

# Graduate Application CHECKLIST



## Admission Statement

Graduate programs at Lewis University offer the prospective graduate student the opportunity to enhance his/her undergraduate degree by completing a career-focused program. It is expected that a candidate for admission to graduate study at the University was academically successful at the undergraduate level and is now ready to move on to a successful graduate-level experience. The University offers admission to the most qualified applicants into each program. Students are reviewed on the basis of profile material required for admission consideration. Admission is offered to the student whose profile most closely reflects the ability to succeed and the ability to contribute to, as well as learn from the team-focused experience. Space in each program is limited. Admission criteria and requirements are subject to change. All applicants must present evidence of a baccalaureate degree.

## College of Arts and Sciences

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### ■ Aviation and Transportation, M.S.

- Submit a completed online graduate application
- Submit official transcripts from all colleges and universities attended
- Submit a two-page personal statement
- Submit two (2) completed recommendation forms

### ■ Chemical Physics, M.S.

- Submit a completed online graduate application
- Submit official transcripts from all colleges and universities attended
- Submit a two-page personal statement
- Submit two (2) completed recommendation forms
- \* *Students must hold a bachelor's degree in Chemistry, Physics or Chemical Physics from a regionally accredited college or university*

### ■ Chemistry, M.S.

- Submit a completed online graduate application
- Submit official transcripts from all colleges and universities attended
- Submit a two-page personal statement
- Submit two (2) completed recommendation forms
- \* *Students must hold a bachelor's degree in Chemistry, from a regionally accredited college or university*

### ■ Clinical Mental Health Counseling, M.A.

- Submit a completed online graduate application
- Submit official transcripts from all colleges and universities attended
- Submit a two-page personal statement
- Submit two (2) completed recommendation forms
- \* *Students must have completed at least 15 hours of psychology, including a course in statistics or research methods*

### ■ Computer Science, M.S.

- Submit a completed online graduate application
- Submit official transcripts from all colleges and universities attended
- Submit a two-page personal statement
- Submit two (2) completed recommendation forms
- Submit a professional resume

### ■ Criminal Justice, M.S.

- Submit a completed online graduate application
- Submit official transcripts from all colleges and universities attended
- Submit a two-page personal statement
- Submit two (2) completed recommendation forms

### ■ Data Science, M.S.

- Submit a completed online graduate application
- Submit official transcripts from all colleges and universities attended
- Submit a two-page personal statement
- Submit a professional resume
- Submit two (2) completed recommendation forms
- \* *Students must have undergraduate mathematics coursework in Calculus*

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## College of Arts and Sciences

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### ■ Occupational Therapy, MS

*Submit a completed application and upload all required documents through OTCAS .*

- o Upload official transcripts from all colleges and universities attended
- o Upload a personal statement
- o Upload a response to an additional question focused on personal goals and alignment with Lewis University's Mission
- o Upload volunteer experience, leadership experience, work experience, and extracurricular activities
- o Upload three recommendations
- o Submit GRE scores

*\* It is recommended that you complete and submit your application through OT CAS 3-4 weeks before the deadline so that it can be verified*

### ■ Physics, M.S.

- o Submit a completed online graduate application
- o Submit official transcripts from all colleges and universities attended
- o Submit a one or two-page personal statement
- o Submit two (2) completed recommendation forms

### ■ Public Safety Administration, M.S.

- o Submit a completed online graduate application
- o Submit official transcripts from all colleges and universities attended
- o Submit a 3-4 page personal statement
- o Submit two (2) completed recommendation forms

### ■ School Counseling, M.A.

- o Submit a completed online graduate application
- o Submit official transcripts from all colleges and universities attended
- o Submit a 2 page personal statement
- o Submit two (2) completed recommendation forms
- o Submit evidence of passing on the Test of Academic Proficiency (TAP) or a score of 22 or higher on the ACT Plus Writing Exam

### ■ Social Work, M.S.W.

- o Submit a completed online graduate application
- o Submit official transcripts from all colleges and universities attended
- o Submit a professional goal statement
- o Submit a professional resume
- o Submit two (2) completed recommendation forms

## College of Arts and Sciences/ Graduate School of Management

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### ■ Information Security, M.S.

- o Submit a completed online graduate application
- o Submit official transcripts from all colleges and universities attended
- o Submit a 2 page personal statement
- o Submit a professional resume
- o Submit two (2) completed recommendation forms

## College of Business/ Graduate School of Management

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### ■ Business Administration, M.B.A.

### ■ Business Analytics, M.S.

### ■ Finance, M.S.

### ■ Project Management, M.S.

*The following prerequisites are shared by the above programs.*

- o Submit a completed online graduate application
- o Submit official transcripts from all colleges and universities attended
- o Submit a professional resume
- o Submit two (2) completed recommendation forms
- o Complete an admissions checklist after all paperwork is submitted

### ■ Organizational Leadership, M.A.

- o Submit a completed online graduate application
- o Submit official transcripts from all colleges and universities attended
- o Submit an essay using guidelines provided by Graduate Admissions Counselor
- o Submit two (2) completed recommendation forms

## College of Education

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### Initial Licensure Programs

- Early Childhood Special Education, M.A.
- Elementary Education, M.A.
- Foreign Language Instruction, M.A.
- Middle Level Education, M.A.
- Secondary Education, M.A.
- Special Education, M.A.

*The following prerequisites are shared by the above initial licensure programs:*

- o Submit a completed online graduate application
- o Submit official transcripts from all colleges and universities attended
- o Submit two (2) completed recommendation forms
- o Submit evidence of passing on the Test of Academic Proficiency or a score of 22 or higher on the ACT Plus Writing Exam
- o Evaluation for content area (Middle Level and Secondary Education only)
- o Evaluation of all general education requirements

### College of Education Endorsements

- LBSI Endorsement
- English as a Second Language (ESL) Endorsement
- Reading Teacher Endorsement
- Middle School Endorsement
- Special Education Director Endorsement

*The following prerequisites are shared by the above initial licensure programs:*

- o Submit a completed online graduate application
- o Submit official transcripts from all colleges and universities attended
- o Submit two (2) completed recommendation forms - ESL and Reading Teacher Endorsements only
- o Submit copy of Professional Educator's License (PEL)
- o Submit Deficiency letter from ISBE – Special Education Director only

### Additional Education Master's Programs

- Reading and Literacy, Reading Specialist, M.A.
- Curriculum & Instruction: Literacy and English Language Learning, M.Ed.
- Curriculum & Instruction: Reading Teacher Endorsement, M.Ed.
- Teacher Endorsement, M.Ed.
- Curriculum & Instruction: Technology, Learning, and Design, M.Ed.
- English as a Second Language (ESL), M.Ed.
- Educational Leadership, M.Ed.
- Teacher Leader
- Principal Preparation

*The following prerequisites are shared by the above education master's programs:*

- o Submit a completed online graduate application
- o Submit official transcripts from all colleges and universities attended
- o Submit a current resume – Not required for English as a Second Language
- o Submit two (2) completed recommendation forms
- o Submit evidence of passing on the Test of Academic Proficiency or a score of 22 or higher on the ACT Plus Writing Exam
- o Submit Professional Educator's License (PEL) Not required for C&I: Technology, Learning, and Design
- o Submit evidence of 2 Years of successful teaching/school service personnel experience – Reading Specialist only \*\* 4 Years for Principal Prep, 3 Years for Teacher Leader
- o Interview with program director/chair – C&I: Technology, Learning, and Design and Educational Leadership programs only

### Doctorate

- Doctorate in Educational Leadership for Teaching and Learning, Ed.D.
  - o Submit a completed online graduate application
  - o Submit official transcripts from all colleges and universities attended
  - o Complete a written essay (guidelines provided by Graduate Admission Counselor)
  - o Submit two (2) completed recommendation forms
  - o Submit a previously completed scholarly paper
  - o Complete an admission interview

## College of Nursing and Health Professions

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### ■ Healthcare Systems Leadership Track

#### ■ Nursing Education Track

- Submit a completed online graduate application
- Submit official transcripts from all colleges and universities attended
- Complete a written essay (guidelines provided by Graduate Admission Counselor)
- Submit a professional resume
- Submit two (2) completed recommendation forms
- Submit copy of valid Nursing License

#### ■ Master of Science in Nursing for Adult Gerontology Clinical Nurse Specialist

#### ■ Master of Science in Nursing for Adult Gerontology Acute Care Nurse Practitioner

#### ■ Master of Science in Nursing for Adult Gerontology Primary Care Nurse Practitioner

#### ■ Master of Science in Nursing for Family Nurse Practitioner

*The following prerequisites are shared by the above master's program:*

- Submit a completed online graduate application
- Submit official transcripts from all colleges and universities attended
- Students must have completed undergraduate courses in statistics, nursing research, pathophysiology, pharmacology and health assessment
- Complete a written essay (guidelines provided by Graduate Admission Counselor)
- Submit a professional resume
- Submit two (2) completed recommendation forms
- Submit copy of valid Nursing License

### ■ School Nurse Program

- Submit a completed online graduate application
- Submit official transcripts from all colleges and universities attended
- Complete a written essay (guidelines provided by Graduate Admission Counselor)
- Submit a professional resume
- Submit two (2) completed recommendation forms
- Submit copy of valid Nursing License
- Submit evidence of passing on the Test of Academic Proficiency or a score of 22 or higher on the ACT Plus Writing Exam relatives or persons in a reporting position to the applicant.

### ■ Doctor of Nursing Practice (DNP)

- Submit a completed online graduate application
- Submit official transcripts from all colleges and universities attended
- Complete a two part written essay (guidelines provided by Graduate Admission Counselor)
- Submit a professional resume
- Submit two (2) completed recommendation forms
- Submit copy of valid Nursing License