



# QUINCY

UNIVERSITY

Office of Admissions

1800 College Ave. • Quincy, IL 62301-2699

Ph. 217-228-5215 • Fax: 217-228-5479 • e-mail: admissions@quincy.edu

## Graduate Admission Application Instructions

### General Graduate Admission Requirements

- 1. Application** - Please complete the Application for Graduate Admission and return it to the Quincy University Office of Graduate Admissions with your non-refundable \$25 application fee in the form of a check or money order made payable to Quincy University. Also, be sure you sign the back page of the application where indicated.
- 2. Official Transcripts** - After you have completed the application, please have your official college transcripts mailed directly to the Quincy University Office of Graduate Admissions. If you have attended more than one college or university, an official transcript is required from each.
- 3. Recommendations** - Please forward two (2) completed recommendation forms from individuals who can address your academic potential.
- 4. Educational Requirements** - Applicants must have or will have completed a baccalaureate degree. Undergraduate cumulative GPA of a 3.0/4.0 or higher will be recommended for admission. Applicants with GPA's lower than a 3.0 will be considered for conditional admission. A final university transcript showing the graduation date must be sent to Quincy University to complete the application file. It is the sole responsibility of the applicant to assure that this document is requested from the university after graduation and sent to Quincy University.
- 5. International Students** - Applicants from non-English speaking educational institutions must submit the results of the TOEFL. Generally, a score of 550 for graduate admissions is acceptable evidence of a student's ability to study successfully in an English-speaking environment. Also, the applicant must submit documentation showing how your education will be financed. A bank official must authorize this financial documentation.

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### Program Specific Graduate Admission Requirements

In addition to the general graduate admission requirements stated above, the applicant must also complete specific admission requirements for the program in which admission is sought. Please complete the following application requirement for your particular program of study.

#### Master of Business Administration (M.B.A.)

- 6. Written Autobiographical Sketch** - A 300-word written statement by the applicant detailing how their work and life experiences influenced their academic interest and professional goals.
- 7. Prerequisite Courses** - Each student must satisfy the following prerequisites:
  - Principles of Financial Accounting
  - Management Accounting
  - Principles of Micro-Economics
  - Business Statistics
  - Principles of Marketing\*
  - Principles of Management\*
  - Business Finance
- 8. Professional Resume**
- 9. Entrance Test Results** - Forward your official score results of the Graduate Management Admission Test (GMAT) to the Quincy University Office of Graduate Admission. An official score of 400 or better is preferred.

\*Either is acceptable

#### Master of Arts in Communication

- 6. Entrance Test Results** - Forward your official score results of the Graduate Record Exam (GRE) to the Quincy University Office of Graduate Admissions.
- 7. Written Autobiographical Sketch** - A 300-word written statement by the applicant detailing how their work and life experiences influenced their academic interest and professional goals.
- 8. Personal Resume**

### **Master of Science in Education (M.S.Ed)**

6. **Written Autobiographical Sketch** - A 300-word written statement by the applicant detailing how their work and life experiences influenced their academic interest and professional goals.
7. **Entrance Test Results** - Forward your official score results of the Miller Analogies Test (MAT) or Graduate Record Exam (GRE) to the Quincy University Office of Graduate Admissions.
8. All prospective MSE candidates seeking teacher certification must provide proof of having passed both the Illinois Test of Academic Proficiency and the Illinois Content Test(s) appropriate to the area in which they seek certification prior to being admitted to the program. These tests replace the MAT requirement for teacher certification candidates only.
9. All prospective MSE candidates seeking Curriculum/Instruction-Bilingual/ESL ,Reading Education and Teacher Leader must provide documentation of current Teacher License. This replaces the entrance testing requirement. \*Teacher Leader also requires a minimum of two years teaching experience.

### **10. Personal Resume**

### **Master of Science in Education in Counseling (M.S.Ed.)**

6. **Entrance Test Results** - Forward your official score results of the Miller Analogies Test (MAT) or Graduate Record Exam (GRE) to the Quincy University Office of Graduate Admissions.
  7. **Personal Resume**
  8. **MEC writing sample topic responses (see topic form)**
  9. **Bachelor's degree with twelve (12) hours of coursework in the social science** - The following courses are preferred:
    - Introduction to Psychology or Sociology
    - Personal Theory
    - Statistics/Research Design
    - Abnormal Psychology
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### **How soon will I know if I have been accepted?**

Quincy University operates on a rolling admissions basis with applications being considered as soon as all essential materials have been received. Applicants are usually notified by mail of their status within two weeks of completing their application file.

### **How do I apply for need-based financial aid?**

Applicants interested in applying for need-based aid should file The Free Application for Federal Student Aid (FAFSA). FAFSA's are available from the Quincy University Office of Financial Aid or applicants have the option of completing the FAFSA over the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Once you have completed the FAFSA, please indicate that you would like Quincy University to receive your Student Aid Report (SAR) by providing our federal school code (001745) on the application.

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