

# GANNON

UNIVERSITY

## GRADUATE STUDIES

### Application Packet

Office of Graduate Admissions  
Gannon University  
109 University Square  
Erie, PA 16541-0001

Phone (814) 871-7474  
Toll Free (800) GANNON-U  
Fax (814) 871-5827

#### E-MAIL

[graduate@gannon.edu](mailto:graduate@gannon.edu)

#### INTERNET

<http://www.gannon.edu>



#### Instructions:

1. Return the completed application with the \$25.00 application fee in the envelope provided. Make check payable to Gannon University. All first-time Gannon graduate students are required to submit the application fee.
2. Applicants to the **Doctor of Physical Therapy Program** must contact the Office of Graduate Studies for a Physical Therapy application packet. **DO NOT USE THIS APPLICATION.**
3. Applicants to the doctoral program in **Organizational Learning and Leadership** must contact the Office of Graduate Studies for an application packet. **DO NOT USE THIS APPLICATION.** Please be advised that the application deadline for the Ph.D. in Organizational Learning and Leadership is February 1.
4. Applicants to the **Nurse Anesthetist** program must contact Valerie Hoover, Education Coordinator, at (814) 877-2938 for an application to the Hamot Medical Center School of Anesthesia. Enrollment is limited.
5. All applicants must request that an official transcript from all colleges and universities previously attended be forwarded to the Admissions Office. **To be considered official, transcripts must be sent directly from your previous institution(s) to Gannon University.** All transcripts become the property of Gannon University and cannot be returned to the applicant nor forwarded to a third party.
6. Three letters of recommendation must be forwarded for all degree and certificate-seeking applicants. Letters should be submitted by individuals who are familiar with the student's academic and professional background. Non-matriculant and non-degree students are not required to submit recommendations. All recommendations become the property of Gannon University and cannot be returned to the applicant nor forwarded to a third party.
7. Please see your program's Fact Sheet to determine if a graduate entrance exam (i.e., GRE, GMAT or MAT) is required. Official test report of scores must be submitted by all degree and certificate-seeking students. Non-degree and non-matriculant students are not required to submit test scores.
8. All **International Students** must have official TOEFL scores submitted to Gannon from Educational Testing Services.
9. **Non-matriculant applicants** must submit a letter from their current college or university certifying good standing and granting specific permission to enroll in a Gannon University course.
10. Applicants for the **Master of Science in Community Counseling** must submit official transcripts, three letters of recommendation, and a 250 word essay explaining why they chose the Counseling profession and the Community Counseling program. An interview is also required with the Director of the program. There are no admission deadlines, but priority is given to those who apply before May 1<sup>st</sup> for the Fall Semester and November 1<sup>st</sup> for the Spring Semester.
11. Applicants to the **Master of Arts in Pastoral Studies** must contact Dr. Mary Anne Rivera at (814) 871-5646 regarding an essay and interview.
12. The Gannon University **Application for Financial Aid** should be submitted by all students who will not be receiving employer reimbursement. Eligibility for institutional awards will be determined by the Financial Aid Office.

# Programs of Study

## DOCTORAL PROGRAMS

Please **do not** use this application for doctoral programs. Doctoral applications are available on-line at [www.gannon.edu/graduate](http://www.gannon.edu/graduate).

- » Organizational Learning and Leadership (PHD-OLL)
- » Physical Therapy (DPT-PHYT)  
(requires full-time student status)

## MASTER'S DEGREE PROGRAMS

Program codes in parenthesis

- » Business Administration (MBA) (MBA-BADM)
  - Financial Management\*
  - Human Resource Management\*
  - Information Systems\*
  - Investments\*
  - Marketing\*
  - Public Administration\*
- » Community Counseling (MS-CMCS)
- » Computer and Information Science
  - Applied Computer Science (MCIS-CIS)
  - Information Systems (MCIS-INFS)
  - Software Engineering (MCIS-SFEN)
  - Web Development (MCIS-WEBD)
- » Education
  - Curriculum and Instruction+ (MED-CURR)
    - Optional Pathways
    - Curriculum and Instruction/English as a Second Language Program Specialist Certificate (MED-CURR-ESL)
    - Curriculum and Instruction/District Wide Supervisor of Special Education (MED-CURR-SSPE)
    - Curriculum and Instruction/District Wide Supervisor of Curriculum and Instruction (MED-CURR-SCUR)
    - Curriculum and Instruction/Principal Certification (MED-CUR-PRIN)
    - Curriculum and Instruction/Reading Specialist Certification (MED-CUR-READ)
    - Curriculum and Instruction/Secondary Teaching Certification (MED-CURR-STCH)
    - Curriculum and Instruction/National Board Certification (MED-CURR-NBPT)
  - Educational Leadership (MED-LEAD)
  - Natural and Environmental Sciences (MED-NTSC)
  - Reading\* (MED-READ)
- » Electrical Engineering (MSE-ELEG)
- » Embedded Software Engineering (MSE-EMBS)
- » Engineering Management\*(MSE-ENGM)
- » English (MA-ENGL)
- » Environmental Health and Engineering (MS-ENVS)
- » Mechanical Engineering (MSE-MECH)

- » Nursing
  - Anesthesia (MSN-NANS)  
(in cooperation with Hamot Medical Center)
  - Family Nurse Practitioner (MSN-NURF)
  - Medical - Surgical (MSN-NURM)
  - Nursing Administration (MSN-NURA)
  - RN-MSN (MSN-RNMS)
- » Occupational Therapy (MS-OCCT2)
- » Pastoral Studies (MA-PAST)
  - Pastoral Ministry\*
  - Religious Education\*
- » Physician Assistant (MPS-PHYS2)
- » Public Administration (MPA-PBAD)
  - Administrative Studies\*
  - Organizational Leadership\*

## CERTIFICATES

- Advanced Counselor Studies (GCT-ACOS)
- Environmental & Occupational Science and Health (GCT-EOHS)
- Family Nurse Practitioner (GCT-NURP)
- Financial Management (GCT-FINM)
- Gerontology (GCT-GERN)
- Human Resource Management (GCT-HRMG)
- Investments (GCT-INV)
- Marketing (GCT-MKTG)
- Organizational Leadership (GCT-ORGL)
- Pastoral Ministry (GCT-PAST)
- Public Administration (GCT-PADM)
- Principal Certification (GCT-PRIN)
- Reading Specialist Certification (GCT-READ)
- Religious Education (GCT-RLED)
- Superintendent Letter of Eligibility Certification (GCT-SUPR)

## OTHER

- Non-Degree (MND-NOND)
- Non-Matriculant (MND-NONM)

\* Concentrations/Programs  
+ Weekend option available



## Graduate Admissions Application

**PLEASE PRINT OR TYPE**

Return the application and \$25.00 application fee to the Office of Graduate Admissions.

\_\_\_\_\_ source code (office use only)

Name \_\_\_\_\_  
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

PLEASE INDICATE ANY OTHER NAME(S) UNDER WHICH YOUR TRANSCRIPTS MAY BE SUBMITTED.

Mailing Address \_\_\_\_\_ Home Address \_\_\_\_\_  
NUMBER STREET NUMBER STREET

\_\_\_\_\_ CITY COUNTY STATE ZIP CODE CITY COUNTY STATE ZIP CODE

Home Telephone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Work Telephone Number \_\_\_\_\_  Male  Female

E-mail \_\_\_\_\_

What is your citizenship?  U.S. Citizen  Immigrant - Permanent Resident  Non-Resident Alien  
 If not a U.S. Citizen, do you need the I-20 Form?  Yes  No

**APPLYING FOR** (Select one from each boxed area):

<input type="checkbox"/> Fall 20__ Term <input type="checkbox"/> Spring 20__ Term <input type="checkbox"/> Summer 20__ Term <b>If Summer, do you plan to continue in the Fall?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time  <input type="checkbox"/> Weekend Option <input type="checkbox"/> Curriculum and Instruction	<input type="checkbox"/> Main Campus or <input type="checkbox"/> Outreach Center If so, location of center: _____
<input type="checkbox"/> Degree Status (Pursuing a Degree)	<input type="checkbox"/> Non-Degree Status (NOT Pursuing a Degree)	<input type="checkbox"/> Non-Matriculated Status (Student from another college taking classes)

**APPLICANTS FOR DEGREE STATUS, PROVIDE NAME OF PROGRAM FOR WHICH YOU ARE APPLYING** (See Instruction Page):  
 Program \_\_\_\_\_ Program Code \_\_\_\_\_

**EDUCATION APPLICANTS– Are you certified to teach?**  Yes  No  
 If yes, please forward a copy of your teaching certification.

**NURSING APPLICANTS** – Please provide R.N. Registration Number and State: \_\_\_\_\_  
 Please forward an employer’s copy of your Nursing License.

**HAVE YOU EVER TAKEN GRADUATE COURSES AT GANNON BEFORE?**  Yes  No  
**IF YES, IN WHICH PROGRAM?** \_\_\_\_\_  
 Please attach a separate sheet explaining why you discontinued your studies at Gannon.

**COLLEGES ATTENDED** (Include ALL Colleges attended):

NAME OF INSTITUTION	STATE	DATES ATTENDED (FROM/TO)	MAJOR	DEGREE AWARDED
1. _____				
2. _____				
3. _____				
4. _____				

HOW DID YOU HEAR ABOUT GANNON UNIVERSITY? \_\_\_\_\_

HAVE YOU TAKEN A GRADUATE SCHOOL ENTRANCE EXAM (GRE, GMAT, etc.)?

Yes If YES, which exam did you take? \_\_\_\_\_ When? \_\_\_\_\_

No If NO, I plan to take the \_\_\_\_\_ When? \_\_\_\_\_

**WORK EXPERIENCE**

Position	Dates	Employer	Address

**REFERENCES (Degree-Seeking Students Only)**

List the names and positions of the three persons from whom you will request a recommendation.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**\*RELIGIOUS AFFILIATION (Optional)**

- |   |   |   |                                   |                                  |
|---|---|---|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Roman Catholic | <input type="checkbox"/> Greek Catholic | <input type="checkbox"/> Greek Orthodox | <input type="checkbox"/> Jewish   | <input type="checkbox"/> Baptist |
| <input type="checkbox"/> Episcopal      | <input type="checkbox"/> Presbyterian   | <input type="checkbox"/> Methodist      | <input type="checkbox"/> Lutheran | <input type="checkbox"/> Islamic |

**\*ETHNICITY/RACE (Optional)**

Are you Hispanic/Latino?  Yes  No

Check the following race(s) that apply to you:

- |  |                                |  |
|--|--------------------------------|--|
| <input type="checkbox"/> American Indian or Alaska Native          | <input type="checkbox"/> Asian | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> White |  |

*\*This information is for statistical purposes only and has no bearing on admission to the University.*

Please write a brief statement of your purpose in pursuing Graduate Study:

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I certify that the information provided by me is accurate to the best of my knowledge, and understand that all records become the property of Gannon University and cannot be returned to the applicant nor forwarded to a third party.

Signature \_\_\_\_\_ Date \_\_\_\_\_

ADVOCATE FOR CAMPUS ACCESSIBILITY — Dr. Harvey Kanter is the 504/ADA coordinator for students who are impaired in ways requiring accommodation of facilities, programs, or services of the University. Students seeking information or assistance in any matter regarding accessibility or accommodations should contact him at (814) 871-5522 promptly upon admission to the University.

Gannon University pursues a policy of non-discrimination in all activities and programs under its sponsorship. Gannon University makes all decisions regarding selection for admission, financial assistance to students, application for employment, and all other personnel actions without regard to race, creed, color, national origin, age, sex or disability as defined by law. Questions or inquiries regarding the University's non-discrimination policy should be directed to the Director of Human Resources, Gannon University, 109 University Square, Erie, Pennsylvania 16541-0001; Phone (814) 871-5615.

**APPLICANTS, PLEASE COMPLETE THE TOP PORTION OF THIS FORM:**

All recommendations become the property of Gannon University and cannot be returned to the applicant nor forwarded to a third party.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program into which admission is sought: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

The Family Education Privacy Act of 1974 and its amendments guarantee students access to education records concerning them. Students are permitted to waive their right of access to recommendations. Please indicate your wish regarding this recommendation for use by Graduate Admissions at Gannon University.

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

**TO BE COMPLETED BY PERSON MAKING THE RECOMMENDATION:**

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

1. I have known the applicant for a period of \_\_\_\_\_ years.

2. I have known the applicant as: \_\_\_\_\_

Please complete the chart below. Also, please make any additional comments on the back of this form, sign and date it. If you prefer to write a separate letter, please attach it to this completed form and return it to the address on the back. We pay careful attention to your evaluation of this candidate, and are grateful for your assistance.

**Please compare the applicant with other persons of similar age and status:**

	exceptional	outstanding	good	average	below average	no basis for judgment
Intellectual Ability						
Scholarship						
Oral Expression						
Written Expression						
Industry						
Emotional Stability						
Motivation						
Research Aptitude						

(over)

