

Frequently Asked Questions Concerning Graduate Study at The College of New Jersey

Application Process

1. What are the application deadlines?

Please consult the website for deadline information at

<http://www.tcnj.edu/~graduate/application.html>.

* NOTE: There is not a “Non-Matriculation” status for the Master of Education in Educational Leadership: Instruction.

To attend TCNJ as a visiting summer student, please contact the Office of Summer Programs at <http://www.tcnj.edu/~summer> or 609-771-2326.

2. What programs are offered?

TCNJ offers more than twenty Master’s degrees, one Educational Specialist degree, and several non-degree certification programs. See Graduate Bulletin for program information, www.tcnj.edu/~graduate/bulletin.html.

3. What documents are required with the full application for matriculation into a degree or non-degree program?

- Completed online application (www.tcnj.edu/~graduate/application.html)
- \$70 Application Fee (non-refundable)
- Essay
- 2 Letters of Recommendation (form located at <http://www.tcnj.edu/~graduate/application.html>)
- Official transcripts from all undergraduate and graduate institutions*
- Graduate Record Exam (GRE). For GRE waiver policy, please see http://www.tcnj.edu/~graduate/documents/GREWaiverPolicyEffectiveforApplicantstoSpring2010_000.pdf.
- NOTE: The GRE is not required for admission into non-degree programs.
- Miller Analogy Test (MAT) may be substituted for the GRE for Health and PE programs only.
- TOEFL is required for non-native speakers
- Graduate Assistantship (optional)
- Copy of Teacher Certification (if applying for a program for which it is required)
- Resume

* Transcripts are accepted as official when they are received in their original sealed envelope. Transcripts stamped as "Issued to Student" cannot be accepted as official. If your school indicates that a transcript will be stamped as Issued to Student if mailed to you, then please have them send it directly to TCNJ, Graduate Studies.

International students see below for information on transcript evaluation. International students planning to study in New Jersey should see below for additional required documents.

Important:

In order for an application to be considered complete, all required elements must be received by the deadline date published for that program.

Incomplete applications cannot be reviewed.

Incomplete applications will be held for one academic year prior to being purged.

It is the responsibility of the applicant to be sure that all required items are sent and received.

4. What if my undergraduate degree is from another country?

Students who have attended colleges or universities outside of the United States must have their transcripts officially translated and evaluated on a course by course basis by an accredited agency. One such agency is: World Education Services, Inc. WES can be contacted by phone at 212/966-6311, via mail at Bowling Green Station PO Box 5087, New York, NY 10274. The Courier address is PMB006, 80 Broad Street, 5th floor, New York, NY 10004 or via e-mail at info@wes.org.

International students planning to study in New Jersey must also provide documentation necessary for completion of an I-20 form.

A handbook with forms and information is available at <http://www.tcnj.edu/~iss/forms.html>. Your completed handbook along with supporting documents must be submitted to the Office of Graduate Studies, Paul Loser Hall 109, PO Box 7718, Ewing, NJ 08628. Please note that international applicants must apply early as it takes time to complete the visa process. These items must be supplied with the application and include:

- Bank affidavit showing the ability to pay for the first year of study and living expenses
- Proof of \$50,000 insurance
- Copy of passport information

Questions concerning these documents and the I-20 process should be directed to Beverly Kalinowski, Immigration Officer, at bkalinow@tcnj.edu.

5. When and where do I take the GRE or MAT?

The standardized test, if required, must be completed by the established application deadline date. GRE information may be obtained from ETS at www.gre.org or 1-800-GRE-CALL, and MAT information may be obtained at 1-800-622-3231. Please see exceptions under #1.

6. What if I miss the application deadline?

Refer to #1 for next appropriate deadline. If you miss the deadlines to apply for matriculation, you may apply as a non-matriculant for the fall or spring terms,* or as a visiting student for the summer term. If you miss the non-matriculation deadlines you will have to wait and apply for the next admission term.

* NOTE: Please see exceptions under #1/Note.

7. Who is a visiting student?

A visiting student is a non-matriculant who takes summer courses at our Ewing campus or at one of our global sites. A visiting student may take a maximum of 3 courses, but as with non-matriculation, a maximum of two courses can be used toward a program if you later apply and are accepted for matriculation.

Students wishing to take summer courses in Ewing should contact the Office of Summer Programs (www.tcnj.edu/~summer) at (609) 771-2596.

Students wishing to take summer courses at one of our global sites should contact the International Office at intlasst@tcnj.edu and see our Graduate Global Programs FAQ's. Global students are encouraged to apply for matriculation since there is no guarantee that courses taken as a visiting student will count toward a degree.

8. Who is a Non-Matriculation student?

Qualified applicants who wish to pursue graduate studies for professional development or personal growth may apply for admission under the status of Non-Matriculation. Applicants must hold a bachelor's degree from a regionally accredited institution in the U.S. or proof of equivalent from a foreign university. Minimum GPA requirements are 2.75 cumulative or 3.0 GPA in undergraduate major field of study.

Deadlines to apply for Non-Matriculation are as follows:

August 1 for Fall Non-Matriculation

December 1 for Spring Non-Matriculation

Applications for Non-Matriculation are available at www.tcnj.edu/graduate. Non-Matriculation applications should be accompanied by official transcripts from all undergraduate and graduate institutions, a student essay (essay details can be found on the application), and fee. Application for non-matriculation is competitive and enrollment is on an as available basis.

Non-Matriculation students have one year from the time of initial enrollment to matriculate into a degree program in order to utilize six non-matriculation credits toward the degree. Failure to matriculate in this time frame will negate

the use of these credits toward a degree at TCNJ. Students who wish to enroll in more than six credits must complete a waiver form.

9. When will I find out if I have been accepted?

All students will receive notification of the admission decision approximately six weeks after the application deadline. Applications are not reviewed until the deadline date passes. Only applications that are fully complete will be sent to program admission committees for review and decision.

Graduate Assistantships

10. How do I apply for a graduate assistantship and when will I know if I receive one?

Applications are available on-line at www.tcnj.edu/graduate. Completed applications are filed with the Office of Graduate Studies and are reviewed as needed by faculty and staff from various campus departments and programs prior to the start of each semester. Supervisors from these departments contact candidates directly to arrange interviews. A minimum of a 3.0 cumulative undergraduate GPA is required. Positions are limited and not all those who apply will be hired.

* For the 2009-2010 academic year, in exchange for service to TCNJ, Graduate Assistants will be awarded a tuition waiver of \$10,000.00 per academic year (\$5,000 per semester for fall and spring). Only those full-time (minimum 9 credits/semester), matriculated graduated students in good academic standing with a minimum 3.0 undergraduate cumulative GPA are eligible for selection as a Graduate Assistant. A graduate student may be hired on an annual basis as a Graduate Assistant for a maximum of two years.

*Subject to change

Students hired for a Graduate Assistantship must be enrolled in at least nine credits per semester. For more information concerning remuneration, please visit www.tcnj.edu/graduate.

NOTE: The Offices of Student Affairs requests additional information from those interested in applying for assistantships within their department. For more information on Graduate Assistantships within this area, please visit www.tcnj.edu/~studlife/ga.

Registration, Course Transfer, and Tuition

11. When are the course registration dates?

Registration windows are posted on the Records and Registration website at www.tcnj.edu/~recreg.

12. How do I know what courses are offered in a given semester?
Graduate course offerings are available online through PAWS. Click on “Class Schedule/Course Catalog” at <http://www.tcnj.edu/academics/>.

13. What is the tuition? Are there other fees?
For the College’s tuition and fees tables, please see <http://www.tcnj.edu/~sfs/tuition/index.html>.

Accepted matriculants are required to submit a \$100.00 non-refundable enrollment deposit upon acceptance in order to secure their place in the incoming class.

NOTE: For Global Programs tuition and fees please see Graduate Global Programs FAQ.

14. How do I transfer credit?
A maximum of 6 graduate credits may be transferred into degree programs with fewer than 45 credits. A maximum of 9 graduate credits may be transferred into degree programs with 45 credits or more.

Transfer courses must be applicable to the student’s current program of study and must have been completed at a regionally accredited graduate institution within the last six years with a grade of B or higher.

In order to transfer a course into a program, the student must complete a Course Authorization Form (available online at www.tcnj.edu/graduate), obtain the appropriate graduate coordinator approvals, and submit the form to Ms. Esther Ball, Office of Records and Registration, Green Hall 112.

Miscellaneous

15. What if I need to take a leave of absence, withdraw, or defer?

See the following sites:

<http://www.tcnj.edu/~recreg/faqs/registration.html>

<http://www.tcnj.edu/~recreg/withdrawal/index.html>

<http://www.tcnj.edu/~sfs/aid/refund.html>

Deferrals

Students who are planning to defer after acceptance must submit a request in writing to the Office of Graduate Studies via e-mail at graduate@tcnj.edu. Non-matriculants cannot defer their application. You must reapply to the desired term.

16. What if my name or address changes?

Address and name changes are not automatically updated with the submission of an application for graduate school.

Address Change –You may update your address on-line through PAWS. Please note that this will not change or update your residency status; you must complete the Residence Analysis Form with the Office of Records and Registration..

Name Change - You may go on-line to Records and Registration, forms, print out and complete the Change of Name form. You must attach a photocopy of a new Social Security Card, or Marriage license or other Legal document. You may present this in person or by fax or mail to the Office of Records and Registration. The photocopy of the document will not be returned.

17. What is RTC? What is PLS?

RTC

The College has established a partnership with the Regional Training Center. RTC provides high-quality graduate-level professional development courses for teachers at sites throughout New Jersey. All RTC courses carry graduate TCNJ credit in teacher education. A maximum of 6 credits may apply as elective credit for students matriculated into one of TCNJ's degree programs pending approval by your graduate program coordinator. For more information on professional development opportunities for teachers, please visit www.regionaltrainingcenter.org.

TCNJ has also established a Master of Education in Instruction, in conjunction with the Regional Training Center. For more information on this joint program, please see the FAQ for the TCNJ/RTC Master of Education in Instruction or visit www.tcnj.edu/~graduate/regional.html.

PLS

The College has established a global partnership with Performance Learning Systems. PLS provides high-quality, online, graduate-level professional development courses for teachers within our Graduate Global Programs. Currently, there are four PLS courses which may be taken for graduate credit at The College of New Jersey. For more information, please visit www.plsweb.com or contact intlasst@tcnj.edu.

18. Are there distance learning opportunities?

The College provides high-quality, online, graduate-level professional development courses in partnership with PLS for teachers within our Graduate Global Programs. (Please see above.) Currently, there are four PLS courses which may be taken for graduate credit at The College of New Jersey. For more information, please visit www.plsweb.com or contact intlasst@tcnj.edu.

19. Do you offer graduate housing?

Graduate housing is not available on campus. Students may visit the Residence Life website for information concerning off-campus housing. [_http://www.tcnj.edu/~reslife/assignments/offcampus.html](http://www.tcnj.edu/~reslife/assignments/offcampus.html)

25. How do I know whether I want to apply for a MEd. or a MAT degree?

Generally speaking, the MEd. is an advanced degree for people who are already certified teachers. The MAT is the correct choice for students seeking an initial teaching certification. The exception is the MEd in TESL which does lead to an initial teacher certification.

26. If accepted, is there an enrollment deposit?

- Matriculated students (other than RTCM and global) will be required to submit a \$100.00 enrollment deposit upon acceptance to secure their seat. This enrollment deposit is non-refundable, but will be entered as a credit toward the student's account.
- Payment should be made online through the URL provided in the acceptance letter. A check or money order payable to The College of New Jersey may be included with the offer acceptance form if you choose not to pay online. ((Please print applicant's name on the front of the check or money order.) Do not send cash.