GRADUATE APPLICATION
The College of Professional Studies

Admissions Requirements

Graduate programs at the university are designed to serve the working professional adult who seeks an alternative to traditional graduate work.

The university believes that working prior to the pursuit of a graduate degree helps the student attain considerable knowledge, maturity and discipline that is not common in younger students. These characteristics are deemed essential for successful completion of the program, and therefore, are part of the admissions requirements.

The basic admissions requirements for graduate programs at Indiana Tech are:

- A bachelor’s degree from an accredited institution
- Minimum undergraduate GPA of 2.5
- Minimum of two years of significant work experience
- Completion of the Graduate Division Application Package

If the applicant does not meet the minimum work experience, the following criteria can be substituted:

- Minimum undergraduate GPA of 2.5
- 200 times undergraduate GPA plus GMAT score must equal or exceed 1000 total points

Specific graduate programs may have additional requirements and/or prerequisite courses. Please consult your admissions representative for details.

Your admissions package will be reviewed by the academic staff of the university. Indiana Tech may permit students who do not fully meet the above requirements to start their program on a conditional basis. If admitted on a conditional basis, your acceptance letter will summarize the conditions that must be met for you to continue in your program of study.

Application Checklist

This application packet is your guide to getting started on earning a master’s degree at Indiana Tech.

All of the forms you need for the application process are included in this booklet. You also can find these forms online at IndianaTech.edu/Forms.

This checklist can help you stay on track with your goals.

☐ Complete the four-page application and return it with the $25 application fee to the campus at which you plan to take classes.

☐ Fill out the “Student Information” section of the Recommendation Forms and distribute them to the people who will write the recommendations. Please ask them to return the completed form in the postage paid envelope provided. Current and former employers, professors and colleagues are good sources for recommendations. Recommendations from family members are not acceptable.

☐ Use the Transcript Request Form to have official copies of your undergraduate transcripts sent to Indiana Tech. If you need additional forms, please photocopy the form.

☐ Complete the Payment Options Form before registering for your first class.

☐ Sign the Textbook Rental Agreement to indicate your understanding of Indiana Tech’s textbook policy.

The admissions committee will make a decision after all of the paperwork has been received.
Application for Admission
Graduate Division

Student Information

Full legal name: ____________________________
Last: ________________________ First: ____________ Middle: ___________ Maiden: ___________

Home address: ________________________________
Street:_____________________________________
City: ____________________________ State: ______ Zip: __________

Home phone: ____________________________ Cell phone: _________________ Work phone: _________________

Email address: ________________________________

Social Security #: ____________________________ Legal gender: □ Male □ Female

Place of birth: ____________________________ Date of birth: _________________

County of residence: __________________ Country of citizenship: ____________________________

Ethnicity/Race: Optional, will be used for statistical purposes only.

1. First please designate your ethnicity as:
□ Hispanic or Latino □ Not Hispanic or Latino

2. Then please indicate one or more races that apply among the following:
□ American Indian or Alaska Native
□ Asian
□ Black or African-American
□ Native Hawaiian or Other Pacific Islander
□ White

Academic Preferences

Preferred class location:
□ Elkhart □ Evansville □ Fishers □ Fort Wayne □ Greenwood □ Huntington
□ Indianapolis □ Jeffersonville □ Kendallville □ Louisville □ Mishawaka □ Munster
□ Northern Kentucky □ Warsaw □ Other class site ____________________________ □ Online

Preferred start date:
□ Session 1 (July) □ Session 2 (Sept.) □ Session 3 (Oct.) □ Session 4 (Dec.)
□ Session 5 (Feb.) □ Session 6 (March) □ Session 7 (May) □ Session 8 (June)

Please choose the degree program for which you are applying (note that not all degrees are available at all locations).

Master of Business Administration (MBA)
□ Accounting □ Health Care Management □ Human Resources
□ Management □ Marketing □ Master of Science in Engineering Management (MSE)
□ Master of Science in Information Systems (MSIS) □ Master of Science in Management (MSM)
□ Master of Science in Organizational Leadership (MSOL) □ Master of Science in Psychology
□ MBA/MSM Dual Degree □ MBA/MSE Dual Degree
Recommendations

You are required to submit three recommendations. At least one of these recommendations must come from your current employer. Other recommendations should come from either employers (current or former), former professors or other professionals who can testify to your ability and preparedness for graduate work. Recommendations from family members are not acceptable. Please list below the people who will be providing recommendations for you. Please list the individual's association with you (e.g., employer, former professor, civic association, etc.) in the space provided.

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<th>Name</th>
<th>Phone number</th>
<th>Association</th>
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Essay

Admissions guidelines for Indiana Tech's graduate programs require that an essay be submitted as part of the application. Please attach your essay as a separate sheet.

Essay Format
- 500 to 750 words
- Double-spaced, 12-point font
- APA style

Essay Topics
- If you are applying for the MBA program: Please answer the following question: What are your career goals for the next five years and how will an MBA from Indiana Tech assist you in attaining these goals?
- If you are applying for the MSM or MSE programs: Please write an essay describing (a) how you expect to handle the demands of earning a graduate degree while balancing work and family commitments, and (b) your expectations of the program.
- If you are applying for the MSOL program: Please write an essay that describes your personal leadership style and how it has shaped your career. The essay should include your expectations for the MSOL. Please note that the essay is one of the major components of the admission requirements.

Previous Education

List the colleges and universities you have attended as a full-time or part-time student. Admission to the Graduate Division of Indiana Tech requires you to have an earned bachelor's degree from an accredited institution. Attach additional sheet if necessary.

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<thead>
<tr>
<th>College/University</th>
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<th>Degree</th>
<th>Year</th>
<th>GPA</th>
<th>Major</th>
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You are required to provide Indiana Tech with transcripts from the college or university at which you earned your bachelor's degree. You also may be asked to provide transcripts from other institutions to aid in the admissions decision. Have you requested that transcripts be sent to Indiana Tech?  ☐ Yes  ☐ No

Students with less than two years of full-time work experience are required to take the GMAT (unless applying for the MSE or MSPSY).

Have you taken the GMAT?  ☐ No  ☐ Yes  Score: 

Did you request a copy of your score be sent to Indiana Tech?  ☐ Yes  ☐ No
Professional Work Experience (not required for MSE applicants)

Prepare a history of your work experience. Start with your current or most recent employer and work backward. Please attach additional sheets if necessary. Admissions guidelines for the Graduate Division require:

- **For the MBA and MSM programs**: Two years of professional work experience. Those without work experience are required to submit a Graduate Management Aptitude Test (GMAT) score.

- **For the MSOL program**: Three years of work experience with an increasing level of supervisory responsibilities.

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<th>Employer’s name:</th>
<th>Job title:</th>
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<th>City, state, zip:</th>
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<th>Employment dates:</th>
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Employer’s name:

Street address:

City, state, zip:

Employment dates:

Responsibilities:

Accomplishments:

Employer’s name:

Street address:

City, state, zip:

Employment dates:

Responsibilities:

Accomplishments:

Employer’s name:

Street address:

City, state, zip:

Employment dates:

Responsibilities:

Accomplishments:
Accomplishments

Please list any other professional licenses, certifications, accomplishments or contributions you may have made through other organizations, or volunteer work that you feel may aid the admissions committee in its decision making process. Attach additional sheets if necessary.

Financial Information

While it is the ultimate responsibility of each student to finance his or her own education, Indiana Tech will work with third parties to try to aid students in their quest for financial assistance. Please indicate which sources of financial aid you will be utilizing, so that we may better assist you.

☐ Employer tuition assistance ☐ Government student aid programs
☐ Veterans/Military benefits ☐ Student loans
☐ Job Works ☐ Other: ____________________________

If you are in need of financial aid, you can download the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov or you can contact the College of Professional Studies at 260.422.5561 or 800.288.1766. This form is required for all government aid and student loan programs. Visit us online at IndianaTech.edu/CPS for more information about the various aid programs or call the Financial Aid Office at 800.937.2448 or 260.422.5561, ext. 2334.

Non-Discrimination Policy

Indiana Tech admits students without regard to race, color, religious creed, sex (including pregnancy), age, marital status, sexual orientation, national origin, veteran status or any other classification protected by applicable discrimination laws, with all rights, privileges, programs and activities generally accorded or made available to students at the school. Indiana Tech does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), age, marital status, sexual orientation, national origin, veteran status or any other classification protected by applicable discrimination laws, in administration of its educational policies, admissions policies, scholarship, loan programs and athletic and other school administered programs. Indiana Tech will make reasonable accommodations for qualified individuals with a disability, if it can do so without undue hardship, so that such individuals can enjoy the same access to services, programs or activities as other non-disabled individuals.

Verification

I do hereby certify that:

■ All the information listed on this application is, to the best of my knowledge, accurate and truthful.
■ I understand the application fee is non-refundable.

Signature ____________________________ Date ________________

Please mail the completed application and $25 fee to the campus nearest you. If you have questions, call us at 800.288.1766 or visit us online at IndianaTech.edu/CPS.

Fort Wayne Campus
College of Professional Studies
1600 E. Washington Blvd.
Fort Wayne, IN 46803
260.422.5561
260.422.1518, fax

Indianapolis Campus
College of Professional Studies
3500 DePauw Blvd., Pyramid 3010
Indianapolis, IN 46268
317.466.2121
317.466.2124, fax

Elkhart Campus
College of Professional Studies
3333 Middlebury St.
Elkhart, IN 46516
574.296.7075
574.294.1334, fax

For Office Use Only

Check number: ___________ Credit card type: ___________ Registration: Y N
Start date: ___________ Accepted: ___________ Student ID number: ___________

Recommendation Form

Graduate Division

Student Information (to be completed by the applicant)

Name: Last First Middle Maiden

I, the applicant named above, understand that this recommendation will become part of my admissions file with Indiana Tech. As part of the file, I have the right to review this recommendation at my request. (Please check one of the boxes and sign below.)

☐ I waive my right to review this recommendation.
☐ I do not waive my right to review this recommendation.

Applicant’s signature ___________________________ Date ______

Recommendation (to be completed by the submitter)

The person whose name appears above has applied for admission to Indiana Tech’s Graduate Division. The applicant has asked you to testify to his or her preparedness for graduate study. Please assist the admissions committee by completing the following form and responding openly and honestly to the requested information. Please be advised that the applicant does have legal access to this information, unless he or she has waived that right (see above).

How long have you known the applicant?

Please describe your relationship with the applicant.

Please assess the applicant’s skill level in the following areas by marking the box that most closely approximates the competency of the applicant in comparison to the population.

<table>
<thead>
<tr>
<th>Skill Area</th>
<th>Top 5%</th>
<th>Top Quarter</th>
<th>2nd Quarter</th>
<th>Lower 50%</th>
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Verification

I do hereby certify that all the information listed on this recommendation is, to the best of my knowledge, accurate and truthful.

_________________________________________________________
Signature of submitter

_________________________________________________________
Date

_________________________________________________________
Name of submitter (please print)

_________________________________________________________
Daytime phone number

Title

Please return this form in the postage paid envelope provided. If you have questions, call us at 800.288.1766 or visit us online at IndianaTech.edu/CPS. Thank you for taking the time to provide the admissions committee with this information.

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Recommendation Form
Graduate Division

Student Information (to be completed by the applicant)

Name: ____________________________

Last First Middle Maiden

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☐ I do not waive my right to review this recommendation.

_________________________________________  ________________________
Applicant's signature              Date

Recommendation (to be completed by the submitter)

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Written Recommendation

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Verification

I do hereby certify that all the information listed on this recommendation is, to the best of my knowledge, accurate and truthful.

Signature of submitter ________________________________ Date __________

Name of submitter (please print) ________________________________ Daytime phone number __________

Title ________________________________

Please return this form in the postage paid envelope provided. If you have questions, call us at 800.288.1766 or visit us online at IndianaTech.edu/CPS. Thank you for taking the time to provide the admissions committee with this information.

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- [ ] I waive my right to review this recommendation.
- [ ] I do not waive my right to review this recommendation.

Applicant’s signature ____________________________ Date __________

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Verification

I do hereby certify that all the information listed on this recommendation is, to the best of my knowledge, accurate and truthful.

Signature of submitter ___________________________ Date ___________________________

Name of submitter (please print) ___________________________ Daytime phone number ___________________________

Title ___________________________

Please return this form in the postage paid envelope provided. If you have questions, call us at 800.288.1766 or visit us online at IndianaTech.edu/CPS. Thank you for taking the time to provide the admissions committee with this information.
Payment Options Form
College of Professional Studies

Student Information

Name (please print): ____________________________________________  Student ID #: __________________
Date of birth: ____________________________  Email address: ________________________________
Home phone: _______________________________  Work phone: ________________________________

Payment Options

Select ONE payment option.* Refer to the Payment Information Sheet to determine which option best fits your situation.

☐ Pre-pay  ☐ Financial aid (Date FAFSA filed _____________)  ☐ Direct billing (separate form needed)
☐ Voucher/Authorization form process (employer ________________________________)
☐ Deferment for employer assistance
☐ Post 9/11 GI Bill  ☐ VA Vocational Rehabilitation  ☐ Military Tuition Assistance

*Subject to approval by the Business Office. You will be contacted if another option is required.

Deferment Information (complete this section only if choosing Deferment for Employer Assistance)

Employer ____________________________________________  Phone ________________________________
Employer contact person ________________________________  Annual employer assistance amount __________
Description of reimbursement policy ________________________________

I understand and agree that:
• I alone am fully responsible for full payment of all tuition, fees and books by the indicated due date, regardless of whether or not I receive payment from my employer. It is my responsibility to provide all necessary information (including grades) to my employer according to their policy regarding reimbursement.
• The university may contact my employer to determine whether I am eligible for the indicated tuition reimbursement.
• Any balance outstanding after the indicated due date will incur a late fee of $50 in addition to the monthly late charges.
• I will not be permitted to register while I have a past due balance and any current registrations may be canceled.
• I have read and accepted this agreement and understand this form must be filed each academic year.

Verification

I, ____________________________________________, have elected to pay for my tuition as selected above. I understand that my account is my responsibility, regardless of whether or not I receive payment from my employer or other financial assistance and I agree to follow Indiana Tech’s payment policies. I understand that in the event my account is more than 30 days past due I will be assessed 1.5 percent late charges per month or 18 percent per year on the past due balance. Due to lack of payment, the university may give my account to an outside agency to seek restitution. Furthermore, in the event the university has to incur any expenses collecting this account, I agree to pay all the costs of collection. This includes, but is not limited to, collection agency fees, court costs, and/or any reasonable attorney fees. I authorize the university to release financial information about my account to those involved with collecting the balance due.

Signature ________________________________  Date __________________

Contact Information

Phone: 888.832.4742  Email: BusinessOffice@IndianaTech.edu  Fax: 260.420.8211

Please keep a copy of this form for your personal records.
Payment Options Form
College of Professional Studies

Payment Options

Each College of Professional Studies student must complete the Payment Options Form. This gives the Business Office the information needed to process your tuition account. Please read the details below for a description of each option.

1. Pre-pay: Students using this payment method may register for a full semester of courses; however, courses not paid at the time of registration will be coded “pre-registered.” The student is responsible for ensuring that payment is received by the Business Office by the registration deadline. Payments may be made by check, money order, cashier’s check or credit card. Students may make a payment by credit card at our website, IndianaTech.edu.

2. Financial Aid: Students using financial aid to pay for their tuition are responsible for ensuring that all proper paperwork is completed in a timely manner. A FAFSA must be on file with our financial aid office BEFORE registration. Students whose aid does not cover the entire tuition charges must make sufficient arrangements with the Business Office. Students who do not qualify for aid or their aid is canceled for any reason will be required to pay their account in full and provide a new Payment Option Form for future courses.

3. Direct Billing: Some employers may wish to have their employees’ tuition billed directly. Students should contact their admissions representative or the Business Office for more information.

4. Voucher/Authorization Process: Students whose employer uses a voucher system will choose this option. Vouchers are an approval for each course obtained by the student from the employer. The voucher or authorization form is due to the Business Office by the registration deadline of each session.

5. Deferment for Employer Assistance: Students who receive tuition assistance from their employer must complete the deferment section of the Payment Option Form. These students qualify to defer the tuition for 45 days after the end of the session. If the tuition is not received by the scheduled due date, the credit card provided will be automatically charged. Those who do not have a credit card will need to choose to prepay or choose the automatic payment through a checking or savings account. Students who receive assistance through the Veterans Administration will use this option.

6. Post-9/11 GI Bill® (Chapter 33)

7. VA Vocational Rehabilitation: (Chapter 31)

8. Military Tuition Assistance: Students utilizing Army, Navy, Air Force, or Marine Corps tuition assistance.

Due Dates for Deferred Tuition Payments (Academic Year 2016-2017)

<table>
<thead>
<tr>
<th>Session</th>
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<th>Graduate</th>
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<td>Session</td>
<td>Registration Deadline</td>
<td>Due Date</td>
<td>Term</td>
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<tr>
<td>Session 1</td>
<td>July 15, 2016</td>
<td>Oct. 11, 2016</td>
<td>1</td>
<td>July 15, 2016</td>
<td>Oct. 18, 2016</td>
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<td>March 24, 2017</td>
<td>June 20, 2017</td>
<td>7</td>
<td>April 21, 2017</td>
<td>July 25, 2017</td>
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<td>9</td>
<td>June 2, 2017</td>
<td>Aug. 29, 2017</td>
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Contact Information

Phone: 888.832.4742  Email: BusinessOffice@IndianaTech.edu  Fax: 260.420.8211
Textbook Policy

Indiana Tech issues textbook(s) to students on a rental basis. All textbook(s) must be returned to Indiana Tech in good condition or the student will be billed for the damaged textbook(s).

Textbook(s) will be shipped as early as two weeks before the start of a session. If a student fails to change his/her address with Indiana Tech before his/her book is shipped, he/she will be responsible for the book.

All textbook(s) must be returned no later than two weeks after the class ends. No books will be accepted for return after that time and the student will be billed for the book(s). Students have six months from the date a book charge is placed on an account to dispute the charge. No charges will be removed after that time.

All textbook(s) are eligible for purchase by Indiana Tech students if they so wish to purchase them for future reference.

Verification

I certify that I have read and understand the textbook policy above.

Last name: ___________________________________________ First name: ___________________________________________

Student ID #: _______________________________________

Signature: ___________________________________________ Date: ___________________________________________
Note to the student:

This form is provided as a service to our students to aid them in obtaining transcripts from other institutions (e.g., high schools, colleges, universities, etc.). Complete this form and mail it with any necessary fee to the institution from which you are requesting a transcript. **Do not send this form to Indiana Tech.** Most institutions have a nominal fee for this service, and you should call the institution prior to sending them this request. Please photocopy this form as necessary.

We also accept official electronic transcripts. The e-transcript must be certified as official, and sent directly from the issuing institution. Official e-transcripts should sent too: Transcript@IndianaTech.edu.

**Personal Information (to be completed by the student)**

Name:

<table>
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<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Maiden</th>
</tr>
</thead>
</table>

Home address:

- Street
- City  State  Zip

Home phone: ___________________________  Business phone: ___________________________

Date of birth: _______________________  Place of birth: ___________________________

Social Security #: ____________________  Date of graduation or last attendance: __________

To the Registrar:

Please forward a copy of my academic transcript to the following institution:

**Indiana Tech**  
**Office of the Registrar**  
1600 E. Washington Blvd.  
Fort Wayne, IN 46803

Official e-transcripts should sent too: Transcript@IndianaTech.edu.

Enclosed with this form, you will find the necessary transcript fee. Thank you.

Student signature (required)  
Date