



## College of Professional Studies and Advancement (CPSA) ADMISSION REQUIREMENTS CHECKLIST

### GENERAL REQUIREMENTS

All applicants to a CPSA graduate program must satisfy the following:

- Complete application, available at [www.nl.edu/applyonline](http://www.nl.edu/applyonline)
- Official transcripts from all institutions where a degree was earned. Official E-transcripts are acceptable and must be sent directly from the issuing institution to [admissions@nl.edu](mailto:admissions@nl.edu)
  - o A bachelor's degree from a regionally accredited institution must be verified
- Professional Resume

### INTERNATIONAL STUDENTS

- Proof of English language proficiency is required if English is not the applicant's native language and/or high school degree was earned outside of the United States. Please submit official scores from one of the University-approved examinations listed at [www.nl.edu/elp](http://www.nl.edu/elp)
- Foreign transcripts must be translated and evaluated by one of the approved agencies listed at [www.nl.edu/foreigncredential](http://www.nl.edu/foreigncredential)

### ADDITIONAL PROGRAM SPECIFIC ADMISSION REQUIREMENTS

In addition to the NLU general admission requirements for CPSA graduate programs, applicants must also satisfy requirements specific for each of the following programs:

#### SCHOOL OF BUSINESS AND MANAGEMENT

##### Master of Business Administration

- o Official transcripts from all institutions where a degree was earned and from all institutions for the last 60 semester credit hours/90 quarter credit hours of undergraduate coursework.
- o Official Criterion Online Writing Assessment scores (taken within the last five years). Please visit [www.nl.edu/lls](http://www.nl.edu/lls) for test information
  - Waived for applicants with a 3.0 or higher GPA and for applicants who hold a graduate degree from a regionally accredited institution
- o Written statement of academic and professional goals (750–1000 words):
  - Why have you decided to apply to NLU?
  - How will earning a graduate business degree help you to fulfill your personal goals and career goals?
  - What are your greatest strengths, and how will they contribute to your success in a graduate business program?
  - What specific professional accomplishment has given you the most satisfaction? Why?
  - NLU's graduate business programs place focus on leadership. Please give an opinion about the role of leaders in contemporary work organizations. For example, what do you view as the characteristics of effective organizational leaders?
  - NLU's graduate business programs are designed as an interactive experience where participants learn from each other. How will your life experiences contribute to the learning of your classmates?
- o List of 3 references including name, title and contact information

- Waived for applicants with a 3.0 or higher GPA and for applicants who hold a graduate degree from a regionally accredited institution.

o Faculty Review

##### Master of Science in Human Resources Management and Development

- o Official transcripts from all institutions where a degree was earned and from all institutions for the last 60 semester credit hours/90 quarter credit hours of undergraduate coursework.
- o Official Criterion Online Writing Assessment scores (taken within the last five years). Please visit [www.nl.edu/lls](http://www.nl.edu/lls) for test information
  - Waived for applicants with a 3.0 or higher GPA and for applicants who hold a graduate degree from a regionally accredited institution.
- o Written statement of academic and professional goals (750-1000 words):
  - Why have you decided to apply to NLU?
  - How will earning a graduate business degree help you to fulfill your personal goals and career goals?
  - What are your greatest strengths, and how will they contribute to your success in a graduate business program?
  - What specific professional accomplishment has given you the most satisfaction? Why?
  - NLU's graduate business programs place focus on leadership. Please give an opinion about the role of leaders in contemporary work organizations. For example, what do you view as the characteristics of effective organizational leaders?
  - NLU's graduate business programs are designed as an interactive experience where participants learn from each other. How will your life experiences contribute to the learning of your classmates?
- o List of 3 references including name, title and contact information
  - Waived for applicants with a 3.0 or higher GPA and for applicants who hold a graduate degree from a regionally accredited institution.
- o Faculty Review

##### Master of Science in Written Communications

- o Watson-Glaser Critical Thinking Appraisal
  - Waived for applicants with a 3.0 or higher GPA or for applicants who hold a graduate degree from a regionally accredited institution
- o List of 3 references including name, title and contact information
  - Waived for applicants with a 3.0 or higher GPA and for applicants who hold a graduate degree from a regionally accredited institution
- o Written statement of academic and professional goals. This statement is one of the criteria used to evaluate your application. Present your reasons for selecting the certificate/degree program to which you are applying. Reasons should include career goals and specific indications of how the program of study will help you realize these goals.
- o Faculty interview (includes impromptu essay)

## SCHOOL OF HEALTH AND HUMAN SERVICES

### □ Master of Science in Clinical Mental Health Counseling/ Master of Science in School Counseling

- o 3 letters of recommendation, written by individuals who know you from an academic or professional perspective and are able to comment on your capacity for undertaking graduate studies. Recommendation letters should be emailed from the recommender's professional or academic email account to [admissions@nl.edu](mailto:admissions@nl.edu). Recommenders should include the following information in their letters:
  - How long the recommender has known the applicant and in what capacity
  - An assessment of the applicant's academic background and their likelihood of success in a graduate program
  - An assessment of the applicant's maturity, work ethic, and openness to feedback
  - An assessment of the applicant's experience with and/or specialized skills related to the field of Counseling
- o A written statement of academic and professional goals must address the following:
  - Reasons for choosing NLU
  - Career goals
  - Your understanding of the program you are applying to and how it fits with your career goals
  - What qualities you possess that will be an asset to you in the field of counseling
- o A Human Services essay, responding to the following questions:
  - What is your understanding of the counseling profession?
  - How would you describe your skills in relating to people?
  - How has your family of origin impacted your decision in choosing counseling as your profession?
  - Under what circumstances would you seek counseling services?
  - Also, please answer one of the following sets of questions:
    - Who would you say was one of the most influential people in your life? How do you feel this person has impacted who you are today?
    - If asked by someone who knows you, how would they describe you as a person? Does that fit with how you see yourself?
- o The Watson Glaser Critical Thinking Appraisal (scores may not be older than five years). Please visit [www.nl.edu/lls](http://www.nl.edu/lls) for test information
- o School Counselor licensure applicants must also have a passing score of the Test of Academic Proficiency (TAP) or ISBE-approved alternative. For details on the TAP visit [www.il.nesinc.com](http://www.il.nesinc.com), for ACT/SAT TAP waiver information visit [www.nl.edu/ILTAP](http://www.nl.edu/ILTAP)
- o Faculty review and interview

### □ Master of Health Services Administration

- o Official Criterion Online Writing Assessment Scores (taken within the last five years). Please visit [nl.edu/lls](http://nl.edu/lls) for test information
  - Waived for applicants with a 3.0 or higher GPA and for applicants who hold a graduate degree from a regionally accredited institution
- o List of 3 references including name, title and contact information
  - Waived for applicants with a 3.0 or higher GPA and for applicants who hold a graduate degree from a regionally accredited institution
- o Graduate Work Experience form available at [www.nl.edu/cpsagraduateworkexperienceform](http://www.nl.edu/cpsagraduateworkexperienceform)
- o Written statement of academic and professional goals. This statement is one of the criteria used to evaluate your application. Present your reasons for selecting the certificate/degree program to which you are applying. Reasons should include career goals and specific indications of how the program of study will help you realize these goals.
- o Faculty Review

## SCHOOL OF SOCIAL AND BEHAVIORAL SCIENCES

### □ Master of Arts in Psychology

- o Criterion Online Writing Assessment official test scores (scores may not be older than five years) or a professional writing sample, such as a baccalaureate capstone paper or final paper for an upper-level undergraduate course, inclusive of cover page, references, and appendices, if any.
  - Waived for applicants who hold a graduate degree from a regionally accredited institution. Please visit [www.nl.edu/lls](http://www.nl.edu/lls) for test information
- o A minimum of 2 professional letters of recommendation, written by individuals who know you from an academic or professional perspective and are able to comment on your capacity for undertaking graduate studies. Recommendation letters should be emailed from the recommender's professional or academic email account to [admissions@nl.edu](mailto:admissions@nl.edu). Recommenders should include the following information in their letters:
  - How long the recommender has known the applicant and in what capacity
  - An assessment of the applicant's academic background and their likelihood of success in a graduate program
  - An assessment of the applicant's maturity, work ethic and openness to feedback
  - An assessment of the applicant's experience with and/or specialized skills related to the field of Psychology
- o Written statement of academic and professional goals responding to questions as established and periodically revised by the faculty:

This statement is one of the criteria used to evaluate your application. In approximately 250-500 words, discuss your reasons for selecting the Psychology or related Certificate program, including your career goals and specific indications of how the program of study will help you realize these goals.
- o Faculty review

## □ Master of Public Administration

- A minimum of 2 professional letters of recommendation, written by individuals who know you from an academic or professional perspective and are able to comment on your capacity for undertaking graduate studies. Recommendation letters should be emailed from the recommender's professional or academic email account to [admissions@nl.edu](mailto:admissions@nl.edu). Recommenders should include the following information in their letters:
  - How long the recommender has known the applicant and in what capacity
  - An assessment of the applicant's academic background and their likelihood of success in a graduate program
  - An assessment of the applicant's maturity, work ethic and openness to feedback
  - An assessment of the applicant's experience with and/or specialized skills related to the field of Public Administration
- Written statement of academic and professional goals. This statement is one of the criteria used to evaluate your application. Present your reasons for selecting the certificate/degree program to which you are applying. Reasons should include career goals and specific indications of how the program of study will help you realize these goals.
- Faculty Review

## □ Master of Science in Applied Behavior Analysis

- A minimum of 2 professional letters of recommendation, written by individuals who know you from an academic or professional perspective and are able to comment on your capacity for undertaking graduate studies. Recommendation letters should be emailed from the recommender's professional or academic email account to [admissions@nl.edu](mailto:admissions@nl.edu). Recommenders should include the following information in their letters:
  - How long the recommender has known the applicant and in what capacity
  - An assessment of the applicant's academic background and their likelihood of success in a graduate program
  - An assessment of the applicant's maturity, work ethic and openness to feedback
  - An assessment of the applicant's experience with and/or specialized skills related to the field of Applied Behavior Analysis
- A written statement of academic and professional goals. Please limit your response to no more than 500 words (two double-spaced pages or less)
  - Describe the reasons for applying to the Master of Science (M.S.) program in Applied Behavior Analysis (ABA)
  - What are your career goals, and how would this program of study help you realize these goals?
  - In what ways do you hope to contribute to the field of Applied Behavior Analysis?

- A multi-question essay, responding to the questions established and periodically revised by the faculty. This essay is intended to assess the student's writing skills, critical thinking skills, and their understanding of behavior analysis as a science
  - Please read the attached article and respond to the questions below. Please limit your response to no more than 500 words (two double-spaced pages or less)
    - Skinner, B. F. (1951). How to teach animals. *Scientific American*, 185(12), 26-29. Retrieved from [www1.appstate.edu/~kms/classes/psy5300/Documents/Skinner1951.pdf](http://www1.appstate.edu/~kms/classes/psy5300/Documents/Skinner1951.pdf)
    - Based on the argument presented in the article (Skinner, 1951), is teaching an art or a science?
    - Can you scientifically analyze learning?
    - What are the pros and cons of taking a scientific approach to teaching and learning?
- Faculty Review

## □ Education Specialist in Applied Behavior Analysis

- A minimum of two professional letters of recommendation, written by individuals who know you from an academic or professional perspective and are able to comment on your capacity for undertaking graduate studies. Recommendation letters should be emailed from the recommender's professional or academic email account to [admissions@nl.edu](mailto:admissions@nl.edu). Recommenders should include the following information in their letters:
  - How long the recommender has known the applicant and in what capacity
  - An assessment of the applicant's academic background and their likelihood of success in a graduate program
  - An assessment of the applicant's maturity, work ethic and openness to feedback
  - An assessment of the applicant's experience with and/or specialized skills related to the field of Applied Behavior Analysis
  - A written statement of academic and professional goals. Please limit your response to no more than 500 words (two double-spaced pages or less)
    - Describe the reasons for applying to the Education Specialist (Ed.S.) program in Applied Behavior Analysis (ABA)
    - What are your career goals, and how would this program of study help you realize these goals?
    - How is this field of study related to your previous graduate training?
- A multi-question essay, responding to the questions established and periodically revised by the faculty. This essay is intended to assess the student's writing skills, critical thinking skills, and their understanding of behavior analysis as a science
  - Please read the attached article and respond to the questions below. Please limit your response to no more than 500 words (two double-spaced pages or less)
    - Skinner, B. F. (1951). How to teach animals. *Scientific American*, 185(12), 26-29. Retrieved from [www1.appstate.edu/~kms/classes/psy5300/Documents/Skinner1951.pdf](http://www1.appstate.edu/~kms/classes/psy5300/Documents/Skinner1951.pdf)
    - Based on the argument presented in the article (Skinner, 1951), is teaching an art or a science?
    - Can you scientifically analyze learning?
    - What are the pros and cons of taking a scientific approach to teaching and learning?
- Faculty Review

## □ Master of Science in Human Services Management

- A minimum of 2 professional letters of recommendation, written by individuals who know you from an academic or professional perspective and are able to comment on your capacity for undertaking graduate studies. Recommendation letters should be emailed from the recommender's professional or academic email account to [admissions@nl.edu](mailto:admissions@nl.edu). Recommenders should include the following information in their letters:
  - How long the recommender has known the applicant and in what capacity
  - An assessment of the applicant's academic background and their likelihood of success in a graduate program
  - An assessment of the applicant's maturity, work ethic and openness to feedback
  - An assessment of the applicant's experience with and/or specialized skills related to the field of Human Services Management
  - If already working in the Human Services field, at least one letters of recommendation should be from an executive level manager of a Human Service agency
- Written statement of academic and professional goals. Please limit your response to no more than 750 words (three double-spaced pages or less)
  - Describe the reasons for applying to the NLU Master of Science (M.S.) program in Human Service Management (HSM)
  - What are your career goals?
  - How would this program of study help you realize these goals?
  - In what ways do you hope to contribute to the field of Human Service Management?
- Faculty Review

## □ Master of Science in Industrial and Organizational Psychology

- Official Criterion Online Writing Assessment scores (taken within the last 5 years). Please visit [www.nl.edu/lls](http://www.nl.edu/lls) for test information
  - Waived for applicants with a 3.0 or higher GPA and for applicants who hold a graduate degree from a regionally accredited institution.
- All applicants to program must submit sufficient transcripts to allow for a GPA calculation based upon the last 60 SH (or 90 QH) of undergraduate work toward a degree. Additional transcripts that show completion of course prerequisites must be submitted if such courses are not included in the last 60 SH (or 90 QH) of work shown on required transcripts.
- Prior coursework
  - One undergraduate or graduate course in General/ Introductory Psychology with a grade of C or higher
  - One undergraduate or graduate course in Statistics with a grade of C or higher
  - One undergraduate or graduate course in Research Methods with a grade of C or higher. Research Methods courses from various disciplines, such as psychology, social sciences, business, and education, are generally acceptable.
  - Students who have not completed all of the prerequisite courses may be admitted to the program on a provisional basis. Such students will be required to complete the prerequisite undergraduate courses prior to progressing to graduate courses required in the program.

- List of 3 references including name, title and contact information
  - Waived for applicants with a 3.0 or higher GPA and for applicants who hold a graduate degree from a regionally accredited institution.
- Written statement of academic and professional goals. This statement is one of the criteria used to evaluate your application. Present your reasons for selecting the certificate/ degree program to which you are applying. Reasons should include career goals and specific indications of how the program of study will help you realize these goals.
- Faculty Review

## FINANCIAL AID (OPTIONAL)

- Fill out FAFSA form (school code 001733)
- Paper application takes 4–6 weeks to process
- Online ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) application takes 2–3 weeks to process
- Students must be fully admitted to be eligible for financial aid
- The financial aid year is July 1–June 30. You MUST complete a new application for each year you wish to be eligible for aid