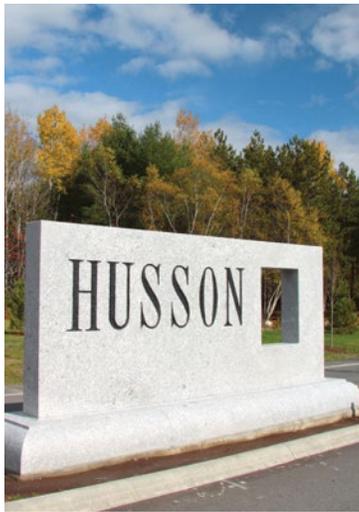




Graduate Studies

2017-2018

Admission Requirements
Application and Instructions



At Husson, we strongly believe that your education should be tailored to suit your lifestyle and professional goals, which is why our focus continues to be on delivering the knowledge you need to obtain a graduate/professional degree on your terms. Graduate classes are held on the Husson campus in Bangor, as well as on our satellite campuses in Southern Maine and Northern Maine. Online courses or a combination of on-site and online courses are also available, with some programs offering many classes online or on campus in the evenings and weekends, to accommodate work and academic schedules. At Husson, we're committed to ensuring that the future you want is not only in sight, but within reach.

We welcome you!



General Instructions

This application should be completed by domestic and international students formally making an application to the Master of Science in business administration, criminal justice, counseling, occupational therapy, and education (other health programs use the “CAS” system.) Students seeking to enroll in courses for personal enrichment or professional development, but not seeking a graduate-level degree, should fill out the Application for Non-Degree Admission, available online at **husson.edu**. You must file a new application for each new degree program to which you apply. Applications are kept for one calendar year; if you have not registered within that time frame, a new application is required.

Applicants should fill out sections 1 through 5 of the graduate application, and include or forward the requested supplemental documentation.

Admissions Deadlines

An application is considered complete when all materials have been submitted to the Office of Graduate Admissions.

Application deadlines for fall admission are listed below:

Master of Business Administration	Rolling Admissions
M. S. in Clinical Mental Health Counseling	February 1st for Fall enrollment consideration
M. S. in Criminal Justice Administration	Rolling Admissions
M. S. in Human Relations	February 1st for Fall enrollment consideration
M. S. in Nursing	July 15th*
Nursing Post-Master’s Certificate	July 15th
M. S. in Occupational Therapy	May 1st for Fall Admission
M. S. in School Counseling	February 1st for Fall enrollment consideration
Master of Science in Pharmacology	Rolling Admissions
Doctor of Pharmacy	March 1**
Doctor of Physical Therapy	December 15***

Husson University programs with rolling admissions deadlines request that materials be fully submitted at least four weeks before the start of each semester to ensure adequate time for processing and review.

- * **Nursing Applicants** are requested to fill out the NursingCAS application, available online at **www.nursingcas.org**.
- ** **Pharmacy Applicants** are requested to fill out the PharmCAS application, available online at **www.pharmcas.org**. Contact Graduate Admissions for more information.
- *** **Physical Therapy Applicants** are requested to fill out the PTCAS application, available online at **www.ptcas.org**. Contact Graduate Admissions for more information.



Phone 1.866.567.5990
Fax 1.207.941.7850
Email graduateschool@husson.edu
www.husson.edu/graduate

Graduate & Professional Programs
ADMISSION INFORMATION

1 COLLEGE CIRCLE
 BANGOR ME 04401-2929 USA

Please read the following application carefully and complete all sections accurately. Mail, fax or email the application and all supporting documents to the address above.

APPLICATION CHECK LIST

- Application**
- Statement of Purpose Essay**
- Résumé or Curriculum Vitae** *(Required for MS-OT and Counseling Programs)*
- Immunization Records** *(If born after December 31, 1956)*
- Official Graduate Admissions Test Scores** – Sent to Graduate Admissions
(Admissions exams are only required for Pharmacology applicants and for counseling applicants if the Undergraduate GPA is below 3.0. Other programs do not require a preliminary entrance exam.)
- TOEFL or IELTS Test Scores** – Sent to Graduate Admissions *(International applicants only)*
- Official Transcript** – from previous undergraduate and graduate work sent to Graduate Admissions
(International applicants must submit transcripts from a current NACES member.)
- Letters of Recommendation** – Sent by the recommender to Graduate Admissions
- \$50 Non-refundable Application Fee** – Payable to Husson University by money order, credit card, wire transfer, or check *(checks drawn on foreign banks cannot be accepted; international applicants should consult graduateschool@husson.edu prior to paying the application fee)*
- Copy of RN License** *(Nursing applicants only)*
- Course descriptions, self assessment form and clinical shadowing documents**
(MS-OT applicants only)

For quick answers, contact

Graduate Admissions	866.567.5990 / graduateschool@husson.edu	Information Resources	207.973.1000 / helpdesk@husson.edu
Academic Services	207.992.1934 / academics@husson.edu	<i>(technology, computers)</i>	
Student Accounts	207.941.7150 / accounts@husson.edu	Athletics	207.941.7026 / athletics@husson.edu
Financial Aid	207.941.7156 / finaid@husson.edu	Student Activities	207.941.7680 / activities@husson.edu
Visa and SEVIS	visa@husson.edu	Website	www.husson.edu

FOR OFFICE USE

Date of receipt _____ App. Complete _____ Admin. Dec. _____

- | | |
|---|--|
| <input type="checkbox"/> Application | <input type="checkbox"/> Letters of recommendation: |
| <input type="checkbox"/> Essay | 1. _____ |
| <input type="checkbox"/> Transcripts | 2. _____ |
| <input type="checkbox"/> Transcripts from NACES member <i>(International applicants only)</i> | 3. _____ |
| <input type="checkbox"/> Test Score(s) _____ | <input type="checkbox"/> Application fee date _____ |
| <input type="checkbox"/> Resume/Curriculum Vitae | <input type="checkbox"/> Immunization Record _____ |
| <input type="checkbox"/> Proof of finances <i>(International applicants only)</i> | <input type="checkbox"/> Passport ID Page <i>(International applicants only)</i> |
| <input type="checkbox"/> Self Assessment Form | <input type="checkbox"/> Interview completed date _____ |
| | <input type="checkbox"/> Other _____ |



ATTN: Pharmacy, Physical Therapy and Nursing applicants:
Please visit husson.edu/graduate for specific program applications.

Part One

Name _____
Last First Middle Maiden

Please list any alternate names here: _____

Address

Street _____ City _____

State or Province _____ Country _____ Postal Code _____

Telephone Home (____) _____ - _____ Work (____) _____ - _____ Cell (____) _____ - _____

Email _____

Social Security Number _____ - _____ - _____ Birthdate ____ / ____ / ____

Country of Citizenship _____ Will You Require an F1 Visa? Yes No

Campus (not all programs are available at all locations)

Bangor Northern Maine-Presque Isle Southern Maine-Westbrook Online Other _____

Semester and Year for Which You Request Admission

Year: _____ Fall Spring Summer

Do You Plan to Attend

Full-time (6+ credits per semester) Part-time (1-5 credits per semester) Undecided

To Which of the Following Programs Are You Applying?

- | | |
|---|--|
| <input type="checkbox"/> Master of Business Administration - MBA
(select concentration): | <input type="checkbox"/> M.S. in Criminal Justice Administration |
| <input type="checkbox"/> General/Corporate | <input type="checkbox"/> M.S. in Clinical Mental Health Counseling |
| <input type="checkbox"/> Biotechnology and Innovation | <input type="checkbox"/> M.S. in Human Relations |
| <input type="checkbox"/> Healthcare Management | <input type="checkbox"/> M.S. in School Counseling |
| <input type="checkbox"/> Hospitality and Tourism Management | <input type="checkbox"/> Nursing Post-Master's Certificate – Family & Community Nurse Practitioner |
| <input type="checkbox"/> Organizational Management | <input type="checkbox"/> M. S. in Occupational Therapy |
| <input type="checkbox"/> Risk Management | <input type="checkbox"/> M.S. in Pharmacology |
| <input type="checkbox"/> Athletic Administration | |

How Did You Hear About Us?

Referral name _____
 Internet Social Media (Facebook, LinkedIn, Twitter)
 Advertisement Newspaper Radio Magazine Television
 Other _____
(Please list Husson business partnership here)

*Your Social Security number is used for administrative purpose to facilitate your enrollment. If you are applying for Federal financial aid, or plan to work on campus, you will be required to report your number at a later date.

Part Two — Supporting Documentation

Statement of Purpose Essay

On a separate page, describe your motivation for pursuing graduate study in light of your formal education, current job responsibilities (if applicable), career aspirations and plans for completing your degree. In particular, discuss any gaps or weaknesses in your background which you expect to remove through a program of graduate study.

Letters of Recommendation

Husson University programs require letters of recommendation from persons who can attest to your ability to complete graduate-level work. A recommendation form (to accompany your letters) is available at www.husson.edu/graduate. Visit your program's admissions webpage for more information concerning references.

Graduate Admissions Examination

Graduate Admissions must receive an official score report for the admissions exam required by your intended program. Please indicate your test type, date and registration number below. Check for program admissions requirement.

Exam Type: GRE GMAT MAT ALC

Exam Date: ____/____/____

Registration #: _____

GRE and MAT only pertain to counseling programs; ALC is only required of MBA programs if a student has an undergraduate degree that does not relate to business.

Additional Documentation

Many departments require documentation in addition to recommendations, transcripts and test scores. Please visit www.husson.edu/graduate to view a full list of application materials prior to application.

Part Three — Education and Experience

Please list in chronological order all undergraduate and graduate colleges or universities attended. *(Please include Husson University if you have ever attended.)*

Name of Institution	Date Attended	Degree or Diploma	Date Conferred	Major

Did you change your undergraduate major? Yes No

If yes, what was your previous major? _____

Do you believe your undergraduate grades accurately reflect your ability? Yes No
If you answer no, please attach an explanation of any deficiencies with this application.

Please list other relevant activities, such as employment, military service, etc. or attach a current résumé.

Employer Service	Type of Work or Activity	From <i>(month/year)</i>	To <i>(month/year)</i>

Part Four — Background

Applicants are requested, but not required, to indicate their gender and ethnic background. Failure to respond to this inquiry will not subject you to any adverse action. Husson University will keep all information gathered in this inquiry as strictly confidential.

Gender:

- Female
- Male

Ethnic Background:

- American Indian or Alaska Native
- Black or African American
- Non-resident Alien
- Two or More Races
- Asian
- Latino or Hispanic
- Pacific Islander
- White

Husson University is committed to providing a safe environment for all members of our community. All applicants must answer the following questions. An affirmative answer does not necessarily bar admission to Husson, but does require review. **If you answer yes to any of the following questions, please submit a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.**

1. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution? Yes No
2. Have you ever been convicted of a misdemeanor, felony, or other crime? Yes No
3. Do you have any criminal complaints pending against you at this time? Yes No

Part Five — Military Experience

If applicable, please select the statement that best describes your military status:

- On active duty Reservist National Guard Member Discharged Veteran
- Spouse or child of a U.S. Military veteran or service member

Part Six — Signature

Please ensure that all documents are included with this application or are forwarded to:

Husson University
 Office of Graduate Admissions
 1 College Circle
 Bangor, ME 04401-2929

or

FAX 207.941.7850
 graduateschool@husson.edu

By my signature, I certify that the answers I have given to all questions on this application are correct and complete to the best of my knowledge. I understand that falsification or omission of information or credentials may result in the revocation of admission. I understand that I must provide official transcripts from all educational institutions I have attended to complete the admissions process.

 Your Signature

 Date

Husson University is in accordance with section 438B of the Family Educational Rights Privacy Act of 1974, stating that the information you are providing is on the condition that Husson will not permit any other party to have access to such information without your written consent. Husson University prohibits discrimination on the basis of race, color, nationality or ethnic origin, religion, gender, marital status, parental status, sexual orientation, disability or age in all programs.



Supplemental Documentation

Many departments require materials in addition to the Graduate Application, such as recommendations, transcripts, exam scores, or professional licenses. Because programs may require additional documentation than what is listed below, please visit the specific department website to view a full list of application materials.

APPLICATION FEE: A one time, non-refundable application fee of \$50 is asked of all applicants for graduate admission. *(International applicants should consult graduateschool@husson.edu prior to paying the application fee)*

CRIMINAL BACKGROUND CHECK: The Pharmacy program requires submission of a criminal background check as part of the admissions process, obtained online through **certifiedbackground.com**. Please contact Graduate Admissions for more information.

EXAM SCORES: Request that graduate admission examination scores be sent to Husson. Select code 3440 for GRE and MAT. Testing requirements vary by program. All programs that require admissions examination scores need them prior to full acceptance, and most require exam scores before an application will be considered. For more information regarding Graduate Admissions Examinations, please contact Graduate Admissions. *(Only required for Pharmacology and for Counseling if GPA is below 3.0)*

IMMUNIZATIONS: Prior to registration, all Husson University students born after December 31, 1956, must show proof of inoculation including two doses of the Measles, Mumps, Rubella vaccine and a Tetanus and Diphtheria vaccination given within the last 10 years. We ask that applicants supply these records with their graduate application. Health-related programs of study require additional records. Please consult Program Director for additional information.

RECOMMENDATIONS: Letters of recommendation should be sent to Graduate Admissions. Because the number of recommendations required varies by program, please visit your program's admissions page or call Graduate Admissions for more information prior to application.

STATEMENT OF PURPOSE ESSAY: Describe your motivation for pursuing graduate study in light of your formal education, current job responsibilities (if applicable), career aspirations and plans for completing your degree. In particular, discuss any gaps or weaknesses in your background which you expect to remove through a program of graduate study.

TRANSCRIPTS: Request that transcripts from all previous colleges or universities attended be sent directly to Graduate Admissions (Husson University graduates need not submit Husson transcripts). An undergraduate senior may apply to select Husson University programs for graduate study in advance of their baccalaureate graduation. Such students should submit a current transcript and arrange that a final transcript be sent after their graduation.

Transcripts from international institutions will require outside assessment from a current NACES member (**naces.org**). Please direct any correspondence or questions concerning this application to:

Office of Graduate Admissions
Husson University
1 College Circle
Bangor, ME 04401-2929

866.567.5990

graduateschool@husson.edu

Graduate and Professional Programs

Courses are held on the Husson University campus in Bangor, as well as on satellite campuses in Southern Maine and Northern Maine. Some courses are also available online.

To learn more, please contact our Graduate Admissions Office:

OFFICE 866.567.5990 | EMAIL graduateschool@husson.edu.

BANGOR
1 College Circle
Bangor, ME 04401-2929
NORTHERN MAINE
33 Edgemont Drive
Presque Isle, ME 04769
SOUTHERN MAINE
340 County Road
Westbrook, ME 04092-1901
ONLINE
online.husson.edu

BUSINESS | CRIMINAL JUSTICE ADMINISTRATION | COUNSELING | HEALTH | PHARMACY

Master of Business Administration (MBA) 36 CREDITS

The MBA program is designed to strengthen student skills in analysis, decision-making, and implementation. Students will learn skills in communication, interpersonal relations, and leadership while balancing courses in accounting, finance, operations, and marketing. Given that our courses are scheduled to meet the needs of the working professional, a part-time student can complete the degree in two years.

Master of Science in Criminal Justice Administration (MSCJA) 36 CREDITS

The Criminal Justice program focuses on building strengths in law, budgeting, and policy-making while developing skills in communication, interpersonal relations, psychology, and leadership. Students from various academic and occupational backgrounds learn in active classes with real-world criminal justice orientations.

Master of Science in Nursing (MSN) 48 CREDITS

The Family and Community Nurse Practitioner (FCNP) program is designed for those seeking to provide improved access to family healthcare. This CCNE-accredited program leads to either an MS in Nursing degree (48 credit hours) or a post-master's certificate. Graduates from the MSN-FCNP program are eligible to sit for either the ANCC or the AANP Family Nurse Practitioner Certification Exam. All courses are online or "hybrid" in nature. Applications are completed through NursingCAS.org.

Master of Science in Human Relations (MSHR) 39 CREDITS

For the degree, students will complete 24 hours of core coursework in counseling. The remaining 15 hours are electives that may be taken from graduate programs in counseling, business, education, or criminal justice to tailor a graduate degree in Human Relations to the student's area of interest. Students will develop skills in Human

development and individual and group dynamics with a strong emphasis on communication skills. Graduates work in positions in higher education, healthcare, business and banking, human resources, social services, and government.

Master of Science in Clinical Mental Health Counseling (MSCMHC) 63 CREDITS

This CACREP accredited program prepares professionals for national certification and state licensure as a clinical mental health counselor. Students take courses in individual and group counseling; theories; ethics; clinical practice; social and cultural competency; human development; career development; assessment; and research applications. Field experience includes a 100 hour Practicum and 900 hour internship in a clinical counseling setting.

Master of Science in School Counseling (MSSC) 60 CREDITS

This CACREP accredited School Counseling program prepares students for certification as a Professional School Counselor in K-12 school settings. Students are prepared to work with children individually and in groups and classrooms across academic, career and college ready, and social/emotional domains. A 100-hour Practicum and a 600-hour internship further prepares professionals for counseling, leadership, consulting, and school counseling program development and evaluation in the schools.

Master of Science in Occupational Therapy (MSOT)

CREDITS: Depends on student status

The MSOT is for students with a bachelor's degree while the advanced MSOT is for students with a bachelor's degree in occupational therapy. Both programs emphasize on research and critical thinking. This method prepares students to practice and contribute to evidence-based practices as practitioners. The program does have some prerequisite requirements.

Doctor of Pharmacy (PharmD) 148 CREDITS

This entry-level professional degree prepares students for licensure as practicing pharmacists. Students are required to complete two years of undergraduate pre-pharmacy coursework before applying. Coursework emphasizes chemical science application, understanding drug actions, basic administrative sciences, patient care and drug therapy, and experiential components. Applications are completed through PharmCAS.org.

Master of Science in Pharmacology (MSP) 33 CREDITS

This advanced degree program provides students with laboratory bench skills and in-depth knowledge of pharmacology and toxicology. The program admits students who have obtained a bachelor's degree in chemistry, biology or some other science-based undergraduate degree. Students currently enrolled in a PharmD program are also eligible for admission.

Doctor of Physical Therapy (DPT) CREDITS: Depends on student status

The DPT program helps students prepare for practice as a generalist practitioner with high ethical and legal standards. Students will learn how to work with clients, families, colleagues, and the community. Husson DPT students are healthcare community role models and leaders who approach the field with critical and reflective thinking. There are course prerequisites for entry. Applications are completed through PTCAS.org.