

# FranklinPierce UNIVERSITY

THE COLLEGE OF  
GRADUATE AND PROFESSIONAL STUDIES

## BEFORE COMPLETING THE GRADUATE APPLICATION PLEASE READ THE FOLLOWING:

### INFORMATION CONCERNING STUDENT RECORDS

The Office of the Registrar is required to collect and maintain student information both for statistical reporting and the operation of the University's administration. The information is retained in the educational records kept in the Center Administrative Offices as well as Student Administrative Services.

The Family Educational Rights and Privacy Act (FERPA - commonly known as the Buckley Amendment) requires that these records shall not be released to other individuals, agencies or organizations (except university personnel with a legitimate educational interest as determined by the University) without first obtaining the student's written authorization to do so.

### APPLICATION INFORMATION

Citizenship must be indicated. The University is bound by federal law to provide information or certification of citizenship for citizens of the United States and foreign countries.

Veterans or dependents of veterans eligible for the various programs of education assistance must check the VETERAN STATUS box and complete additional forms. Please call the home campus center for those forms. It is most important that this process be completed promptly as no benefits can be certified until it is completed.

Mailing, including final grade reports and bills will be sent to students at their home address throughout the academic year. Students must inform the Center Director of any change of name, home address and email address.

After completing the application, please mail or fax it to your home center listed below and on the bottom of the Admissions Portfolio page. (All doctoral applications should be mailed to the College of Graduate & Professional Studies at the Concord Center.) Be sure to request transcripts from all previously attended colleges or universities promptly. Transcripts must be sent directly from the sending college to Franklin Pierce University at your home center (addresses listed below) in a sealed envelope and should have a college signature or seal. Delaying this request will delay the transfer credit evaluation process.

Concord Center	Lebanon Center	Online Center	Portsmouth Center
5 Chenell Drive	24 Airport Rd. Suite 19	670 N. Commercial St.	73 Corporate Drive
Concord, NH 03301	W. Lebanon, NH 03784	Manchester, NH 03101	Portsmouth, NH 03801
Phone: 603.228.1155	Phone: 603.298.5549	Phone: 603.626.4972	Phone: 603.433.2000
Fax: 603.229.4580	Fax: 603.899.1065	Fax: 603.626.4815	Fax: 603.899.1067



For citizens of the United States: Your ethnic origin (*optional*):

American Indian or Alaska Native    Asian    Black or African American    Hispanic of any race  
 Native Hawaiian or Other Pacific Islander    Two or more races    White

Are you a veteran or a dependent of a veteran?    Yes    No

Are you a current matriculated undergraduate student at Franklin Pierce University?    Yes    No

List all institutions of higher education attended (even if you withdrew) including colleges, universities, vocational/technical schools and the institution you are currently attending if applicable. Attach additional sheets if necessary. (*Failure to list all institutions may result in invalidation of the application.*)

INSTITUTION	DATES ATTENDED	MAJOR	DEGREE EARNED OR EXPECTED	DATE OF COMPLETION

Please have all original transcripts sent to your home center. Degrees from non-US institutions must be translated into English and evaluated for US equivalency. The World Education Service Organization evaluates credentials from outside the U.S. For information write to: World Education Service, Inc., Bowling Green Station P.O. Box 5087 New York, NY 10274-5087 or [www.wes.org](http://www.wes.org).

List Honors/Awards and year received: \_\_\_\_\_  
\_\_\_\_\_

List community service activities in which you have been involved: \_\_\_\_\_  
\_\_\_\_\_

List the course(s) and the institution(s) of all pre-requisite courses currently in progress and the course(s) in which you are planning to enroll prior to beginning your graduate studies. Attach additional sheets if necessary.

COURSE	INSTITUTION	EXPECTED COMPLETION DATE

Do you currently hold a professional license and/or certification in any discipline?    Yes    No

If yes, what type \_\_\_\_\_

License Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Expiration Date \_\_\_\_\_

Do you hold membership in any professional associations?    Yes    No

Association(s) \_\_\_\_\_  
\_\_\_\_\_

## AUTHORIZATION STATEMENT

I authorize Franklin Pierce University access to any copies of original records, correspondence, or information they may require concerning any learning, disciplinary, or judiciary actions taken against me.

[ ] I have read and understand the Authorization Statement. Please initial: \_\_\_\_\_ Date: \_\_\_\_\_

As an applicant at Franklin Pierce University, I hereby understand and agree to the following:

If accepted, I agree to abide by the rules and regulations, term and conditions set forth by Franklin Pierce University in its publications and student handbook. I understand that any inaccurate information may affect my enrollment status. If I need accommodations during the application process or would like special consideration given to my application, I will voluntarily disclose pertinent information.

I certify that I have read and agree with the above and that all information provided herein is true and complete.

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Applicant Signature

Date

**Please send all application materials including this completed Application, your Admissions Portfolio (see pages 6 - 8) and Official Transcripts to your home center.** An admission decision cannot be made until the College of Graduate & Professional Studies Office receives all application materials. The student is responsible for reading and understanding all policies and procedures in the catalog.

**Admissions Portfolio** requirements for all graduate degrees, except Master of Education, are listed on page 6. Requirements for the Master of Education (with or without certification) are listed on pages 7-8.

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## Student Release of Information Form

Under the Family Educational Rights and Privacy Act (FERPA-commonly known as the Buckley Amendment) regulations, Directory Information is defined as information that may be released without a student's consent. This information includes: student's name, campus center and home addresses, major field of study, dates of attendance, degrees and awards received, participation of officially-recognized activities and sports, and the height and weight of athletes. This Directory Information may be released upon request unless the Registrar receives a written request from the student directing otherwise.

**Special written permission is needed to release any other confidential information to persons beyond Franklin Pierce University and its agents.** \*(There are some exceptions to this.) Students often want to have academic or financial information released to their parents or spouses. **This form allows you to give such written permission.**

Print Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_

Academic Information: by placing names on the lines below you are giving Franklin Pierce University permission to release your Confidential Academic Information to the people listed. If you do not want Confidential Academic Information released to anyone, leave this section blank.

Name	Relationship	Telephone Number
_____	_____	_____
_____	_____	_____

Financial Information: By placing names on the lines below you are giving Franklin Pierce University permission to release your Confidential Financial Information to the people listed. If you do not want Confidential Financial information released to anyone, leave this section blank.

Name	Relationship	Telephone Number
_____	_____	_____
_____	_____	_____

Preferred Newspaper(s): By providing your hometown newspaper(s) on the lines below you are indicating to Franklin Pierce University where you would like to have any notices of your special accomplishments and activities sent. If you do not have a preference, please leave this section blank.

Hometown Newspaper	City and State
_____	_____
_____	_____

This Consent to the Release of Information is to remain valid until my graduation. I understand that this form may be changed or updated at any time by signing a new form. Each new form must contain all permissions that I wish to give even if some information has not changed. Forms are available online, through Student Administrative Services or the Registrar's Office.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*For a list of exceptions please, refer to The Student Handbook, section 5, number 4, entitled "Release of Information."

## ADMISSIONS PORTFOLIO

Additional Application Requirements for Admission to: **M.B.A., M.S. in Information Technology Management, M.S. in Sports Facilities Management, M.S. in Nursing, and Doctor of Arts in Leadership**

**Note: Master of Education & Certification** portfolio requirements are listed on pp. 7-8.

Please prepare this portfolio in a professional manner. Each component should be typed and clearly labeled. The cover page should include your name, the name of the degree you are seeking and the date that the portfolio is being submitted. Please present your portfolio in a pocket folder and send it directly to your home campus.

### Components of the Portfolio:

- **Completed Application Form**
- **Updated Resume**
- **Three Letters of Recommendation**, preferably from former faculty members and/or supervisors who know your work, addressing the following:
  - Your fit for the discipline you will be studying
  - Your moral character
  - Your ability to succeed in a graduate program

These letters are to be collected by you and included in your admissions portfolio. (It is important for you to appreciate how others view your candidacy for a graduate program.)

- **Identification of a Mentor**  
Learning occurs in the classroom, among peers, at work, in the community and in a variety of other settings. In addition to those you will encounter in the education process, please identify someone who you will use as a mentor as you engage in graduate education and briefly (one page) discuss how you will engage that person, why that person will be a good mentor and how you came to choose the person.
- **Career Objectives**  
Please identify your primary career objectives over the next five to ten years and how this graduate degree will help you to achieve those objectives. Objectives must **RUMBA**. This means that they must be:
  - Realistic
  - Understandable
  - Measurable
  - Behavioral
  - Achievable
- **Personal Mission Statement**  
Please write a 2-3 page typed paper addressing where you believe your graduate discipline is now and how you expect it to change within the next five years. Then, please develop a personal mission statement in relation to your chosen discipline. Specifically address why leadership is important to advance your individual career and your discipline.
- **Doctor of Arts Applicants: Please submit a significant writing sample with your admissions portfolio. This can be a Master's Thesis, publication, or original works.**

Please send all application materials, including **all official transcripts**, to Franklin Pierce University at your home center. A transcript request form is available on the University website.

Concord Center	Lebanon Center	Online Center	Portsmouth Center
5 Chenell Drive	24 Airport Rd. Suite 19	670 N. Commercial St.	73 Corporate Drive
Concord, NH 03301	W. Lebanon, NH 03784	Manchester, NH 03101	Portsmouth, NH 03801
Phone: 603.228.1155	Phone: 603.298.5549	Phone: 603.626.4972	Phone: 603.433.2000
Fax: 603.229.4580	Fax: 603.899.1065	Fax: 603.626.4815	Fax: 603.899.1067

## Graduate Teacher Education Admissions Portfolio

### Additional Application Requirements for Admission to M.Ed. and/or Graduate Teacher Certification Programs

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\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

### CHECKLIST

The following must be submitted prior to official acceptance into the M.Ed. and/or Graduate Teacher Certification Program. Here is a checklist of all required documents for the application process.

- \_\_\_\_\_ Application
- \_\_\_\_\_ Cover Letter (see below)
- \_\_\_\_\_ Resume
- \_\_\_\_\_ 3 Letters of Recommendation \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (see below)
- \_\_\_\_\_ Official Transcripts  
(Note: A minimum 2.8 GPA is required. Students with 2.50-2.79 may be eligible for provisional acceptance. Students with a GPA below 2.50 should contact the Director.)
- \_\_\_\_\_ Course Descriptions/Syllabi (for substitutions – see below)
- \_\_\_\_\_ Evidence of Life Experience (for substitutions – see below)
- \_\_\_\_\_ Interview (schedule an appointment at home campus center)

**Cover Letter:** Please state why you want to become a teacher and/or obtain a graduate degree in education. Include a statement of philosophy regarding the teacher’s role in today’s schools and your potential to contribute to the teaching profession.

**Letters of Recommendation:** These should have been written in the last two years and should comment on your present or future ability/desire to work in the field of education, as well as your moral character. They should be professional in nature. References from present or former employers, even if not able to discuss your ability to work in the field of education, should address your professional and moral character.

**Official Transcripts:** Must be sent directly from the sending college to your home center (listed on page 1 of this application) in a sealed envelope and should have a college signature or seal. All college transcripts must be submitted (even colleges from which the applicant transferred) for full evaluation of coursework. If you do not have a 2.8 GPA for the M.Ed. Degree Program, the Director of Graduate Teacher Education Programs should be contacted to discuss the situation.

**Course Descriptions/Syllabi/Life Experience (for substitutions):** Prior graduate education courses may be used to substitute FPU education courses if taken within the last eight years and have a grade of “C” or better. In addition, because of the Portfolio Requirement in both degree and certification programs, course substitutions must meet (with artifacts and rationales) State of NH standards designated to be met in that specific course. Other undergraduate general education or content area coursework identified as “needed” by the designated transcript evaluator may be substituted if course descriptions/syllabi/ or other life experience demonstrates that such requirement has been satisfied. Grades of “C” or better are required. Please contact the Academic Director to discuss the substitution process.

# Additional Application Information for Admission M.Ed. and/or Graduate Teacher Certification

## Praxis Information

### **Praxis I: Basic Reading, Writing, Math test\***

(For Elementary/Middle/Secondary)

Must be taken and passed before student teaching

May re-take sections not passed after 30 days

(Computerized and Paper/Pencil available)

**IMPORTANT NOTE:** Students in Elementary Certification K-8 Programs will need to show evidence that they are “highly qualified” in a particular content area if they are seeking a teaching position in a non-self-contained classroom at the middle school level. Please see Department of Education State of NH website for the most recent updates of demonstrating such competency: [www.state.nh.us/education/doe/organization/HQT/HOUSSEdescript](http://www.state.nh.us/education/doe/organization/HQT/HOUSSEdescript).

### **Praxis II: For Middle/Secondary Content Area Certification\*\***

Recommended that it be taken before student teaching (Paper/Pencil only)

\*If a student has a Master’s Degree or has taken the GRE and been admitted to a Master’s Degree Program the student may not need to take Praxis I. GRE scores must be approved by the Department of Education.

\*\*If a student has a Master’s Degree or higher in the subject to be taught or has 7 or more years under a credential issued by another state the student will be exempt from Praxis II.

### **Important Contact Information/Praxis I**

Prometric Testing Center

Portsmouth: 433-6800

Lebanon: 448-2455 ext. 117

Worcester: 508-853-2988

Boston: 617-345-8980

Portland: 207-775-5812

Vermont: 802-872-0845

### **Praxis II: For Middle/Secondary Content Area Certification – call for dates**

Franklin Pierce University

Rivier College

Keene State College

University of New Hampshire

Plymouth State University

### **Have scores sent to Department of Ed. Code #7660 and FPU code #3395**

Visit Praxis Series online: [www.ets.org/praxis](http://www.ets.org/praxis) for bulletin and registration information or 1-800-772-9476; Practice tests available. Additional information about Praxis and other certification questions are available on the State of NH Dept. of Education website at: <http://www.ed.state.nh.us/Certification/teacher.htm>.

### **IMPORTANT NOTE: Effective for new hires starting in the spring of 2005:**

All new elementary education teachers and elementary education teachers who are new to the Title I school-wide schools in New Hampshire and who teach core academic courses, regardless of funding source; and Title I targeted assistance school teachers whose salaries are funded with Title I, Part A funds will be required to take a rigorous test to demonstrate competency in elementary education content areas (Language Arts and Reading, Mathematics, Social Studies, and Science). This also applies to Title II A Class Size Reduction hires (CSR):

Two Elementary Education content knowledge tests in New Hampshire are available to be used for “highly qualified” status for **Grades K-6**:

**Praxis II** Elementary Education Content Test # 10014 ([www.ets.org/praxis](http://www.ets.org/praxis))

**American Board Certification of Teacher Excellence** ([www.abcte.org](http://www.abcte.org)) Elementary Education Content Knowledge Test.