibilities, if applicable.

Please assess the applicant in the following areas:

- a. Area of specialization (technical knowledge, analytical ability, attention to detail, etc.)
- b. Potential for achievement in graduate study
- c. Potential for professional achievement



GRADUATE ASSISTANTSHIP APPLICATION

Please attach a copy of your résumé and forward this assistantship application to:

**Lienhard School of Nursing
Pace University
861 Bedford Road, Room LH 314
Pleasantville, NY 10570 USA**

Please do not submit this form to the Office of Graduate Admission.

To the Applicant—Please complete both sides of this form.

Name Ms. Mr. _____
Last First

Present Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Day Telephone (_____) _____ Evening Telephone (_____) _____
Area Code / Number Area Code / Number

Fax (_____) _____ E-mail _____
Area Code / Number

Please indicate your anticipated entry term: Fall _____ Spring _____ Summer I _____ Summer II _____
Year Year Year Year

Please indicate your intended location: New York City Westchester

Please indicate whether you are interested in a full-time or part-time assistantship: Full-time Part-time

Please indicate the Pace University graduate degree program to which you are applying: _____

Undergraduate Institution _____

Undergraduate Major _____ Undergraduate Grade Point Average _____

Previous graduate institution, major, graduate grade point average (if applicable) _____

GRE Score Verbal _____ Quantitative _____ Analytical Writing _____

Date ____/____/____
Month Day Year

MAT score (if applicable) Total _____ Date ____/____/____
Month Day Year

TOEFL score (if applicable) _____

Please complete the Skills Questionnaire and indicate any specific skills which you have that would enable you to perform well as a graduate assistant:

I understand and agree that my admission, if granted, my registration and continuance on the rolls and graduation are subject to all policies, rules, regulations, and procedures set forth in the current bulletins, catalogs, and other publications and notices of Pace University and as they may be amended, including but not limited with respect to scholarship, discipline, attendance, and payment or abatement of fees.

Signature _____ Date ____/____/____
Month Day Year



GRADUATE ASSISTANT SKILLS QUESTIONNAIRE

Please rate your level of experience with each of the areas listed below. You do not have to be an expert in all areas to qualify for a position. We are looking for assistants with a variety of skills.

	Very Confident	Some Experience	No Experience
Library Research			
Use of Personal Computer			
Typing			
Interviewing			
Writing			
Statistics			
Basic research process			
Use of Software Programs			
Word processing (e.g., Word, WordPerfect)			
Spreadsheet (e.g., Excel, Lotus 123)			
Database management (e.g., Access, dBASE)			
Manuscript management (e.g., End Note, Ref Mgr.)			
Statistical packages (e.g., SPSS, Instat)			
Internet browsers (e.g., Netscape, Internet Explorer)			
Online Services (e.g., AOL, Prodigy, CompuServe)			
Searching Databases			
Editing Manuscripts			
Teaching			
Other (please specify)			

Pace University does not discriminate in admission, administration of programs, or employment against any individual on the basis of that individual's sex, age, race, religion, sexual orientation, disability, or national origin, marital or domestic partnership status or veteran status. Inquiries regarding compliance with related federal regulations may be directed to: Affirmative Action Officer, Pace University, One Pace Plaza, New York, NY 10038, or to the Director of the Office for Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, SW, Washington, DC, 20201.



VISITING STUDENT APPLICATION

Please submit this application with a \$65 nonrefundable application fee to the appropriate Office of Graduate Admission, accompanied by a sealed envelope containing an original statement from the graduate school in which you are currently enrolled which includes the following:

1. The graduate degree program in which you are matriculated;
2. Verification that you are a graduate student in good standing; and
3. An official university seal or signature.

Name _____
First Middle Last

Present Address _____
Street City State Zip

Home Telephone (_____) _____ Business Telephone (_____) _____
Area Code / Number Area Code / Number

Fax (_____) _____ E-mail _____
Area Code / Number

Institution Currently Attending _____
Name Location

Semester in which you wish to enroll: Fall _____ Spring _____ Summer I _____ Summer II _____
Year Year Year Year

Campus: New York City Westchester

Graduate program you wish to attend:

- DYSON COLLEGE OF ARTS AND SCIENCES
 - Counseling
 - Environmental Science
 - Forensic Science
 - Psychology
 - Publishing
 - Public Administration
- LUBIN SCHOOL OF BUSINESS
- SEIDENBERG SCHOOL OF COMPUTER SCIENCE AND INFORMATION SYSTEMS
- SCHOOL OF EDUCATION
- LIENHARD SCHOOL OF NURSING

You may register for a maximum of TWO COURSES on a space-available basis. Courses must be completed in the semester indicated above.

Course Number	Title
Course Number	Title

Have you ever applied to or enrolled in any graduate program at Pace University? Yes No

If yes, please indicate: Semester _____ Year _____ Program _____

I certify that all of the information provided by me or on my behalf in support of my application for admission is complete and accurate. I acknowledge that I am obligated to supplement my application as soon as I know or reasonably should know if the information I have provided or that was provided on my behalf is inaccurate or incomplete. I also certify that the personal statement submitted in support of my application for admission is solely my own original work. I acknowledge that Pace University may, at its sole discretion, verify any information submitted in conjunction with my application. I acknowledge that if I omit relevant information or provide inaccurate information or information that is misleading, submit a personal statement that is not solely my own original work, or of I fail to supplement my application as required, Pace University may, at its sole discretion, deny my application for admission, rescind my admission, impose disciplinary sanctions against me, dismiss me from Pace University, and/or rescind any degrees or certificates awarded to me by Pace University.

I acknowledge that the application fee I have paid or will pay in the future is not refundable.

I acknowledge that I am bound by the policies, practices, and procedures of Pace University, whether published or unpublished, and I agree to comply with them.

Date _____ / _____ / _____
Month Day Year _____
Signature of Applicant



REGISTRATION FORM FOR GRADUATE NON-DEGREE STATUS

____ Student I.D. Number _____ Last Name _____ First _____ Middle _____

Fall _____ Spring _____ Summer I _____ Summer II _____
Year Year Year Year

(Course Selection)

(Department Approval)

CAMPUS NY/MT/WT/GC/PL/BR/OC	SUBJECT	COURSE	DAY		COURSE REFERENCE NO.	CRS
			R=THUR	U=SUN		
N	X Y Z	1 0 0 A	M		9 9 9 9 9	3

CHAIR SIGNATURE	DATE	GAS/GCS GDN/GED

Please provide information below. (Optional)

DATE OF BIRTH ____/____/____

ETHNICITY (OPTIONAL):

- 1. African-American, non-Hispanic
- 2. Asian or Pacific Islander
- 3. Hispanic
- 4. American Indian or Alaskan native
- 5. Caucasian, non-Hispanic
- 6. Other _____
(please specify)


EMERGENCY NAME: _____ RELATIONSHIP _____
Last First

EMERGENCY ADDRESS: _____

EMERGENCY TELEPHONE: (____) _____

I understand and agree that my admission, if granted, my registration and continuance on the rolls and graduation are subject to all policies, rules, regulations, and procedures set forth in the current bulletins, catalogs, and other publications, and notices of Pace University and as they may be amended, including but not limited with respect to scholarship, discipline, attendance, immunization requirements, and payment or abatement of fees.

Signature _____ DATE ____/____/____
Month Day Year

FOR OFFICE USE ONLY _____ 
REG. OPERATOR'S SIGNATURE DATE (MM/DD/YYYY)

**NEW YORK CITY CAMPUS
OFFICE OF GRADUATE ADMISSION**

One Pace Plaza
New York, NY 10038-1598
(212) 346-1531
gradnyc@pace.edu

**WESTCHESTER CAMPUS
OFFICE OF GRADUATE ADMISSION**

One Martine Avenue
White Plains, NY 10606-1932
(914) 422-4283
gradwp@pace.edu



Work toward greatness.

www.pace.edu