



College of Professional & Continuing Education (CPCE)

Transfer/Degree Completion Program Application for Admission

This application form is intended for those students who want to transfer into a CPCE undergraduate program (there is a separate application for traditional on-campus programs). Students interested in applying to one of the CPCE offsite community college partnership Elementary Education/ Dual Major programs must have an associate's degree or at least 60 credits. Students interested in applying to the CPCE Liberal Studies: Humanities/ Social Science program must have at least 24 credits, however, 45 credits are recommended.

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 Coordinator of Degree Completion for more details on this process.

Contact Information

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

Amanda DeValerio,
Degree Completion
Coordinator
Ph: 856-256-5123
Fax: 856-256-5638
devalerio@rowan.edu

For further information or questions about the admissions process, please contact:

Office of Admissions
Ph: 856-256-4200
admissions@rowan.edu

Instructions

Please read all instructions carefully before completing application.

Submitting your application

Completed and signed applications should be returned to the Office of Admissions with a \$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, American Express) are accepted. Applicants must also submit with the application all supporting documentation (see "Application Checklist"). Applications may also be securely submitted electronically. Apply online at: www.rowan.edu/cpce and look for the "Degree Completion" links. Online applicants must pay using a credit card or check card. When applying online, be sure to select the application form marked "Degree Completion Program."

Academic Records

Academic records from the institution(s) where courses were taken must be sent to the Office of Admissions using the mailing information provided below. (Please be sure to instruct your College Registrar to send your transcript to the address below exactly as it is listed.) Unofficial transcripts are not acceptable.

Mailing Information

Mail application materials and official transcripts to:

**Rowan University
Office of Admissions
201 Mullica Hill Road
Glassboro, NJ 08028-1701**

Application Checklist

You will need the following items:

- ✓ Completed and signed application form
- ✓ \$50 application fee (See “Submitting your Application” for details.)
- ✓ A copy of your Social Security card or number
 - o If the Social Security card is unavailable, please submit a copy of another unofficial document bearing the applicant’s Social Security number.
- ✓ Official copies of your transcript from **all colleges attended**.
- ✓ A list of courses in progress for the current academic year (if applicable)
- ✓ A valid Visa, MasterCard, Discover or American Express credit/debit card if you would like to pay the application fee via credit card (credit/debit card payment required to submit online).

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.

Deadlines

We recommend that students apply as early as possible. All applications are reviewed by the Admissions Office on a rolling basis. Once Admissions is in receipt of a complete application (including copies of all official transcripts from college/universities attended), students should typically expect to receive an admission decision within seven to ten business days.

Final deadlines for submitting application materials are:

B.A. in Elementary Education/Dual major programs
August 22, 2008 (for Fall 2008 start)

B.A. in Liberal Studies: Humanities/Social Science

Please refer to the program entry point dates on page 3 of this application. Final deadline is 14 business days prior to the desired entry date.

If space is still available in a program, Admissions may continue to review applications after the deadlines given above. Please consult with the CPCE Coordinator of Degree Completion if you are applying to a program after the given deadline.

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

Transfer/degree completion students are eligible for financial aid. 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. This form may be obtained from your local high school guidance office, your current college financial aid office, Rowan’s financial aid office (856-256-4250) or your local public library. The FAFSA may also be filed electronically via the Internet at www.fafsa.ed.gov. It is highly recommended to file electronically in order to speed processing. 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.

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.

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

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 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.	
Signature	Date

Application Fee Payment

Paper Application:

- o a \$50.00 check or money order made payable to Rowan University or
- o complete the box below with your credit card/check card information.

Online Application: Please pay online using a credit card/check card.

Rowan University CREDIT CARD authorization	
I hereby authorize charging my credit card in the amount of <u>\$50.00</u>	
Cardholder's name <i>(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"/> <input type="text"/>	
Exp. Date _____	Cardholder's phone _____
_____ Cardholder's signature	