



College of Graduate & Continuing Education (CGCE)

Graduate-level

Application & Instructions for Admission

Who should use this application form?

This application form is intended for those applicants (including international applicants) who wish to apply to a Rowan University graduate-level (including doctoral) program.

All such programs at Rowan are offered through CGCE in one of two Divisions:

1. The Extension Division which offers non-traditional-format programs (online, hybrid, off-site, accelerated, Saturday only, or some combination of these).
2. The Traditional-format Graduate Division which offers traditional-format programs with 16-week-long, face-to-face courses on either Rowan's Glassboro or Camden campus.

Both Divisions use this same application form and are coordinated by the CGCE Academic Services Office.

Other CGCE application forms available

Not a graduate-level student? Visit www.rowan.edu/cgce/forms to download the appropriate CGCE application form for your particular level/program of interest. Unsure of which form to use? Contact cgceadmissions@rowan.edu.

All prospective students (including international applicants) who want to apply to a post-baccalaureate Rowan program (whether non-traditional or traditional-format) will use the Post-Baccalaureate CGCE Application Form.

Prospective undergraduate transfer students (including international applicants) who want to transfer into one of the CGCE undergraduate degree-completion programs offered through non-traditional modes of delivery (off-site, Saturday-only, accelerated, online, or some combination of these) will use the Undergraduate Transfer CGCE Application Form.

Teachers interested in applying to an SJTOP program through Rowan will apply using the special CGCE SJTOP Application Form.

Students interested in applying to the RN to BSN program (Bachelor of Science in Nursing degree completion) will apply directly to that CGCE Academic Department using the RN to BSN application form available from www.rowan.edu/cgce/apply.

Currently-matriculated Rowan graduate/doctoral students who are interested in changing their academic program should not use this form. Instead, please complete a Change of Program (COP) form available from www.rowan.edu/cgce/forms.

Instructions

This document includes the CGCE Graduate-level Application Form as well as the Letter of Recommendation Forms that are required for certain graduate-level programs. Please read all instructions carefully before completing this application.

How to Apply

1. **Choose one program:** Select the CGCE program to which you want to apply.
 - a. All currently-available CGCE programs are listed in our "CGCE Admissions Requirements Chart" available to download from www.rowan.edu/cgce/forms.
 - b. You may only apply to one program at a time, so please clearly indicate your program of choice on any submitted admission materials. (Please include the official program code whenever possible. Program codes are clearly listed in the above-mentioned chart.)
2. **Choose one entry point:** Make sure you choose the proper admissions entry point.
 - a. Some programs admit every eight weeks (each eight-week block is called a module), and some only admit once a year.
 - b. To determine the entry points for your particular program of interest, please review the proper column in the "CGCE Admissions Requirements Chart."
3. **Review all admission requirements:** See "Admission Requirements" below.
4. **Submit all required admissions materials to CGCE by the proper application deadline:**
 - a. Application deadlines for each program are listed in the "CGCE Admissions Requirements Chart." (Most programs admit on a rolling basis up until the final application deadline.)
 - b. Applications must be complete by the application deadline in order to be considered.
 - If the deadline has passed but space is still available, it *may* be possible for the deadline to be extended or to begin the program as a non-matriculated student while the official admission process completes. These will be handled on a case-by-case basis, so please check your options with the CGCE Admissions Processing Office.
 - c. Any required admission forms that are not already included in this application packet will be listed and available to download from www.rowan.edu/cgce/forms.
 - d. Submit all CGCE application materials to:
Rowan University, CGCE Academic Services – Attention: Processing Office
Education Hall, Room 3023, 201 Mullica Hill Road, Glassboro, NJ 08028
 - Faxed items (856-256-5638) are acceptable for everything except official test scores, official transcripts, and letters of recommendation.
 - Please do not send materials for CGCE programs to any address or office other than the one above as this will delay processing.

Note: After you have submitted your application to CGCE, please **check your application status online as often as needed** so you can be sure that all of your materials have arrived on time, and you can follow up with our office with any questions. (Instructions for this process are emailed to all applicants.)

Admission Requirements

There are 3 areas all applicants must check in order to be sure they are meeting all of the admission requirements for their particular program of choice:

1. **Basic Admission Requirements:** Regardless of their program of choice, all applicants must submit the Basic Admission Requirements (listed on the next page in this application packet).
2. **Additional Admission Requirements:** These requirements, listed on the next page of this application packet, only apply to those who have foreign transcripts and/or who are non-native English speakers. Please read the instructions carefully and submit items to CGCE if necessary.
3. **Program-specific Admission Requirements:** Most academic programs require admission materials in addition to those listed in the "Basic Admission Requirements." Admission requirements for your specific program of choice are listed in the "CGCE Admissions Requirements Chart" available to download from www.rowan.edu/cgce/forms.

Note: In addition to the admissions process and requirements above, **international applicants who need the F-1 or J-1 visa** are also required to work with Rowan's International Center on the financial review/I-20 process. More details are included in this application packet.

Contact Information

CGCE Admissions is coordinated by the CGCE Academic Services Division and divided between two offices depending upon where the student is in the application process:

Applicants in process (from initial submission to final decision) please contact the CGCE Admissions Processing Office at 856-256-5145, cgceadmissions@rowan.edu.

Admitted students who already have their final decision, please contact the CGCE Academic Services Main Office at 856-256-5435, cgceacademicervices@rowan.edu.

Admission Requirements Overview

Admission

Admission to Rowan University as a graduate/doctoral student is competitive. CGCE students are admitted according to the standards and requirements established by Rowan's academic departments/programs. Program-admission committees use different criteria, according to the requirements of the profession and the number of applicants applying to the program. Each component of the application packet is carefully reviewed and taken into consideration for each candidate.

To be sure you are submitting all required materials all applicants must carefully review the admissions requirements on this page and submit any materials that apply to your particular situation or program.

Basic Admission Requirements

All CGCE graduate/doctoral programs require the following items:

- Completed CGCE Graduate-level Application Form
- \$65 (U.S.) non-refundable application fee
 - o Unless applying online, you may pay by check or money order made payable to "Rowan University." Major credit cards/check cards (Visa, MasterCard, Discover, and American Express) are accepted. To pay by credit card, please submit with your application materials the "Application Fee Payment Form" within this document.
- Bachelor's degree or its equivalent (or Master's degree or its equivalent for Doctoral/CAGS candidates) from an accredited institution of higher learning
 - o If your degree was not earned at a U.S. institution, see also the "Additional Admission Requirements" within this document.
- Official transcripts from all colleges attended (regardless of number of credits earned)
- Current professional resume

Program-specific Admission Requirements

- Most academic programs require admission materials in addition to those listed in the "Basic Admission Requirements." Admission requirements for your specific program of choice are listed in the "CGCE Admissions Requirements Chart" available to download from www.rowan.edu/cgce/forms.

Important Information for Applicants:

- In order to be successful in CGCE programs, all students are required to be proficient in basic computing skills, at ease with both daily email usage and word-processing, and prepared to access online content on a regular basis.
- Applicants for online programs or programs with web/online components are required to be able to meet the technology requirements outlined under "Technology Requirements" at <http://students.rowanu.com>.

Additional Admission Requirements

Listed below are additional admissions requirements that may or may not apply to you. Read carefully.

Non-U.S. Transcript/Academic Credentials Requirements:

- Any student (regardless of whether or not a U.S. citizen) who attended a non-U.S. institution (for more than one term) and/or who earned their Bachelor's degree (or its equivalent) and/or Master's degree (or its equivalent) from a non-U.S. institution or where English was not the language of instruction are required to submit to CGCE official English translations (if transcript is not in English) and official evaluations of your transcript to determine equivalency. A course-by-course evaluation is required. Acceptable evaluation agencies* are:

- World Education Services (WES) (<http://www.wes.org>)
- Educational Credentials Evaluators (ECE) (<http://ece.org>)
- Josef Silny (<http://www.jsilny.com>)

**Note: Rowan has no affiliation with these companies, and we may accept an evaluation from another company under special circumstances; however, the above are three agencies proven to provide fast and accurate services to students and whose evaluations are trusted by colleges throughout the U.S.*

- Official evaluations must be sent directly from the agency to CGCE Academic Services at Rowan University using the address exactly as it is listed in this document.

English Language Proficiency Requirements for Non-native Speakers:

- Those for whom English is not their first/native language, and who did not graduate with a Bachelor's degree (or equivalent) from a college/university where the language of instruction was English, are required to also submit official copies of successful scores from one of the two tests listed below. (This requirement is only waived if the student has successfully earned at least 24 academic credits within the past five years from an accredited U.S. institution. Other ESL programs do not qualify.)
 - o TOEFL (Test of English as a Foreign Language) (www.toefl.org). Minimum required scores are:
 - 550 or higher - paper test; 79 or higher - internet test; 213 or higher - computerized test
 - o IELTS (International English Language Testing System) (<http://www.ielts.org>). Minimum required score is 5.5 for the 09-10 year and 6.0 for the 10-11 year and future years.

General Information about Standardized Tests: Tests must be from within the past five years and must be official reports submitted to Rowan directly from the testing agency. Applicants must designate Rowan University as a recipient of their test scores or scores will not be released. (We will always use the most recent exam results for admission purposes.) Rowan's code for most standardized tests is 2515 except for the ACT (not required of graduate students) which is 2560, and the IELTS and GMAT, which both include instructions for proper score submission at the time of the test. While CGCE Academic Services handles all admission for our students, you may find that some testing agencies only give you a Rowan address for "The Graduate School." If that is the only option, select it, but please include a note in your application to indicate that you have done so in order for us to obtain the scores.

Other test-registration information: GRE (www.gre.org), GMAT (www.mba.com), Miller Analogies (www.milleranalogies.com), Praxis (www.ets.org/praxis).

Additional Information for the International Student who requires the F-1 or J-1 Visa:

At Rowan, non-U.S. citizens requiring the F-1 or J-1 visa must complete **two** separate processes to be admitted to the University and to be considered for the Rowan-sponsored I-20 needed in order to obtain the proper visa.

Process #1: Be admitted to a full-time academic program at Rowan University:

1. The first process is the **academic admissions process**. All applicants must submit complete application packets including all required materials for their particular program of interest by the appropriate deadline to CGCE Academic Services (which manages CGCE admissions) and be evaluated for admission and matriculation into a full-time academic program.
 - Rowan makes admission decisions without regard to financial need.
 - Non-U.S. citizens requiring the F-1 or J-1 visa do not qualify as non-matriculated students.
 - Non-U.S. citizens requiring the F-1 or J-1 visa must maintain full-time matriculated status in an academic program for each academic year they are enrolled.

Process #2: Be issued an I-20 in order to obtain your visa:

2. The second process is the **financial review**, which is coordinated independently by the International Center (IC) at Rowan University. You must complete all of the steps outlined by the IC office in order to demonstrate that you have the financial resources to support yourself for the duration of your studies at Rowan. Without complete information and appropriate certification, Rowan's International Center cannot issue the I-20 necessary to obtain your F-1 or J-1 visa. For a full list of financial review requirements and instructions please visit <http://www.rowan.edu/internationalstudents> or email internationalapplicants@rowan.edu.

The I-20 will only be issued to an applicant who:

- Has been officially accepted in a full-time program of study at Rowan University;
- Has demonstrated adequate resources to support the cost of living and studying in the U.S. for the entire duration of the program of study (This is determined by the International Center);
- Has submitted all required IC documents by any deadlines indicated.

Admission & Application Tips

Tips for the International Student:

While the admissions and financial review for the I-20 are two completely separate processes, both processes must be completed in a timely manner in order for you to begin your program at Rowan. We strongly suggest that you begin working with the International Center directly after you have submitted your application to the proper admissions office. Do not wait to be admitted in order to begin working with the International Center, or you may not be able to have your documents reviewed and processed in time to obtain an I-20. Once you have been officially admitted and issued an I-20 by Rowan your final step is to submit your Matriculation Signature Page (that will be included in your admission package if admitted) to CGCE and to confirm via email to cgceacademicservices@rowan.edu that you have received your I-20 so that you may be officially matriculated and able to begin coursework.

International Student Orientation

All non-U.S. citizens requiring the F-1 or J-1 visa will be required to participate in a mandatory International Student Orientation Program at the start of their first semester.

Notes:

- Rowan University does not return any application or financial documentation materials after submission, so we strongly recommend you keep copies of all items you submit.
- If you feel a particular international student admission requirement should not apply to you please contact cgceadmissions@rowan.edu to discuss the situation before applying.
- Non-U.S. citizens requiring the F1 or J1 visa who are interested in non-traditional-format programs (online, hybrid, off-site, accelerated, Saturday-only, or some combination of these) that are offered through the CGCE Extension Division should be aware of two issues:
 - Many Extension programs are part-time only and, therefore, would not be available to non-U.S. citizens requiring the F1 or J1 visa since they must be enrolled in full-time programs.
 - Many Extension programs are fully online or predominantly online. Per federal law, non-U.S. citizens requiring the F-1 or J-1 visa may only enroll in 3 online credits per term and must be enrolled as a full-time student every term of study. (Those not requiring the F-1 or J-1 visa may enroll in 100% online programs.)

Please keep this in mind before making your final program selection on this application. You may always contact an Enrollment Advisor (cgceacademicservices@rowan.edu) during the application process if you have any questions about what programs might be possible.

Check Your Application Status Online:

Once your application has been fully entered into the Rowan system, you will be able to check the status of your application at any time via Rowan's online Self Service system. Please use this method to track your status throughout the admissions process. Instructions for checking your application status online are included in an email that is sent to you by CGCE once the online checklist has been activated for your particular file.

Tips for Completing & Submitting the Application

Submission of materials

- If possible, submit all required materials in one envelope at one time. (This is obviously not possible for electronic application forms, but we still ask you to group your materials as much as you are able.)
- Please make sure all items are submitted before the deadline and that they are properly labeled with your name, intended program, program code, and intended start term/module at the top of each page.
- The application form does not need to be typed, but please print clearly in a dark ink.
- All forms must be completed in their entirety **including the applicant's signature**.
- Please do not submit applications in binders or folders.
- Rowan University does not return any application or financial documentation materials after submission, so we strongly recommend you keep copies of all items you submit.
- Applications are only reviewed once complete, so please be sure you are submitting all of the required items by the proper deadline for your particular program.
- You may only submit one application for one program at a time (per entry point).

Transcripts

- Applicants are responsible for requesting that one official transcript from all undergraduate and graduate institutions which they have attended (regardless of number of credits earned) be sent directly to the address provided in this document.
- Applicants who have previously completed academic courses at either the undergraduate or graduate levels at Rowan University (Glassboro State College/Rowan College) are not required to request Rowan transcripts. (These will be requested by CGCE on your behalf from the Registrar at Rowan University.)
- If your transcripts might be under a different name, it is very important that you let us know on your application form.
- In order to be considered official, transcripts must arrive in sealed envelopes bearing the college or university logos/markings. Official transcripts must also bear the signature of the Registrar and the (usually raised) official seal of the college or university. (If you have a transcript sent from the school directly to you to submit with your application package, do not open it, or it will be considered unofficial.)

Statement of Professional Objectives (required for certain programs)

Applicants are required to describe their professional goals and discuss what they hope to gain from the program to which they seek admission. If the Admissions Committee wants you to address any specific issues in your statement, they will include these instructions in the program's official admission requirements listed in the "CGCE Admissions Requirements Chart" (www.rowan.edu/cgce/forms).

- Please type and label your statement and be sure to include your name, program of interest, and intended start term and module at the top of each page.

Letter of Recommendation Form (required for certain programs)

- Please select individuals not related to you who are able to assess your academic and/or professional potential in the program to which you are applying. These individuals may be former academic advisors or instructors, present employers or supervisors, or professional colleagues.
- The Letter of Recommendation *Form* is required, but an actual *letter* of recommendation is also welcome.
- Forms and letters should arrive in sealed envelopes with recommender signatures across the seal. If a letter of recommendation is submitted, it should (whenever possible) be submitted on official letterhead with contact information for the recommender included.

Transfer Credit Requests During the Admissions Process

Transfer Credit Evaluations & Process

- If you believe you may have applicable graduate-level transfer credit, please discuss this with a CGCE Enrollment Advisor (856-256-5141) during the admissions process. If your program of interest allows transfer credit, the Advisor will then instruct you regarding the submission of a Transfer Credit Evaluation Form (available from www.rowan.edu/cgce/forms) and required supporting materials (official transcripts, syllabi, course descriptions). This form and supporting materials should be submitted to CGCE Academic Services Main Office at the time of application. This is then forwarded by CGCE to the academic department who coordinates the evaluation process.
- Most graduate programs at Rowan allow incoming matriculated students to transfer up to 12 graduate credits into the program providing a grade of B or better was earned, the courses and credits are deemed equivalent to required courses and credits in the sequence, and the coursework was taken within the past 10 years. For the transfer credit policy for your *particular* program, check with the program's Academic Advisor whose contact information is listed in the "CGCE Admissions Requirements Chart" (www.rowan.edu/cgce/forms).
- Only those students offered admission and who matriculate will receive a credit evaluation by the academic department and the Registrar. Once that evaluation is completed, any awarded credit is posted by the Registrar to the student's account at www.rowan.edu/selfservice.
- Instructions regarding how to check awarded transfer credit are included in the CGCE Student Guide emailed to all admitted student as part of their admission packet.
- Questions about awarded credit should be discussed with the program's Academic Advisor.

Admission Policies

CGCE Application & Admissions Process

Most CGCE programs admit many times throughout the year - some every 8 weeks. For this reason, CGCE Admissions is coordinated by the Admissions Processing Office within CGCE Academic Services in order to better facilitate the different timelines associated with the process. Questions about CGCE Admissions processing should be directed to cgceadmissions@rowan.edu.

CGCE applicants should send all materials to CGCE Admissions Processing using the address exactly as it is listed on the first page of these instructions. Once at least an application form is received, the student's information will be put into Rowan's system as an official applicant. As quickly as possible (given the deadline type and term to which the student applied), the application will undergo a preliminary review by the CGCE Academic Services Admissions Team to determine what items are on file for the applicant, and what items the student is missing - per their particular program of interest. After this review, all applicants are sent an email with information about their current application status and any missing items. Applicants whose files are *incomplete* at that point will be filed as we await the missing items. Applicants whose files are *complete* will be processed for a full evaluation by the program's Admissions Committee. Only completed application packets will be sent for a full evaluation. All applications must be complete by the appropriate deadline according to the program of interest and entry term/module.

After an applicant has received the application status email from CGCE, he/she may check the status of their application 24/7 online via www.rowan.edu/selfservice. Instructions are included within the email. Applicants are encouraged to refer to this online site often in order to ensure that all required materials for their program have been sent by them and received by the CGCE Admissions Processing Office. It is the applicant's responsibility to ensure that their file is complete by the deadline.

Applicants to most CGCE programs should receive an admission decision from CGCE soon after their application is complete (provided it is for the next/upcoming application cycle and no interview is required). All admitted CGCE applicants are *mailed* an official admission letter by the Processing Office and *emailed* an admission decision packet by the Main Academic Services Office. The admission letter outlines the official terms/conditions of an applicant's admission to his/her particular CGCE program. The emailed admission decision packet includes a copy of the admission letter as well as several other important items including the CGCE Student Guide and the Matriculation Signature Page.

In order to accept the offer of admission and to trigger the matriculation and registration processes, each admitted CGCE applicant must sign and return to the Academic Services Main Office the Matriculation Signature Page. CGCE will then officially matriculate the applicant which then allows for registration.

Note: Admissions decisions are made without regard to financial need.

Incomplete Applications and Future Options

Rolling applications to the next entry point:

Should your application remain incomplete after the application deadline for your particular program of interest, we will be unable to evaluate it for the particular entry term and module (if applicable) that you originally selected, and your application file will automatically be made inactive after the deadline. However, we would be more than happy to **roll your application over** to the next possible entry point for your particular program. If you are interested in rolling your application, please email cgceadmissions@rowan.edu the statement below. (Applicants who officially roll over their application are not required to submit a new application fee or form; they simply need to complete their file by the next entry point deadline so it may be processed for a full evaluation.)

*I, **FULL NAME (ROWAN ID)**, originally applied to CGCE **DIVISION (TRAD GRAD OR EXTENSION)** at Rowan in **TERM YEAR, MODULE (if applicable)** for the **NAME OF PROGRAM** program. I request that my application be **rolled over** to the same program for the **NEXT AVAILABLE ENTRY POINT (OR INSERT SPECIFIC ENTRY POINT/MODULE DESIRED)**. I understand I will be reconsidered for admission once my application is complete. I understand I must submit any items missing from my application to the CGCE Admissions Processing Office by the deadline for the new entry point before my file can be fully processed.*

Beginning your program as a non-matriculated student:

If we are nearing the application deadline and your application is very close to complete and you do not want to wait for the next entry point, there may be a possibility (depending upon how many items you are missing and the program of interest) to begin taking coursework for the original entry point as a **non-matriculated student** while you continue to complete your application so that we may process it within the same term. This option is only offered on a case-by-case basis. To inquire about beginning as a non-matriculated student please email cgceacademicervices@rowan.edu at least two weeks before classes begin with your name, program of interest, and original application term and module (if applicable).

Complete/Admitted Applicants and Future Options

Deferring your admission:

Should you discover after being admitted that you are not able to accept our offer at this time but would like to begin the program at a later date, we would be more than happy to **defer your admission** to a future entry point - up to one year from your original application term. Deferring allows you to hold on to your spot in a future class without having to re-apply. To defer, email cgceacademicervices@rowan.edu with the following statement:

*I, **FULL NAME (ROWAN ID)**, originally applied and was **admitted** to CGCE **DIVISION (TRAD GRAD OR EXTENSION)** at Rowan in **TERM YEAR, MODULE (if applicable)** for the **NAME OF PROGRAM** program. I am emailing now to request that my admission decision be **deferred** so that I may begin the same program in **TERM YEAR, MODULE (if applicable)**. I understand that CGCE Academic Services will contact me via letter and email to confirm this decision, and that it is my responsibility to contact the CGCE Academic Services Main Office at cgceacademicervices@rowan.edu at least one month before the new entry term in order to confirm my attendance and determine if anything more is required at that time.*

Changing your program after you have matriculated (COP):

After you have matriculated and have already begun your original program, you may decide that a different Rowan program better suits your needs. If that is the case, you are welcome to complete and submit to CGCE Academic Services a Change of Program (COP) form available from www.rowan.edu/cgce/forms. As you will see, depending upon the new program you request, you may need to submit additional materials based upon admission requirements. If you choose to change your program, we will review your form and attachments, let you know if you are missing any other items, and then forward it for review to the Academic Advisor for your new program of choice. A final decision regarding your COP request will be mailed and emailed to you (similar to our admission processes), and you will be asked to submit another/new Matriculation Signature Page to confirm your acceptance into the new program. Any questions about your COP should be directed to cgceacademicervices@rowan.edu.

CGCE Admissions Appeal Policy and Process

If the Admissions Committee denies a candidate admission, the official CGCE decision letter informs the student that CGCE does not entertain appeals; specifically, it states: "the Admissions Committee cannot discuss its decision other than to say that it carefully considers all aspects of each applicant's file." Student appeals to deny decisions are only considered if one or both of the following circumstances occur:

1. There is incorrect information in the application materials which the applicant recently discovered and has been corrected since the materials were originally submitted; and/or,
2. There is new information the applicant feels should be considered as part of their application that they did not submit with the original application, and they are prepared to submit such documentation at this time to be considered by the Committee.

All appeal requests should be sent to and are coordinated by the CGCE Admissions Processing Office with assistance from the Dean of CGCE. Any materials to support an appeal must be sent to the CGCE Admissions Processing Office using the following email address: cgceadmissions@rowan.edu. This email must outline how/why the applicant believes they fit the appeal criteria listed above. If/when it is determined by the CGCE Admissions Processing Office and CGCE Dean that an applicant's situation fits one or both of the appeal criteria, their entire original application file (along with appeal materials) will be returned to the Admissions Committee for a review and appeal decision. Applicants will be notified of the appeal decision by the Dean of CGCE. The appeal decision by the Admissions Committee is final.

Other Helpful Information for the CGCE Applicant

Your Application File

CGCE Academic Services will retain your application records for a period of two years:

Even if you do not email us to roll over or defer your application, we will keep your applications materials on file for two years from your original date of application. (Keep in mind that if you matriculated and then changed your mind, your letters of recommendation will have been destroyed per CGCE policy, and you will need to submit new letters should you wish to re-activate/re-apply.)

Reactivating your application: Within those two years, you may reactive your application for the same program at any time for the next entry point. To begin the process for reactivation, simply email

cgceacademicervices@rowan.edu. (Those who reactivate do not need to submit a new application fee; although, depending upon the program, additional materials may be required.)

Reapplying: Should you choose to apply to a different program, you may reapply at any time within those two years, and we will re-use as much of your original application file as possible and then let you know which items you are still missing given the requirements of your new program of interest. To begin the process of reapplying, please submit a new application form and fee as well any other materials you already know are required for your new program. (Should you choose to reapply after two years, you will need to submit all new application materials.)

A Note about Email

Very few items (except the official decision letter) are mailed to applicants by CGCE. Due to the timing of our processes, most information (before, during, and after an application) is emailed; therefore, a clearly-written email address is vital, and applicants should contact our office right away should that address change. Once matriculated, email is the official form of communication for Rowan University, and it is the student's responsibility to check their *Rowan* email on at least a daily basis.

Honors Admission Program

for Rowan Alumni: Rowan students who have graduated within the last three years, or Rowan seniors in their final semester, who have achieved a cumulative GPA of 3.8 or above in their undergraduate coursework, and who meet other admissions requirements for their particular program of interest are exempt from paying the application fee and from taking standardized tests except where it is necessary to meet standards recommended by accrediting bodies, certification agencies, statutory regulations, and/or professional societies. All other admission requirements must be met. Contact cgceadmissions@rowan.edu for more information.

All programs are subject to run based upon meeting enrollment minimums.

Financial Aid: CGCE students may be eligible for financial aid. For a graduate or doctoral student, 4.5 credit hours per term is the minimum enrollment required to qualify for federal financial aid. (This is considered part-time status.) You need not wait to be admitted in order to apply for financial aid. (Admission is a separate process from aid and does not consider financial need.) Applicants wishing to be considered for need-based financial aid must submit the Free Application for Federal Student Aid (FAFSA). We encourage you to do so as early as possible. The FAFSA should be filed electronically via the Internet at www.fafsa.ed.gov. Rowan University's federal school code is 002609. Once you have applied for financial aid, you will be notified of your award from the Rowan University Office of Financial Aid. If you have any questions about your FAFSA or aid file, you should contact Rowan's Financial Aid Office at 856-256-4250 or financialaid@rowan.edu. **NOTE:** Aid cannot be packaged or applied to your account until you are officially matriculated into the program. Aid cannot be retro-actively applied.

Graduate Assistantships: Rowan does offer a limited number of Graduate Assistantships that offer a tuition waiver and full- to part-time stipends for those who are able to work on campus for 10-20 hours per week. Any student who has been accepted into a Rowan Master's degree program may apply. If applying for an assistantship, your admission and assistantship applications must be submitted as early as January 1 but before March 15. (Keep in mind, this may be earlier than the normal application deadline included in the "CGCE Admissions Requirements Chart" available to download from www.rowan.edu/cgce/forms.) Assistantships are open to both CGCE Trad Grad and Extension students as long as the student is available to work on campus. More details as well as an application form are available from <http://www.rowan.edu/colleges/graduate/currentstudents/assistantships.html>.

CGCE Programs and Plans of Study: A general overview of your program of interest is included in the official Rowan catalog available to view at <http://www.rowan.edu/catalogs/>.

Attending Part-time: A substantial number of students at Rowan pursue their degrees or certification programs on a part-time basis. (Most CGCE Extension programs only allow attendance on a part-time basis.) Many academic departments schedule graduate courses (if not already online) in late afternoons and evenings in order to best accommodate our students. Most face-to-face, on-campus graduate courses meet once a week, usually starting around 4:45 or 7:25 PM in the fall and spring semesters. (Summer start times may vary.) A few programs do require full-time study or at least full-time study during certain terms. If you want to attend part-time, please consult with your Academic Advisor first in order to ensure part-time study is possible.

Register for a Rowan/CGCE Course: Please visit www.rowan.edu/cgce/forms to download a CGCE Activation & Registration Form if you would like to register for a CGCE graduate or undergraduate course. If you are interested in registering for a traditional-format undergraduate course on Rowan's campus (non-CGCE) you may contact the Registrar directly at 856-256-4350. You may search for Rowan courses 24/7 through our online Section Tally at http://banner.rowan.edu/reports/reports.pl?task=Section_Tally/ (Please understand that courses taken as a non-matriculated student are not guaranteed to count toward a future Rowan program. There is also a maximum number of credits that may be taken as a non-matric based upon level – undergrad/grad.) If you ever have any questions about registering for a course, contact the CGCE Academic Services Main Office at cgceacademicervices@rowan.edu, and we will help you determine which office and process to follow.

A Note about the Degree Completion Timeline: It is important to know that once matriculated in a CGCE program, Rowan policy requires that graduate-level students complete their academic program within six years.

Understanding CGCE Entry Points and Start Dates

For Extension programs/courses, the academic year (fall, spring, and summer terms) is divided into six modules. There are two modules per term. Each module is 8 weeks long: modules 1 & 2 for fall, modules 3 & 4 for spring, and modules 5 & 6 for summer. Exact start dates vary by program and mode of delivery but will be listed by class under "Part of Term" in the official Rowan Section Tally (http://banner.rowan.edu/reports/reports.pl?task=Section_Tally/) each term. Module 1 usually begins at the end of August/beginning of September. Module 2 usually begins in late October. Module 3 usually begins in early January. Module 4 usually begins in early March. Module 5 usually begins in early May and Module 6 usually begins at the end of June/early July. Any classes that are 12-16 weeks (spread across 2 modules) will usually start the same time as Module 1, 3, or 5 – depending upon the term in which it is offered.

All Traditional-format Graduate programs only admit during Modules 1, 3, or 5 and their classes are 16 weeks long, spanning 2 modules each term.

Rowan Non-Discrimination Policy: Rowan University does not discriminate on the basis of race, color, age, sex, religion, creed, national origin, sexual orientation, or disabling condition. University policies are consistent with federal and state laws pertaining to equal opportunity in admissions and education policies, and in scholarships, loans, athletics, and other school-administered programs.

FERPA: The Family Educational rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. For a list of these rights and additional FERPA information, please visit <http://www.rowan.edu/provost/registrar/ferpa.html>.

The information in this document was accurate at the time of publication but is subject to change consistent with University policy without notice to individual students.

CGCE Graduate-Level Application Form

Program Information *(Every item below is required for proper processing.)*

Entry point: Term Fall Spring Summer Year _____ Module 01 02 03 04 05 06

Program Name: _____ Program Code: _____ Major Code: _____

(Not all CGCE programs allow entry every term and/or module. Please consult the "CGCE Admissions Requirements Chart," available to download from www.rowan.edu/cgce/forms, to complete the entry point and program sections above properly.)

Student Contact Information

Rowan ID *(if applicable)* _____ U.S. Social Security # _____ Date of birth _____
(Providing a SSN is strongly encouraged for faster processing but it is optional unless applying for US Federal financial aid via the FAFSA.)

Email address _____
(Please write clearly. The email above is the one we will use to communicate with you during the admission and matriculation process.)

Legal name _____
Last name/family name first middle

Other names that may appear on your academic records _____

Mailing/Permanent Address _____
number and street city state zip code

County _____ State/Country of legal residence _____ Month/year you began living in that state _____
(if applicable)

U.S. Home phone _____ Work phone _____ Cell phone _____

For International Applicants Only:

The above Mailing Address is used as the permanent address for all students except international applicants. For international applicants, we also request a Home Country Address and we will use whichever address the international applicant indicates as preferred for any mailed materials.

Home Country Address _____

Home Country Phone Number _____

Would you prefer CGCE Academic Services to use your Mailing or Home Country Address for our mailings during the admission process?
 Mailing Address or Home Country Address

Citizenship

(Check only one status type.) U.S. citizen
 Permanent Resident *(also called Resident Alien)* - Indicate Resident Alien ID#: _____
 Non-U.S. citizen - Indicate country of citizenship: _____

- Are you planning to enter the U.S. on an F-1 or J-1 visa in order to study at Rowan University?
 No Yes *(If yes, please see "Note" below.)*
- If you already have a non-immigration visa, please indicate type: _____
If you entered a visa type above, please indicate visa number and visa start and end dates below:
- Visa number: _____ Start date: _____ End date: _____
- If your first/native language is not English, please list your first/native language here: _____

Note to non-U.S. citizens requiring the F-1 or J-1 visa: Non-U.S. citizens requiring the F-1 or J-1 visa must complete two separate processes to be admitted to the University and to be considered for the Rowan-sponsored I-20 needed in order to obtain the proper visa. To be sure you are submitting all required items in a timely manner, please carefully review the instructions included in the CGCE Graduate-level Application Form – especially the following sections: "Additional Admission Requirements," "Additional Information for the International Student who requires the F-1 or J-1 Visa," and "Tips for the International Student."

Ethnicity and Gender Male Female

(The questions in this section are optional. No information you provide will be used in a discriminatory manner.)

1. What is your ethnicity?

Hispanic or Latino Not Hispanic or Latino

2. If you chose Hispanic or Latino, please choose one of the following:

Central or South American Cuban Hispanic-other Mexican Puerto Rican

3. Regardless of your responses to question 1 & 2, please choose one or more race categories from the list below.

American Indian or Alaskan Native Asian Black or African American Native Hawaiian or other Pacific Islander White

Test Data

Some programs require a standardized test. Consult the "CGCE Admissions Requirements Chart" (www.rowan.edu/cgce/forms) to check on your particular program.

NAME OF TEST (GRE, MILLER ANALOGIES TEST, GMAT, TOEFL, PRAXIS I/II ETC.)	DATE TAKEN OR SCHEDULED	ACTUAL SCORE(S) RECEIVED (IF KNOWN)	OFFICIAL SCORES SENT OR REQUESTED TO BE SENT TO ROWAN?	DATE SENT OR REQUESTED	SCORES ALREADY ON FILE AT ROWAN?

Previous Application Information:

Have you ever applied to or attended Rowan University in the past? Yes No

If yes, please complete the section below. (Note: As a former applicant, you may be contacted to submit additional information.)

Previous application date: **Term:** Fall Spring Summer **Year:** _____ **Module:** 1 2 3 4 5 6

Previous degree sought: Bachelor's degree Post-Baccalaureate program Master's degree

Name of previous program: _____

How did you learn about this program?

Direct mail (email or postal) Print ad Internet search/advertisement Broadcast (television or radio)

Recruitment event/representative Other: _____

Educational Background

Previous Rowan Coursework

*If you have already taken graduate courses at Rowan University in the past - either as a matriculated or as a non-matriculated student - or if you are presently enrolled in graduate-level courses at the University as a non-matriculated student, please complete the section below. (If you are currently matriculated in a program at Rowan University, you should **not** use this application form and should instead complete a "CGCE Change of Graduate Program Request Form" which you may request from CGCE Academic Services.)*

COURSE/TITLE	SEMESTER HRS	PROFESSOR/INSTRUCTOR	DATE OF ATTENDANCE

Other College Coursework

List all colleges and universities attended, beginning with the most recent. (Include additional sheets if necessary. It is very important that every part of the chart below is completed accurately. Failure to do so will cause delays with the processing of your application.)

NAME OF INSTITUTION <i>(Please list below as it appears on the transcript. All institutions where any credit-bearing work was taken must be listed below and official transcripts must be submitted - regardless of # of credits taken.)</i>	STATE <i>(or country if outside of the U.S.)</i>	NAME OF DEGREE AWARDED <i>(Or, if no degree awarded, total # of semester hours earned.)</i>	DATE OF DEGREE (xx/xx/xx) <i>(if applicable)</i>	OFFICIAL CUM. GPA	DATE OF ATTENDANCE		TRANSCRIPT REQUESTED?
					FROM (xx/xx/xx)	TO (xx/xx/xx)	
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

If listed above, CGCE will request Rowan University/GSC transcripts on your behalf and add them to your application file.

HIGHEST DEGREE REC'D Bachelor's Post-bac work Some grad work, but no degree Master's Doctorate

UNDERGRADUATE

Major 1 _____

Major 2 (if applicable) _____

Minor (if applicable) _____

GRADUATE

(if applicable)

Program/Degree _____

Specialization Field(s) (if applicable) _____

PROFESSIONAL

(if applicable)

Program/Degree _____

Specialization Field(s) (if applicable) _____

Teacher Certification

Some programs require or recommend teacher certification. Consult the "CGCE Admissions Requirements Chart" (www.rowan.edu/cgce/forms) to check on your particular program. If teacher certification is required, please submit a copy of all certifications with your application materials. Keep in mind that depending upon the program, not all types of certification are acceptable and emergency certificates are not acceptable for programs which require NJ State Certification.

Type of certificate currently held: Standard CEAS (Certificate of Eligibility with Advanced Standing)
 CE/Currently completing Alternate Route program (Location? _____)
 Other: _____

Level/Subject matter area(s) of certification (or explain if "Other"): _____

Name of state(s) issuing certification: _____

Work/Life Experience *(Required for all programs. Students must include with their application a current professional resume.)*

Statement of Professional Objectives *(Required for certain programs. Please consult the "CGCE Admissions Requirements Chart" available to download from www.rowan.edu/cgce/forms.)*

Letters of Recommendation *(Required for certain programs. Please consult the "CGCE Admissions Requirements Chart" available to download from www.rowan.edu/cgce/forms.)*

Please list below the names of those from whom you will be submitting letters of recommendation (if required for your particular program). Even if required, most programs only ask for two letters of recommendation, so again, please check the "CGCE Admissions Requirements Chart" to be sure.

Recommendation #1: _____
Name *Title, Institution*

Recommendation #2: _____
Name *Title, Institution*

Recommendation #3: _____
Name *Title, Institution*

Applicant Signature

Important! All applicants must read and sign the following:

I hereby acknowledge that the information furnished on this application is true and complete. I have followed the admission/submission requirements as listed for my program of interest and I believe I am eligible for consideration. I certify that I have not been enrolled in, nor have I attended, any college, university or post-secondary institution other than those listed on this application. Any misrepresentation of fact will constitute cause for cancellation of my application prior to admission or dismissal following admission. I agree to abide by all rules, regulations, policies and procedures of Rowan University.

I also acknowledge that I have reviewed Rowan University's Student Consumer Information Report, available at www.rowan.edu/ierp/fastfacts/consumer.html.

Applicant Signature

Date

CGCE Letter of Recommendation Form (Required for certain programs. Consult the "CGCE Admissions Requirements Chart.")

For the Applicant: Complete the upper portion of this form and give it to your recommender. You should select persons not related to you, such as a course instructor or position supervisor, who are able to assess your academic and/or professional potential in the program to which you are applying. For his/her convenience, you should provide an envelope addressed to **Rowan University, CGCE Academic Services- Attn: Processing Office, Education Hall, Room 3023, 201 Mullica Hill Road, Glassboro, NJ 08028.** Ask the recommender to return the envelope (either to you or to the above address) with his/her signature written across the seal. It is best if it is returned directly to you so that you may submit it along with your other application materials. **Note:** If any of your recommenders are Rowan University faculty/staff, they may submit your recommendation online. Please visit: www.rowan.edu/graduate/faculty/recommend.html.

Name of Applicant _____ SS#: _____ (optional)

Entry Point: Term Fall Spring Summer Year _____ Module 1 2 3 4 5 6

Program Name: _____ Program Code: _____ Major Code: _____

(Not all CGCE programs allow entry every term and/or module. Please consult the "CGCE Admissions Requirements Chart," available to download from www.rowan.edu/cgce/forms, to complete the entry point and program sections above properly.)

Name of Recommender _____
(Please print above the full name and title of the individual completing this letter of recommendation on your behalf)

RIGHT OF ACCESS: The Federal Family Educational Rights and Privacy Act of 1970 gives students and graduates the right of access to their records including letters of recommendation. It is your option to waive your right of access or decline to do so. Please indicate your choice and sign your name.

I do I do not waive my right to review this recommendation.

 Signature of applicant

 Date

Note: To protect the privacy of all parties, CGCE destroys all letters of recommendation after the final admissions review and before the student matriculates.

For the Recommender: Your candid response to the questions in this form will help us to evaluate the applicant's qualifications for admission to the graduate program listed above. Please return this completed and signed form (either to the applicant or to the address above) in a sealed envelope with your signature written across the seal. Thank you for providing this information.

RECOMMENDATION

1. How long have you known the applicant? _____

2. In what capacity? _____

3. How do you rate the applicant on the following characteristics in comparison with other students with the same level of training?

FACTOR	OUTSTANDING	SUPERIOR	AVERAGE	BELOW AVERAGE	NO JUDGEMENT
Motivation for proposed program of study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for independent work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills(oral/written)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. How do you rate the applicant in overall ability and promise in comparison with other students with the same level of training?

Equal to the best in any department Will perform at a superior level whenever admitted Performance should be up to average of most graduate students Qualifications marginal, but warrants consideration Questionable whether admission to graduate study is warranted Unable to judge

 Recommender's name (please print)

 Position/Title

 School/Company

 Department

 Address

 City

 State

 Zip Code

 Email Address

 Work phone

 Recommender's signature

 Date

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For the Applicant: Complete the upper portion of this form and give it to your recommender. You should select persons not related to you, such as a course instructor or position supervisor, who are able to assess your academic and/or professional potential in the program to which you are applying. For his/her convenience, you should provide an envelope addressed to **Rowan University, CGCE Academic Services- Attn: Processing Office, Education Hall, Room 3023, 201 Mullica Hill Road, Glassboro, NJ 08028.** Ask the recommender to return the envelope (either to you or to the above address) with his/her signature written across the seal. It is best if it is returned directly to you so that you may submit it along with your other application materials. **Note:** If any of your recommenders are Rowan University faculty/staff, they may submit your recommendation online. Please visit: www.rowan.edu/graduate/faculty/recommend.html.

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Signature of applicant

Date

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Capacity for independent work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills(oral/written)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. How do you rate the applicant in overall ability and promise in comparison with other students with the same level of training?

Equal to the best in any department Will perform at a superior level whenever admitted Performance should be up to average of most graduate students Qualifications marginal, but warrants consideration Questionable whether admission to graduate study is warranted Unable to judge

Recommender's name (please print)

Position/Title

School/Company

Department

Address

City

State

Zip Code

Email Address

Work phone

Recommender's signature

Date

CGCE Letter of Recommendation Form (Required for certain programs. Consult the "CGCE Admissions Requirements Chart.")

For the Applicant: Complete the upper portion of this form and give it to your recommender. You should select persons not related to you, such as a course instructor or position supervisor, who are able to assess your academic and/or professional potential in the program to which you are applying. For his/her convenience, you should provide an envelope addressed to **Rowan University, CGCE Academic Services- Attn: Processing Office, Education Hall, Room 3023, 201 Mullica Hill Road, Glassboro, NJ 08028**. Ask the recommender to return the envelope (either to you or to the above address) with his/her signature written across the seal. It is best if it is returned directly to you so that you may submit it along with your other application materials. **Note:** If any of your recommenders are Rowan University faculty/staff, they may submit your recommendation online. Please visit: www.rowan.edu/graduate/faculty/recommend.html.

Name of Applicant _____ SS#: _____ (optional)

Entry Point: Term Fall Spring Summer Year _____ Module 1 2 3 4 5 6

Program Name: _____ Program Code: _____ Major Code: _____

(Not all CGCE programs allow entry every term and/or module. Please consult the "CGCE Admissions Requirements Chart," available to download from www.rowan.edu/cgce/forms, to complete the entry point and program sections above properly.)

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I do I do not waive my right to review this recommendation.

Signature of applicant

Date

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For the Recommender: Your candid response to the questions in this form will help us to evaluate the applicant's qualifications for admission to the graduate program listed above. Please return this completed and signed form (either to the applicant or to the address above) in a sealed envelope with your signature written across the seal. Thank you for providing this information.

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Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Emotional adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills(oral/written)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. How do you rate the applicant in overall ability and promise in comparison with other students with the same level of training?

Equal to the best in any department Will perform at a superior level whenever admitted Performance should be up to average of most graduate students Qualifications marginal, but warrants consideration Questionable whether admission to graduate study is warranted Unable to judge

Recommender's name (please print)

Position/Title

School/Company

Department

Address

City

State

Zip Code

Email Address

Work phone

Recommender's signature

Date

Application Fee Payment

If you would like to pay for your Rowan University Application fee with a credit card please complete the box below with your credit card/check card information and submit this with your application. *(Electronic applications require credit card payment.)*

Rowan University CREDIT CARD authorization

I hereby authorize charging my credit card in the amount of **\$65.00**. (U.S.)

Cardholder's name (please print)

Check one: VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Acct. Number:

Exp. Date: _____ Cardholder's phone: _____

Cardholder's signature