Graduate Application

College of Education, Nursing and Health Professions

Department of Education and Human Services
Directions for Application to Graduate Study

The Center for Graduate and Adult Academic Services and the College of Education, Nursing and Health Professions welcome your application for graduate study at the University of Hartford. Applicants interested in Early Childhood Education, Elementary Education, Educational Technology, Deaf Education/Aural Habilitation and Counseling should complete the following checklist and submit all documents to the Center for Graduate and Adult Academic Services. Applications must be complete to be considered by the Graduate Admissions Committee: Application Deadlines are April 15, August 15, and December 1.

- **All applicants** submit enclosed application forms and a nonrefundable application fee, $45 for domestic applicants, $60 for international applicants, payable to the University of Hartford. On-line application option: http://admission.hartford.edu/graduate

- **All applicants** request that all colleges and postsecondary institutions forward official transcripts.

- **All applicants** request two recommendations from professors, employers, or school administrators on the forms supplied.

- **All applicants** must schedule an interview with the appropriate faculty member.

<table>
<thead>
<tr>
<th>Counseling</th>
<th>Dr. Joachim Pengel</th>
<th>860-768-4774</th>
<th><a href="mailto:pengel@hartford.edu">pengel@hartford.edu</a></th>
<th>Hillyer 224</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deaf Education/Aural Habilitation</td>
<td>Dr. Regina Miller</td>
<td>860-768-4553</td>
<td><a href="mailto:remiller@hartford.edu">remiller@hartford.edu</a></td>
<td>Hillyer 252</td>
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<tr>
<td>Early Childhood Educational</td>
<td>Dr. Regina Miller</td>
<td>860-768-4553</td>
<td><a href="mailto:remiller@hartford.edu">remiller@hartford.edu</a></td>
<td>Hillyer 252</td>
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<tr>
<td>Educational Technology</td>
<td>Dr. Frederick King</td>
<td>860-768-5190</td>
<td><a href="mailto:rking@hartford.edu">rking@hartford.edu</a></td>
<td>Hillyer 212</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>Dr. Janet Kremenitzer</td>
<td>860-768-4084</td>
<td><a href="mailto:kremenitz@hartford.edu">kremenitz@hartford.edu</a></td>
<td>Hillyer 241</td>
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- **All applicants** submit an essay describing personal and professional goals using the enclosed Essay/Letter of Intent Form

- **Applicants seeking admission to teacher certification programs or school counseling** must provide passing scores on the Praxis I computer-based tests in reading, writing, and mathematics OR meet the requirements for a state approved waiver. Waiver eligibility requirements and application forms are available from the Connecticut State Department of Education at www.state.ct.us/sde. If an applicant pursues a waiver from the state, it is the applicant’s responsibility to submit a copy of the letter they receive from the state granting them the waiver as part of their application to graduate study.

- **Counseling applicants** must also provide scores on the Miller Analogies Test or Graduate Record Exam. Scores taken within the last five years will be considered and may be obtained from:

<table>
<thead>
<tr>
<th>Miller Analogies Test</th>
<th>Graduate Record Exam</th>
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<tbody>
<tr>
<td>The Psychological Corporation</td>
<td>Graduate Record Examination</td>
</tr>
<tr>
<td>Control Testing Center</td>
<td>Educational Testing Services</td>
</tr>
<tr>
<td>Transcript Services</td>
<td>Princeton, NJ 08541-6000</td>
</tr>
<tr>
<td>555 Academic Court</td>
<td>ETS Test Code for University of Hartford is: 3436</td>
</tr>
<tr>
<td>San Antonio, TX 78204</td>
<td><a href="http://www.gre.org">www.gre.org</a></td>
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Information about the Miller Analogies Test or the Graduate Record Examination may be obtained by contacting the University of Hartford’s Center for Graduate and Adult Academic Services: 860-768-4371.
Application for Graduate Admission
Department of Education and Human Services

Personal Data
(Please type or print)

Legal name: ____________________________

Student's Social Security Number (if applicable)

Other name credentials may be under:

Permanent address:
Street: ____________________________
City: ____________________________
State: ____________________________
ZIP: ____________________________
Phone: ____________________________

Local address:
Street: ____________________________
City: ____________________________
State: ____________________________
ZIP: ____________________________
Phone: ____________________________

Business address:
Employer: ____________________________
Street: ____________________________
City: ____________________________
State: ____________________________
ZIP: ____________________________
Phone: ____________________________

May we call you at work? □ Yes □ No

E-mail: ____________________________

(*an e-mail MUST be supplied for application update and status)

Date of birth: Day _______ Month _______ Year _______

Sex: □ Male □ Female

Ethnic background (optional):
□ Native American or Alaskan Native □ African-American □ Hispanic
□ Asian-American or Pacific Island □ Caucasian □ Other

Citizenship: Are you a U.S. citizen or a permanent resident (green-card holder)? □ Yes □ No

If no, what is your country of citizenship? ____________________________

College of Education, Nursing and Health Professions
Department of Education and Human Services

Degree to which you are applying:
□ Master's Degree in Early Childhood Education □ Master's Degree in Deaf Education/Aural Habilitation
□ Master's Degree in Elementary Education □ Sixth Year Certificate in Counseling
□ Master's Degree in Educational Technology □ Master's Degree in Counseling

How did you hear about the University of Hartford?

Have you previously applied to the University of Hartford? □ Yes □ No
If yes, when? ____________________________

Are you seeking graduate transfer waiver/credit? □ Yes □ No
If yes, from which institution(s)? ____________________________

To what other graduate programs have you applied to other than University of Hartford? ____________________________

Federal Assistance (Non-U.S. residents eligible only for graduate assistantships)

To receive federal assistance, including Stafford loans, students at the University are required to file the Free Application for Federal Student Aid (FAFSA). Please contact the office of Financial Aid at 860.768.4692.

If applying for full-time study, do you wish to be considered for a graduate assistantship? □ Yes □ No

A limited number of graduate assistantships are available for full-time students. Applications are available from the College of Education, Nursing and Health Professions Office of Student Services in Hillyer Hall Room 218, or call (860) 768-5038.
ACADEMIC HISTORY
List all postsecondary institutions you have attended. (Attach additional information on separate sheet.)

<table>
<thead>
<tr>
<th>Institution (List chronologically)</th>
<th>4-Digit Code (if known)</th>
<th>Location</th>
<th>Attended From-To</th>
<th>Degree Awarded</th>
<th>Year</th>
<th>Major/Minor</th>
<th>GPA</th>
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List the foreign languages in which you have a basic reading knowledge: ________________________________

TESTING INFORMATION: Counseling applicants only: Have you taken either of the following tests?  □ Yes  □ No
☐ GRE DATE __________  ☐ MAT DATE __________
Have scores been forwarded to the University of Hartford? ________________________________
*Note: International students are required to take the TOEFL (Test of English as a Foreign Language) prior to admission.

RECENT EMPLOYMENT HISTORY
(Attach additional information on separate sheet.)

<table>
<thead>
<tr>
<th>Employer (List chronologically)</th>
<th>Location</th>
<th>Job Title</th>
<th>Dates</th>
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AWARDS, HONORS, PROFESSIONAL MEMBERSHIPS, AND LICENSES
(Attach additional information on separate sheet.)

<table>
<thead>
<tr>
<th>Name</th>
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<th>Address</th>
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RECOMMENDATIONS
List persons supplying your letters of recommendation. (See direction sheet for required number.)

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<th>Name</th>
<th>Title</th>
<th>Address</th>
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I certify that all items on this application are answered correctly and completely. I understand that incomplete information, the withholding of information, or incorrect information may disqualify me for admission to the University of Hartford or may later be the basis for my withdrawal or dismissal.

Applicant’s signature _______________________ Date ______________

Please return your application materials, with the nonrefundable application fee,* to the University of Hartford, Center for Graduate and Adult Academic Services, Computer and Administration Center, 200 Bloomfield Avenue, West Hartford, CT 06117-1599. Once your application and supporting documents have been processed, they become the property of the University of Hartford.

*$45 Domestic Application, $60 International Application. Hartt School students are required to pay an additional $30 processing fee; check should be made payable to the University of Hartford.
College of Education, Nursing and Health Professions
Department of Education and Human Services

Essay/Letter of Intent
Your written statement is your opportunity to tell us something about yourself and why you wish to enter the program to which you are seeking admission. You should discuss not only your desire to enter the professional field you have chosen but also the particular program of study available at the University of Hartford. If you are applying to a teacher education program or to the program in educational technology, please include your philosophy of education.

Your statement is also evidence of your writing skills. Pay attention to the form as well as to the content of your essay. Please limit your statement to 500 to 750 words.

Signature ____________________________________________

Please return this form to the address above.
College of Education, Nursing and Health Professions
Department of Education and Human Services

Degree Selection Sheet

To be filled in by Applicant:

Name of Applicant ____________________________

Degree Sought: Education (Please check one)

Master’s:  Early Childhood Education __________
          Elementary Education __________
          Counseling __________
          Deaf Education/
          Aural Habilition __________
          School Counseling __________
          Educational Technology __________

6th-Year Certificate: Counseling __________

Are you seeking State of Connecticut educator or school counselor certification?  □ Yes  □ No

Identify any additional related specialized training and experience you have had:

________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Please return this form to the address above.
Recommendation for Graduate Study
To be filled in by applicant:

Name of applicant __________________________________________________________________________________

Proposed degree program _____________________________________________________________________________

Waiver (optional): I hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 to inspect this letter of recommendation.

Signature ___________________________________________________ Date __________________________________

To the person completing this recommendation:
We would appreciate your candid opinion of this applicant’s scholarship, personality, and motivation for graduate study. We are interested in learning of specific strengths as well as weaknesses, both personal and academic. Please be aware that the student has access to this recommendation unless he or she has signed the waiver-of-confidentiality statement.

Please provide additional comments concerning the applicant’s qualifications and potential for success in graduate school. You may use the reverse side of this form or attach a separate sheet.

(use reverse side, if necessary)

Recommender’s name ________________________________________________________________

Date __________________________ Signature __________________________

Institution __________________________ Title/Position __________________________

Address _____________________________________ Street address _____________________________________ City __________ State __________ ZIP __________

E-mail __________________________________________

Please return this form to the address above.
College of Education, Nursing and Health Professions
Department of Education and Human Services

Recommendation for Graduate Study

To be filled in by applicant:

Name of applicant __________________________________________________________________________________

Proposed degree program _____________________________________________________________________________

Waiver (optional): I hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 to inspect this letter of recommendation.

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(use reverse side, if necessary)

Recommender’s name ________________________________________________

Date __________________________________ Signature __________________________

Institution ________________________________ Title/Position _______________________

Address ______________________________________________________________

Street address City State ZIP

E-mail ________________________________________________________________

Please return this form to the address above.
Graduate Policies and Procedures

Please note: Students seeking a degree, certification, or certification recommendation may take a maximum of 6 semester hours of graduate study at the University of Hartford before matriculating into a degree or certification program.

I. GRADUATE ADMISSION CRITERIA AND EVIDENCE

The criteria for admission are listed below. There are two categories of evidence that may be submitted at the candidate’s discretion. If you do not meet the minimum test scores and GPA requirements listed below, you are invited to submit additional evidence that you have met the criteria. Below each criterion are listed both the mandatory (•) and discretionary (-) forms of evidence:

1. The ability to think critically, grasp abstract concepts, and analyze complex information in order to be successful in the Department of Education and Human Services graduate classes.*
   • Undergraduate GPA of B- or better
   • For counseling applicants only: MAT score of 395 or above, or combined verbal and quantitative GRE score of 1000 or above
   • Completion of at least two courses in the Department of Education and Human Service, with two different instructors, with grades of B+ or better
   • Letters of recommendation
   • Other materials at the candidate’s discretion

2. Sufficient command of English to be successful in Department of Education and Human Service graduate classes.
   • Essay
   • Interview
   • TOEFL scores of at least 560 (74th percentile), when required
   • Other materials at the candidate’s discretion

   • Essay
   • Letters of recommendation
   • Other materials at the candidate’s discretion

   • Interview
   • Letters of recommendation
   • Other materials at the candidate’s discretion

5. Understanding of the field one is applying to enter.
   • Essay
   • Interview

6. Understanding of the approach to professional preparation taken in the Department of Education and Human Service.
   • Essay
   • Interview

7. Competence in the basic skills of reading, writing, and mathematics.**
   • Passing scores on Praxis I Computer-Based Test (CBT).
   • A waiver, issued by the State of Connecticut. Waiver eligibility requirements and application forms are available from the Connecticut State Department of Education at www.state.ct.us.sde

* Applicants who have successfully earned a graduate degree with a cumulative GPA of 3.5 or higher (on a 4-point scale) will be considered to have met this criterion and need not take the GRE or MAT.

** This criterion, and indicators of it, are mandated by the State of Connecticut and apply only to those seeking certification as a teacher or school counselor.
Graduate Admission Materials
Each candidate **MUST** submit the following materials:

- Evidence of graduation from an accredited institution of higher education.
- Transcripts of all undergraduate and graduate course work.
- A written essay describing why the candidate wishes to enter the field of study and why she/he wishes to study at the University of Hartford in particular.
- Evidence of an interview with a faculty member who is associated with the program the candidate wishes to enter. These interviews will normally be conducted in person, but under special circumstances, such as great geographical distance, the interview may be conducted over the phone.
- Two letters of recommendation from educators, employers, or other persons who can provide evidence of the presence of the criteria for admission.
- Counseling applicants only: Official reports of MAT or GRE scores, or proof of eligibility to have this requirement waived according to the criteria previously listed.

Admission Procedure
Application deadlines are April 15, August 15, and December 1. The Graduate Admissions Committee of the Department of Education and Human Services will make all admission decisions. The committee will review only complete files. The Committee may take one of three actions upon review of a file:

1. Accept
2. Deny
3. Committee Hold

Candidates will be notified in writing of the Committee's decision. When the Committee Hold action is selected, the candidate will be able to submit additional evidence for reconsideration (such as new documents, test scores, grades from courses, and so on) as indicated in the notification letter and will not have to pay a new application fee.

II. ACADEMIC POLICIES
Generally, a maximum of 6 semester hours of graduate credit may be accepted if transferring from an accredited institution with the following stipulations:

1. Credits have not been applied previously to a degree or certificate.
2. Courses have been completed within a six-year period.
3. Courses are appropriate to the student's program of study, per written approval of the student's major advisor.

Consortium Credit
Credit earned through the Hartford Consortium for Higher Education, with prior written approval of the student's major advisor, is considered as a transfer credit.

Criteria for Satisfactory Progress
A matriculated graduate student who receives a course grade of “C” must consult with his/her advisor. (For example, a grade of “A” in one course will offset, or balance, a “C” in another course. Another option would be to retake the course in which the student received a “C”. A student whose grade point average falls below 3.0 or who receives a course grade lower than C shall be notified that his/her record will be reviewed by the Academic Standing Committee and may be subject to probation or dismissal.

Grading Policy
Grades and grade points are based upon the following system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>C</td>
<td>2.00</td>
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<tr>
<td>C-</td>
<td>1.67</td>
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<tr>
<td>D+</td>
<td>1.33</td>
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<tr>
<td>D</td>
<td>1.00</td>
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<tr>
<td>D-</td>
<td>0.67</td>
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<tr>
<td>F</td>
<td>0.00</td>
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In special circumstances, students may be allowed to complete course work after the end of the semester, receiving a grade of “I” (incomplete) for the course. The student is responsible for making arrangements with the instructor at the time issued for completion of the work.
Independent Study

With the approval and direction of an appropriate faculty member, a student may on occasion be permitted to pursue study in an area or level not offered through existing courses. The student will be required to complete an Independent Study Contract, which must be approved and retained by the faculty supervising the independent study.

Student Teaching Requirements

Admission to the professional preparation program requires that a matriculated student submit an application for student teaching. This form, with supporting documentation, must be filed with the Coordinator of Student Teaching at the beginning of the academic semester prior to the semester during which the student teaching is planned. This date is posted for each academic semester in question. Please note that in some cases this will mean submitting this application nearly simultaneously with the application for admission.

Candidates seeking State of Connecticut certification will be required to complete the Praxis II: Subject Assessment successfully for their education endorsement area.

Time Limit and Residence Requirements

Course work for the master's degree or sixth-year certificate must be completed within a six-year period. A student may request an extension of this time limit from the Graduate Admissions Committee. This request must be made in writing and should include the reason for the extension and the anticipated completion date.

It is expected that students will complete core requirements at the University. Generally, it is also expected that the final six hours of study will be completed in residence. Students requesting a waiver for either of these situations must have their request approved by their advisor prior to submitting their request to the Graduate Admissions Committee.

Program Requirements

Specific course requirements are listed by program in the Graduate Bulletin. All students must have on file in the Evaluator's Office a planned program of study that is approved, signed, and dated by their major advisor.

III. COMPLETION REQUIREMENTS

Master's students must complete a summative assessment of their work. In many programs, this involves taking a comprehensive examination; however, some programs may opt to use different means of assessment.

Comprehensive Exams

Comprehensive examinations are given in the fall and spring semesters and during Summerterm. Information on the comprehensive exams, including policies, procedures, and upcoming dates, is available in the Evaluator's Office. Information regarding the content and format of the exam may be obtained from the student's advisor. Students who do not successfully complete the exam and who are seeking a degree or sixth-year certificate will be required to retake the exam. Students will be notified by the dean's office of exam results. If a retake is needed, arrangements should be made with the advisor.

Graduation

Students are responsible for filing appropriate graduation forms and materials, according to the time schedule established by the Registrar's Office (typically mid-February for May, mid-July for September, and mid-October for January graduation dates).
Statement of Nondiscriminatory Policies

Consistent with the requirements of Title IX of the Education Amendments of 1972, as amended, the University does not discriminate on the basis of gender in the conduct or operation of its educational programs or activities (including employment therein and admission thereto). The University admits students without regard to race, gender, physical ability, creed, color, age, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the University. It complies with Title VI of the Civil Rights Act of 1964, as amended, and does not discriminate on the basis of race, gender, physical ability, creed, color, age, sexual orientation, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs. The University of Hartford hereby provides notice to its students, employees, applicants, and others that it supports the language and intent of Section 504 of the Rehabilitation Act of 1973 (and regulations issued pursuant thereto), which prohibits discrimination on the basis of disability in its educational programs and activities, including admission to and access to the University. The Dean of Students (Gengras Student Union, telephone (860) 768-4260) is the individual designated to coordinate efforts by the University to comply with and carry out requirements under Title IX and Section 504.

Inquiries concerning the application of Title IX, Section 504, and Title VI may be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, Boston, Massachusetts 02109.