

VALPARAISO UNIVERSITY GRADUATE PROGRAM

We welcome your application for admission to the dual JD program and the Graduate Division of Valparaiso University. The Graduate Division serves the advanced learning, professional development, and personal enrichment needs of individuals regionally and nationally.

APPLICATION PROCEDURE

In addition to material submitted as part of your School of Law application, to be considered for admission to the Graduate Division, you must submit:

- This completed and signed application form;
- 3-4 page essay explaining your rationale for applying to the Master's program. If you incorporated this rationale with Part IV of your School of Law application, this requirement is waived. Check one of the options below:
 - Rationale included in School of Law application, or
 - Separate essay included with this form;
- Two letters of recommendation; waived if submitted as part of the School of Law application;
- A set of official transcripts of all prior undergraduate and graduate coursework sent directly to the Office of Graduate Studies;
- \$20 application fee, made payable to Valparaiso University. This amount is in addition to the \$60 fee indicated on the first page of the School of Law application. *If the School of Law application fee has been waived, the application fee for the Graduate Division is still \$20.*

I. PROGRAM INFORMATION

Name: _____ Anticipated Start Term: Fall 20__ Spring 20__ Summer 20__

II. SELECT YOUR PROGRAM

- JD/MALS English Ethics & Values (see Section III, 1) Gerontology Individualized
- History Human Behavior & Society Theology (see Section III, 1)
- JD/MA Chinese Studies (see Section III, 4)
- JD/MA Psychology (see Section III, 3)
- JD/MA Clinical Mental Health Counseling (see Section III, 3)
- JD/MS International Commerce & Policy (see Section III, 2)
- JD/MS Sports Administration

II. REFLECTIVE ESSAY

All applicants for the dual degree programs are required to submit a 3-4 page personal statement or reflective essay indicating their purpose for undertaking graduate study in their program of interest and how this study relates to their professional and personal goals. This statement must be typed double-spaced on separate sheets and submitted with the application materials. If you incorporated this rationale with Part IV of your School of Law application, this requirement is waived.

III. ACADEMIC BACKGROUND – ONLY answer the question that pertains to the program that you are applying for.

1. **The Master of Arts in Liberal Studies Ethics & Values or Theology programs** require 6-9 credits of prior coursework in ethics, philosophy, or theology as preparation for graduate study in these fields. Please list relevant courses below, and then proceed to Section IV.

2. **The Master of Science in International Commerce & Policy program** requires a course in micro-economics. Please list this course or other relevant coursework below, and then proceed to Section IV.

3. **The Master of Arts in Psychology or Clinical Mental Health Counseling** programs requires a background in Psychology. Please list your background in psychology below, and then proceed to Section IV.

- Undergraduate psychology major
- Undergraduate psychology minor
- Graduate coursework in psychology, list degree or number of credits below
- Fewer than 15 credits (minor) in Psychology, list all coursework, grades and credit hours in both psychology and related fields such as sociology, social work, criminal justice, human development, etc.

4. **The Master of Arts in Chinese Studies** program requires a background in Chinese language. Please answer the questions below, and then proceed to Section IV.

Please list all Chinese language courses, seminars and immersion programs completed:

Course	Name of program/sponsor	Dates	Grade/Credit/Proficiency/Certificate
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List Chinese language experience you have acquired through family/relatives and indicate below specific proficiencies.

Please check which track you anticipate enrolling in:

_____ **Track I**—students entering with two years of college Chinese or equivalent (i.e. heritage speakers) planning to earn MACS degree **prior** to enrolling at VUSL.

_____ **Track II**—students entering with two years of college Chinese or equivalent (i.e. heritage speakers) planning to earn MACS degree **during** 2L/3L years or **after** completion at VUSL.

_____ **Track III**—students entering with minimal or no Chinese language background.

Please indicate when your Spring semester ends and you are available to begin the Summer Immersion Program.

Month: _____ Day: _____ Year: _____

IV. ADDITIONAL STATEMENT

If you do not meet the qualifications necessary for admission as stated in the graduate catalog, what other reasons and/or work experience should be considered? Attach additional sheets, if necessary.

IV. SIGNATURE

If you are accepted into Valparaiso University School of Law, your application will be forwarded to the Graduate Division and reviewed for the graduate program chosen. You will receive notification of the decision of the Graduate Division usually within 30 days of receipt of your file by the Graduate Office.

Applicants denied admission to the School of Law will not receive further consideration for acceptance into the graduate school unless a specific request is initiated by the applicant following the decision of the School of Law.

The decision for admission to the Graduate Division is not final until all required application materials have been received.

Valparaiso University does not unlawfully discriminate on the basis of gender, disability, race, color, age, national origin or ancestry in the admission of students nor in its hiring and employment practices.

“I submit this application as a true and complete statement of facts for your consideration.”

Signature of applicant required

Date

DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.

APPLICATION APPROVED: _____

APPLICATION DENIED: _____

DEAN’S SIGNATURE: _____

DATE: _____



VALPARAISO
UNIVERSITY

VALPARAISO UNIVERSITY GRADUATE DIVISION

POLICY FOR LAW STUDENTS ENROLLING IN COURSEWORK OUTSIDE OF THE LAW SCHOOL

POLICY FOR LAW STUDENTS

Law students who wish to take courses in the graduate or undergraduate programs at Valparaiso University must apply to be admitted as a graduate student through the Office of Graduate Studies. Students enrolled in the full-time law program may take up to a cumulative total of 6 credits (no more than 3 credits each semester) in the graduate or undergraduate division during either the fall or spring semesters at no additional charge above the full-time law tuition.

Law students taking graduate or undergraduate credits during the fall or spring semester above the cumulative total of 6 credits will be charged the per credit graduate tuition rate for the specific program for each additional credit. Exceptions to the 6-credit limit may be granted by the Dean of the Graduate Division.

Law students taking courses in the graduate or undergraduate programs during either of the summer sessions will be charged the per credit graduate tuition rate for the specific program for each course. If they are concurrently taking law courses in the summer, law students will be charged the law tuition rate for each law course.

Students enrolled in the part-time law program who wish to concurrently take graduate or undergraduate courses during the fall or spring semesters will be charged the law tuition rate for law courses and the graduate tuition rate for the specific program for graduate courses, unless otherwise noted.

GRADUATE STUDENTS IN DUAL DEGREE PROGRAMS WITH LAW

Because dual degree programs provide significant savings in tuition, time, and credit hours through mutual exchange of credit, law students in such programs are not extended the courtesy of 6 credits in the graduate or undergraduate division during either fall or spring semester at no additional charge. Exceptions may be requested to the Dean of Graduate Studies for graduate and undergraduate coursework that does not apply to the graduate degree. Generally, students carrying a mixed load of law and graduate credits may not take more than 18 credit hours per semester.

JD/MBA students enrolled in a mixed course load (i.e., in both Law and MBA courses) will pay the lesser of either the per credit hour rate for the number of credits taken that semester in each program, or the full-time JD tuition rate for that same semester. Specifically, the tuition for a student taking a mixed course load will not exceed the one semester full-time JD tuition rate.

Students enrolled in the JD/MBA program pay the graduate general fee while enrolled solely in the MBA program. Once beginning law school, students pay the general fee of the Law School until they have completed their law program.

JD/ MBA students may take no more than 15 credits per semester (fall and spring) while enrolled in the MBA program only and no more than 18 credits per semester (fall and spring) once beginning Law School. Students enrolled in summer sessions may take no more than 14 credits, only 7 of which may be Law credits.

MASTER OF ARTS IN CHINESE STUDIES

Office of Graduate and Continuing Education

Valparaiso University

Kretzmann Hall, Room 116

Valparaiso, IN 46383

Tel: 1-800-821-7685, 219-464-5313

Email: Graduate.Studies@valpo.edu

www.valpo.edu/grad

Application for Scholarships & Assistantships

1. Introduction:

The **Master of Arts in Chinese Studies (MACS) program** offers a number of types of financial assistance in addition to federal loans for qualified applicants who are enrolled at least half time (six credits) in the program:

- a) MACS/Starr Scholarship. Four scholarships up to \$4,000/year are offered each year.
- b) Research assistantship. Four research assistantships up to \$1,500/year are offered each year. Recipients of the research assistantship will work with individual VU faculty members on a variety of assignments. The normal workload is 8 hours per week.

2. Tuition and Fees for the 2008-2009 Academic Year:

Graduate Tuition: \$450 per credit hour

Parking: \$100 per year (fall and spring semesters)

General Fees for All Students: \$80 per semester

Application Fee to MACS program: \$30.00

(unless student is referred by a Professor who notifies us of his or her referral – the fee will then be waived)

3. Eligibility

To be eligible for the awards listed above, you will need to:

- a) Regardless of whether you are applying for a scholarship, please file the **Free Application for Federal Student Aid (FAFSA)** for Financial Aid Office purposes, and
- b) Be formally enrolled at least half time in the MACS program.

4. How to Apply?

Complete the graduate application form (apply online at www.valpo.edu/gce/graduate/prospective/apply.php) along with this form, and submit them to the Office of Graduate Studies at the listed address.

MASTER OF ARTS IN CHINESE STUDIES

Application for Scholarships & Assistantships

I. PERSONAL INFORMATION

NAME _____

SCHOOL and DEPARTMENT PRESENTLY ATTENDING or N/A IF UNAFFILIATED _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

SOCIAL SECURITY # _____

PHONE NUMBER _____

List scholarships or fellowships you have received in the past:

Identify which type of awards that you are applying for:

MACS/Starr Scholarship: _____ Research Assistantship: _____ Other on-campus employment: _____

List any scholarships, fellowships, or grants other than those offered by MACS that you have or plan to apply for the 2008-2009 academic year:

List grants or loans, which you have applied for or received for 2008-09:

II. ANTICIPATED SOURCES OF SUPPORT

Family/Personal Income/Savings _____

Scholarship/grant _____

Loans available _____

Other sources (itemize) _____

TOTAL: _____

LIABILITIES

Debt _____

Educational Loans _____

TOTAL: _____

III. ESSAY

Please write a short essay (200 word maximum, typed, double-spaced & attached) explaining your qualifications and need.

IV. SIGNATURE

I certify that the above information is complete and true to my knowledge and I realize that any false statement will disqualify me for scholarship aid from the Master of Arts in Chinese Studies program.

Signature: _____

Date: _____



RECOMMENDATION FORM

VALPARAISO
UNIVERSITY

APPLICANT:

Please complete this section and give this form to the person making the recommendation, together with a stamped, pre-addressed envelope.

Applicant's Name (print): _____

Academic Program (print): _____

Recommender's Name (print): _____

The Family Education Rights and Privacy Act (20 U.S.C. 1232g) provides you with a right of future access to this recommendation once enrolled as a student. The Act also allows you to waive the right to access, but prohibits the Office of Graduate Studies from requiring you to waive this right as a condition of admission or review and evaluation of an application for admission. If you waive your right to inspect this document, have your recommender enclosed the recommendation in a business envelope, seal, and sign across the back flap before returning it to you or the Office of Graduate Studies.

Please select one of the following options and sign: I hereby **waive** **do not waive** my right.

Signature _____ Date _____

TO THE PERSON COMPLETING THIS RECOMMENDATION FORM:

The above named person has applied for admission to Graduate Studies at Valparaiso University. Your comments and candid evaluation will greatly assist the Office of Graduate Studies in deciding the extent to which the applicant will benefit from and contribute to the Graduate Program. We sincerely appreciate the time that you take to provide us with your comments.

SEND RECOMMENDATION FORM TO:

The Office of Graduate Studies, Kretzmann Hall Room 116, 1700 Chapel Drive, Valparaiso University, Valparaiso, IN 46383.

I. How long have you known the applicant and in what capacity?

II. Please rate the applicant's abilities in comparison with others you have known at comparable stages of their careers.

	Outstanding	Above Average	Average	Below Average	Cannot Assess
Academic Potential					
Motivation for Graduate Study					
Independence of Thought					
Judgment/Maturity					
Creativity/Resourcefulness					
Character					
Ability to Work with Others					
Oral Communication					
Written Communication					

III. We would appreciate additional comments. Please use the spaces below or separate sheet(s) of paper.

A. Please describe what you consider to be the candidate's greatest strengths.

B. Please describe areas in which the candidate would benefit from improvement.

C. Additional observations about the candidate that could have a bearing on the candidate's ability to succeed in graduate study at Valparaiso University.

D. I recommend this candidate highly. _____
I recommend without reservation. _____
I recommend with reservation. _____
I do not recommend this candidate. _____

(Please indicate, if possible, the nature of your reservations. Use a separate sheet of paper if necessary.)

If you have questions about this form or other matters that you wish to discuss, feel free to contact the Dean of Graduate Studies (219-464-5313; 800-821-7685).

Signature: _____ **Date:** _____

Title: _____ **Institution:** _____

Address: _____

_____ City State Zip

Phone: (____) _____ (____) _____
Work Home



RECOMMENDATION FORM

VALPARAISO UNIVERSITY

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_____ City State Zip

Phone: (____) _____ (____) _____
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