



# GRADUATE

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## ADMISSIONS APPLICATION

# SJC GRADUATE APPLICATION

Since 1916, St. Joseph's College has been committed to scholarship, service and our community. Our highly regarded undergraduate and graduate programs provide our students with the opportunity to pursue knowledge and acquire skills that produce a better understanding of themselves, their communities and the world in which they live.

St. Joseph's College provides an exceptional education rooted in the core values of integrity, service, social responsibility, and spiritual and intellectual values. Independent, private and coeducational, St. Joseph's emphasizes career preparation and represents an affordable opportunity for a diverse population.

St. Joseph's College is committed to providing a transformative education that gives our students the knowledge and skills for personal and professional success in today's complex world. To this end, innovative learning programs are a hallmark of a St. Joseph's College education.

## SJC BROOKLYN

Located just two miles from downtown Manhattan, SJC Brooklyn offers the accessibility of New York City with the quiet elegance, green space and lively shopping streets that characterize the historic Clinton Hill section. Our facilities include student lounges, science labs, the state-of-the-art Hill Center, computer labs, a cafeteria and a modern library with more than 200,000 volumes.



## ENROLLMENT

Undergraduate: 3,878\*

Graduate: 871\*

*\*Statistics taken from both campuses, SJC Brooklyn and SJC Long Island.*

## AFFORDABILITY

St. Joseph's is one of the most affordable private colleges in the New York metropolitan area.



# GRADUATE PROGRAMS

## BUSINESS

The **Executive M.B.A.** program enables students to develop the abilities associated with superior management performance and apply theoretical and quantitative knowledge to real-world situations in a global context that supports ethical behavior and responsibility. This 36-credit degree was designed to promote business leadership competencies of adults with substantial work experience.

The **M.S. in Management** program was designed for working adults holding leadership positions in the public service, private and nonprofit sectors. The degree, with concentrations in organizational, health care management and human resources management, focuses on the promoting of managerial effectiveness and the enhancing of human performance in organizations.

The **M.B.A. in Accounting** is a 36-credit program with classes ranging from Leadership and Managerial Development to Advanced Auditing. The program's courses include eight graduate management courses and four graduate accounting courses. This program was introduced as a result of the licensure requirements for CPAs, which took effect in 2009. Regulations stipulate that accounting students must have 150 hours of education in professional accountancy, general business, and liberal arts and sciences, rather than the

120 hours previously required. Several undergraduate accounting, business and other prerequisites are required before enrolling in the M.B.A. program.

The **M.B.A. in Health Care Management** provides health care professionals with a comprehensive business education that focuses on real-world health care issues. This program emphasizes the financial, legal, regulatory, managerial, political, social and historical aspects of the health care industry to prepare practitioners for senior managerial positions in health care management. Throughout the curriculum, the program supports the development of ethical behavior and social responsibility, including diversity within the workplace.

Central to the program is the self-directed managerial applications component of each course, which addresses an appropriate, student-identified issue/problem/task within an actual organizational environment. Integrative in purpose, the project allows for the application of knowledge from the course, and provides for the development of one or more of the managerial abilities that the student wishes to address. Students will be encouraged to work on these projects as part of teams in a way that replicates the manner in which work in today's business world is accomplished.

The **M.B.A. in Health Care Management with a Concentration in Health Information Systems** is a 36-credit program that develops students' expertise in the planning, development and implementation of health information systems. The concentration focuses on how these systems can improve the delivery of health care with the latest methods and technologies for the collection, organization, use and evaluation of health care information.

### CREATIVE WRITING

With The Writer's Foundry **M.F.A. in Creative Writing**, varied literary genres are joined in the same classroom to provide inspiration, flexible expression and reciprocal generation. We recognize that rhetorical principles and forms for fiction and creative nonfiction are often the same, and it is not unusual for a student or faculty member working on a project in one area to discover it belongs in another. The Writer's Foundry seeks to accommodate such discovery. Students improve their craft under the direction of a faculty staffed with talented and successful writers and editors. Additionally, each semester, several distinguished authors visit the program to deliver master lectures.

### EDUCATION

The **M.A. in Literacy and Cognition** program responds to the No Child Left Behind Act and provides students with basic core classes that link literacy instruction to the New York State Learning Standards. The program addresses the challenges teachers face in the area of literacy as they work with students and families of diverse cultures. The program leads to certification in literacy and cognition, birth through grade six.

The **M.A. in Childhood or Adolescence Special Education with an Annotation in Severe and Multiple Disabilities** is one of the most comprehensive programs available at SJC. In only 36 credits, the part-time program provides innovative preparation for success in the field of special education. Students in the program become eligible for the following certifications (dependent on their initial certifications): childhood students with disabilities and secondary generalist for students with disabilities.

The **M.A. in Educational Leadership with Critical Consciousness** program will begin in Fall 2016. Students in this program will be eligible to earn a **School Building Leadership advanced certification** as well as a **School District Leadership advanced certification** while completing the 36-credit graduate program. For

those who have already earned their master's, an **18-credit School Building Leadership advanced certification** program or a **27-credit School District Leadership certification** program will be available starting in Fall 2016 as well.

### FORENSIC COMPUTING

The **M.S. in Forensic Computing** is an interdisciplinary degree integrating curriculum from three core areas: criminal justice, math/computer information technology/computer science and accounting. The M.S. is an advanced degree that combines a background in network security, cyber security, forensic accounting and the criminal justice process. The degree is intended for practitioners in information technology, criminal justice and accounting, as well as for students who want a career in these fields. This 33-credit graduate program will begin in Fall 2016.

### HUMAN SERVICES

The 30-credit **M.S. in Human Services Leadership** develops the human services professional in an executive-level position or the manager who aspires to an executive-leadership position in his or her field. In addition to providing a sound educational foundation in management, this degree focuses on providing a broader knowledge and skill set aimed at developing the leadership competencies necessary to set an inspirational vision, develop policy and direct the operations of human services organizations of various sizes in the public and private sector. These competencies include policy development and analysis, budgeting and finance, leadership skills, development of new funding sources, advocacy, coalition building, program evaluation and multiculturalism.

### NURSING

The **M.S. with a major in Nursing** program offers two concentrations: clinical nurse specialist in adult health and nursing education. The graduate curriculum, consisting of a core and specialty concentrations, builds on the knowledge base and practice competencies of the baccalaureate-prepared nurse and readies the graduate for advanced professional practice. Graduates of the clinical nurse specialist in adult health concentration (38 credits) will be prepared to actualize the multi-faceted role of the C.N.S. in a variety of health care settings, reflecting the three spheres of patient/client, nurses and nursing practice and organization/systems. Graduates of the nursing education concentration (37 credits) will be ready to assume nurse educator positions in either academic or service settings or in patient education.

# APPLICATION

## PART I — PERSONAL DATA (Please print neatly)

Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Social Security number \_\_\_\_ - \_\_\_\_ - \_\_\_\_      Date of application \_\_\_\_\_  
Month    Day    Year      (Required for all U.S. citizens and permanent residents applying for financial aid)

Title  Mr.  Ms.  Mrs. Other \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Former or other name \_\_\_\_\_  
Last First Middle

Home address \_\_\_\_\_ Apartment \_\_\_\_\_  
Number and street

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Mailing address (if different from home address) \_\_\_\_\_ Apartment \_\_\_\_\_  
Number and street

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home phone \_\_\_\_\_ TTY/TDD (if applicable) \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Citizenship status     U.S. citizen     Permanent resident     Other (Non-U.S.) \_\_\_\_\_

Country of birth \_\_\_\_\_

Is English your native language?  Yes  No

If not, please indicate your primary language \_\_\_\_\_

Are you a New York State resident?  Yes  No If yes, in which county do you reside? \_\_\_\_\_

Are you an active member of the military?  Yes  No

Are you a U.S. military veteran?  Yes  No

If yes to either question, please submit an official copy of separation papers, forms DD214 and DD295, if applicable.

Financial Aid Information:

Do you plan to use Veterans Educational Benefits?  Yes  No

If yes, under what law? \_\_\_\_\_

Have you ever been charged with, convicted of or pled guilty or no contest to a felony charge?  Yes  No (If yes, attach a detailed explanation.)

## DEMOGRAPHIC INFORMATION (OPTIONAL)

The following items are optional. No information you provide will be used in a discriminatory manner.

- Are you Hispanic or Latino?  Yes, Hispanic or Latino (including Spain)  No
- Regardless of your answer to the previous question, please indicate how you identify yourself. (Check one or more.)  
 American Indian or Alaska Native (including all original peoples of the Americas)  Asian (including Indian subcontinent and Philippines)  
 Black or African-American (including Africa and Caribbean)  Native Hawaiian or other Pacific Islander (original peoples)  
 White (including Middle Eastern)

## PART II— ADMISSIONS DATA

### Term

Fall 20\_\_\_\_  Spring 20\_\_\_\_  Summer 20\_\_\_\_

Have you previously applied to SJC?  Yes  No If yes, when? \_\_\_\_\_

Have you ever taken a course at SJC?  Yes  No

Please indicate the graduate program for which you are applying:

#### A. Graduate Programs in Business: Graduate Management Studies

- M.B.A. in Accounting
- E.M.B.A. – Executive Master of Business Administration
- M.B.A. in Health Care Management
- M.B.A. in Health Care Management with a concentration in Health Information Systems
- M.S. in Management (Please choose a concentration)
  - HC - Health Care Management
  - HR - Human Resources Management
  - OM - Organizational Management

#### B. Graduate Certificates

- Health Care Management  Human Resources Management  Human Services Leadership
- Management of Health Information Systems  School Building Leader  School District Leader

#### C. Graduate Program in Human Services

- M.S. in Human Services Leadership

#### D. Graduate Programs in Education: Master of Arts (fall admission only)

- Childhood or Adolescence Special Education with an Annotation in Severe and Multiple Disabilities
- Educational Leadership with Critical Consciousness
- Literacy and Cognition

Do you presently possess New York State Teaching Certification? (required)

Yes Certificate number \_\_\_\_\_

No

Pending

Type of certification:  Initial/Provisional  Professional/Permanent

Field of Certification (Please check all that apply)

- Early Childhood Education
- Childhood Education
- Students with Disabilities Age range \_\_\_\_\_
- Adolescent Education
- Other (specify) \_\_\_\_\_

#### E. Graduate Programs in Nursing: M.S. with a major in Nursing (fall admission only)

- Adult-Gerontology Clinical Nurse Specialist
  - Nursing Education
- New York State R.N. Certification License Number \_\_\_\_\_ Year obtained \_\_\_\_\_

Do you have a B.S. in Nursing?  Yes  No

Do you have a degree in a discipline other than nursing?  Yes  No Degree and discipline \_\_\_\_\_

\*\* Please consult an admissions counselor regarding specific requirements. \*\*

#### F. Graduate Program in Forensic Computing

- M.S. in Forensic Computing

#### G. Graduate Program in Creative Writing (fall admission only)

- M.F.A. in Creative Writing

**PART III — EDUCATIONAL DATA**

List in chronological order ALL colleges and universities attended, including professional and nursing schools.

School Name	Major	Degree Received/Expected and Date

Please arrange to have all official transcripts sent directly to St. Joseph's College.

Do you wish to transfer graduate credits for courses taken?  Yes  No

If so, from which college/university? \_\_\_\_\_

Note: A maximum of 6 credits may be transferred into a master's program at St. Joseph's College. The director of the graduate program will determine course equivalencies.

What or who influenced your application to a St. Joseph's College graduate program?

- College representative/admissions counselor     
  Internet     
  Friend/relative  
 Co-worker     
  Mailing/advertisement     
  Other \_\_\_\_\_

Have you ever been suspended, expelled or required to withdraw for disciplinary reasons from any collegiate institution?

Yes  No (If yes, attach a detailed explanation.)

**PART IV — EMPLOYMENT HISTORY**

All graduate applicants are required to submit a current résumé.

Please list all positions held.

Employing Agency/Company	Position/Title	Dates of Employment

**PART V — VISA REQUIREMENT DATA**

Students who are neither U.S. citizens nor permanent residents of the U.S. must complete this section. All other applicants, please proceed to next section.

Country of citizenship \_\_\_\_\_ Country of birth \_\_\_\_\_

What type of visa do you require?

- F-1  
 J-1  
 M-1  
 Other (specify) \_\_\_\_\_

Are you currently residing in the United States?

Yes  No If yes, which visa do you hold? \_\_\_\_\_ Expiration date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If you currently hold an F-1 visa, name of institution that issued your I-20 \_\_\_\_\_

## PART VI – SIGNATURE

To be completed by all applicants.

I certify that the information I have provided on this application is accurate and complete to the best of my knowledge. I understand that this application must be complete and that all requested documentation must be submitted before an admissions decision can be rendered. I understand that each department may have specific requirements. I further understand that any misrepresentation of requested information may result in admission being rescinded or in dismissal at any time after admission.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

It is the policy of St. Joseph's College not to discriminate on the basis of race, color, religion, sex, national or ethnic origin, age, handicap or marital status in its educational programs, admissions policies, financial aid or other school-administered programs. This policy is implemented in compliance with all applicable federal, state and local statutes or regulations.

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## STUDENTS WITH DISABILITIES

St. Joseph's College seeks to ensure that all students are afforded fair and equitable access to all of its programs and activities. Please contact the director of counseling, career and disability services at 718.940.5862 for appropriate accommodations and services.

## APPLICATION DEADLINES

Students are encouraged to submit applications by May 15 for the fall semester and December 15 for the spring semester to allow sufficient time for processing. However, St. Joseph's College operates on rolling admissions and applicants will be considered on a rolling basis up until the start of the semester.

## GRADUATE ADMISSIONS

A graduate applicant must hold a baccalaureate degree from a regionally accredited college or university and fulfill all requirements specific to his/her program of interest.

## GRADUATE APPLICANT CHECKLIST

All applicants must submit the following:

- A completed graduate application
- A non-refundable application fee of \$25 in the form of a check or money order made payable to St. Joseph's College (waived for SJC alumni)
- Official transcripts from all collegiate institutions

## ADDITIONAL REQUIREMENTS

### Business/Graduate Management Studies Programs

- Two letters of recommendation
- Current résumé
- 250-word essay

### Education Programs

- Two letters of recommendation, with at least one from an academic source, and at least one from a professional source
- Copies of your New York State teaching certificates
- Current résumé
- GRE, Praxis Core or MAT (Miller Analogies Test)

### Human Services Programs

- Two letters of recommendation
- Current résumé
- 250-word essay

### M.F.A. in Creative Writing Program

- Three letters of recommendation
- 20-page manuscript
- 500-word personal statement

### M.S. in Forensic Computing Program

- Two letters of recommendation

### Nursing Programs

- Current résumé
- A personal statement\*
- Two letters of recommendation
- Proof of Professional Malpractice (1/6 million)
- Current proof of New York State RN licensure

\*All applicants are required to write a personal statement describing their reasons for seeking a graduate degree in nursing and their professional goals after graduation from St. Joseph's College. The personal statement is carefully reviewed by the admissions committee. Each applicant will be contacted to schedule an interview. Please contact the department to verify any additional requirements.



**SJC Brooklyn**

245 Clinton Avenue  
Brooklyn, NY 11205

[sjcny.edu](http://sjcny.edu)

**TRADITION. INNOVATION. EXCELLENCE.**