



College of Professional & Continuing Education (CPCE)

Undergraduate Transfer/Degree Completion Application for Admission

Who should use this application form?

This application form is intended for those students who want to transfer into one of the CPCE undergraduate degree completion programs which are offered through non-traditional modes of delivery such as off-site, Saturday-only, accelerated, online, or some combination of these.

Current Rowan students interested in a CPCE undergraduate transfer/degree completion program will need to complete an appropriate Change of Major form and should contact the appropriate CPCE Administrative Advisor for more details on this process.

Rowan University also offers many programs on-campus through the traditional 16-week, face-to-face delivery mode. For a full list of these programs and for application materials please visit www.rowan.edu/admissions.

Contact Information

For further information or questions about degree completion programs or any other CPCE course or program, please contact:

Amanda Cox,
CPCE Administrative Advisor
(for Elementary Education)
Ph: 856-256-5123
coxa@rowan.edu

Katie Grillo,
CPCE Administrative Advisor
(for Liberal Studies)
Ph: 856-256-5130
grillo@rowan.edu

Tiffany Fortunato,
CPCE Administrative Advisor
(for RN to BSN)
Ph: 856-256-4742
fortunato@rowan.edu

For further information or questions about the CPCE admissions process, please contact the CPCE Enrollment & Extension Team:

Ph: 856-256-5435,
Fax: 856-256-5638
cpceacademicservices@rowan.edu

Instructions

Please read all instructions carefully before completing application.

Admission Requirements

Admission to Rowan University as a transfer student is competitive. Any applicant who has completed 12 or more college credits at another institution is considered a transfer student. Students seeking a second bachelor's degree are also considered transfer students, whether they graduated from Rowan or another institution.

Most programs require a minimum 2.5 GPA for admission. However, a 2.5 GPA does not guarantee admission due to competition for available openings. Admission decisions for transfer applicants who've attended college more than five years ago are based on motivation, life experiences, career advancement and college transcripts.

- Students interested in applying to one of the CPCE offsite Partnership College Elementary Education/Dual Major programs must have an associate's degree or at least 60 credits. (If transferring from Cumberland County College, you must have that Associate's degree completed prior to beginning the Rowan program.)
- Students interested in applying to the CPCE Liberal Studies: Humanities/Social Science program must have at least 24 credits; however, 45 credits are recommended.
- Students interested in applying to the RN to BSN program must be a graduate from a National League for Nursing Accrediting Commission (NLNAC) accredited associate's degree or diploma program and be eligible to be licensed as an RN in the state of NJ.

Further information about each of our undergraduate transfer/degree completion programs (including the full set of admission requirements) is available in the appropriate Detail Sheet/Plan of Study located on our website: www.rowan.edu/cpce. (Click on "Academic Services" and the program of interest.)

Submitting your Application

Completed and signed applications should be returned to CPCE's Enrollment & Extension Services Team at Rowan with a \$50 non-refundable application fee. Applicants must also submit with the application all supporting documentation (see "Application Checklist"). Faxed items (856-256-5638) are acceptable for everything except transcripts and letters of recommendation. Applications may also be securely submitted electronically. Apply online at <http://www.rowan.edu/applications>. (Credit/debit card payment required to submit online.)

Please mail application materials and official transcripts to:

Rowan University

College of Professional & Continuing Education (CPCE)

Enrollment & Extension Services

Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028-1701

Academic Records

All admission to Rowan programs offered through the College of Professional & Continuing Education (CPCE) is coordinated directly by the CPCE Enrollment & Extension Services Team. Academic records from the institution(s) where courses were taken must be sent to CPCE using the mailing information provided. (Please be sure to instruct your College Registrar to send your transcript to the address provided exactly as it is listed.) Unofficial transcripts are not acceptable. Please do not send materials for CPCE programs to any address or office other than the one above as this will delay processing.

Application Checklist

- ✓ Completed and signed CPCE application form
- ✓ \$50 non-refundable application fee
 - You may pay by a 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 download the "Application Fee Payment Form" available from www.rowan.edu/cpce under "Forms."
- ✓ Official copies of your transcripts from **all colleges attended**.
- ✓ A list of courses in progress for the current academic year (if applicable)

Note: Some programs require materials in addition to those listed above. Review the appropriate Detail Sheet/Plan of Study to learn more about your program of interest and to be sure that there are no further requirements for your particular program. Detail Sheets are located on our website: www.rowan.edu/cpce. (Click on "Academic Services" and the program of interest.)

A Note about Non-U.S.

Credentials/Coursework:

Students who graduated from a college or university outside the U.S. or where English is not the language of instruction (including US citizens and permanent residents), are required to have their transcripts translated into English and evaluated by: World Education Service, P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745, <http://www.wes.org/> (A course-by-course evaluation is required.)

- Any applicant for whom English is not the native language and/or who would require the F-1 visa should contact CPCE right away to learn more details about the TOEFL and what CPCE options they might have.

Deadlines

We recommend that students apply as early as possible. All applications are reviewed on a rolling basis. Once CPCE is in receipt of a complete application (including copies of all official transcripts from all colleges/universities attended), students should typically expect to receive an admission decision within ten business days (providing we are not finalizing admission for the previous module).

Final deadlines for submitting application materials are:

- B.A. in Elementary Education/Dual Major programs
July 15, 2010 (for Fall 2010 start)
- B.A. in Liberal Studies: Humanities/Social Science programs (SSP or Online)
Please refer to the program entry point dates on page 3 of this application. Final deadline is 1 month prior to the desired entry point.
- R.N to B.S.N. program
Please refer to the program entry point dates on page 3 of this application. Final deadline is 1 month prior to the desired entry point.

If space is still available in a program, CPCE may continue to review complete applications after the deadlines given above. These will be handled on a case-by-case basis, so please consult with the CPCE Enrollment Team if you are applying to a program after the given deadline.

Transfer Credit Evaluations

Transfer students offered admission will receive a credit evaluation by the registrar and the academic department. Once that evaluation is completed, an academic advisor will answer questions about transferring credits from another institution to the University.

Scholarship Opportunities

The University offers a range of merit-based awards. No special application is required to be evaluated for merit-based awards. All New Jersey community college graduates offered admission are considered for scholarship opportunities. The Scholarship Committee selects award recipients based on their academic record. Applicants must plan to enroll full-time and begin in the fall to be eligible for merit-based awards.

Financial Aid

For an undergraduate-level student, 6 credit hours per term is the minimum 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. 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.

Educational Opportunity Fund (EOF) Program

New Jersey residents only

EOF is a special admissions program for students who meet certain financial and academic requirements. If you are an EOF student at your current institution you are eligible to continue in the EOF program as part of the degree completion program. For more information contact the EOF Office at Rowan University at 856-256-4080.

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.

Ethnicity and Gender Male Female

The section below is optional. No information you provide will be used in a discriminatory manner.

- What is your ethnicity?
 Hispanic or Latino Not Hispanic or Latino
- If you chose Hispanic or Latino, please choose one of the following:
 Central or South American Cuban Hispanic-other Mexican Puerto Rican
- 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

How did you learn about the CPCE transfer/degree completion program?

College Information

List in reverse chronological order all colleges or universities at which you have officially registered, including any previous attendance at Rowan University (formerly Glassboro State College and Rowan College of New Jersey).

| College Name | Location (City and State) | Dates attended | | <i>(official use)</i> | |
|--------------|------------------------------|----------------|----------|-----------------------|-----|
| | | From mo/yr | To mo/yr | Cr. | GPA |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| College courses currently enrolled in, if any | College/Institution | Credit |
|---|---------------------|--------|
| | | |
| | | |

Do you anticipate receiving your degree from a New Jersey County College? Yes No

If yes, which of the following: AA AAS AS Graduation date: _____

Are you currently enrolled as a NJ STAR Participant? Yes No

Work/Life Experience

Transfer/Degree Completion candidates may attach a list of work or life experience relevant to their studies

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 in the Detail Sheet/Plan of Study 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.

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 <u>\$50.00</u> . | |
| <i>Cardholder's name (please print)</i> | |
| Check one: <input type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> DISCOVER <input type="radio"/> AMERICAN EXPRESS | |
| Acct. Number: | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Exp. Date: _____ | Cardholder's phone: _____ |
| _____ <i>Cardholder's signature</i> | |