



GRADUATE APPLICATION

INDIANA**TECH**

CPS.IndianaTech.edu/Apply



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, which are 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
- Completion of the Graduate Division Application Package

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.

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

- Complete the application and return it to the campus where you plan to take classes.
- 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 or visit Registrar.IndianaTech.edu/Forms.
- 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 Undeclared

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

Military Service:

1. Are you currently serving in the US military? Yes No

If yes, which branch?

Air Force Air Force Reserve Air National Guard Army
 Army National Guard Army Reserve Coast Guard Coast Guard Reserve
 Marine Corps Marine Corps Reserve Navy Navy Reserve

2. Are you a veteran of the US armed forces? Yes No

If yes, which branch?

Air Force Army Coast Guard Marine Corps Navy

3. Are you the spouse of a US service member or veteran? Yes No

4. Are you a current **civilian** employee of the US Department of Defense? Yes No

ACADEMIC PREFERENCES

Preferred class location:

Fort Wayne Indianapolis Online

Preferred start date:

- Session 1 (July) Session 2 (September) Session 3 (October) Session 4 (November)
- Session 5 (January) Session 6 (March) Session 7 (April) Session 8 (June)

Please choose which degree you will pursue from the list below (note that not all degrees are available at all locations)

- | | |
|--|---|
| Master of Business Administration (MBA) <ul style="list-style-type: none"> <input type="checkbox"/> Accounting <input type="checkbox"/> Business Analytics <input type="checkbox"/> Health Care Management <input type="checkbox"/> Human Resources <input type="checkbox"/> Management <input type="checkbox"/> Marketing <input type="checkbox"/> Professional Studies <input type="checkbox"/> Project Management | <ul style="list-style-type: none"> <input type="checkbox"/> Master of Science in Engineering Management (MSE) <input type="checkbox"/> Information Systems <input type="checkbox"/> Master of Science in Management (MSM) <input type="checkbox"/> Master of Science in Organizational Leadership (MSOL) <input type="checkbox"/> Master of Science in Psychology <input type="checkbox"/> MBA/MSM Dual Degree <input type="checkbox"/> MBA/MSE Dual Degree <input type="checkbox"/> Graduate Certificate: _____ |
|--|---|

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 earned a bachelor’s degree from an accredited institution. Attach additional sheet if necessary.

College/University	Name while attending	Degree	Year	GPA	Major

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

ESSAY (MSOL APPLICANTS ONLY)

Admissions guidelines for Indiana Tech’s MSOL graduate program requires 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 Topic

- 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.

PROFESSIONAL WORK EXPERIENCE (NOT REQUIRED FOR MSE APPLICANTS)

Provide 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:

Employer's name: _____ Job title: _____

Street address: _____

City, state, ZIP: _____

Employment dates: _____ Phone number: _____

Responsibilities: _____

Accomplishments: _____

Employer's name: _____ Job title: _____

Street address: _____

City, state, ZIP: _____

Employment dates: _____ Phone number: _____

Responsibilities: _____

Accomplishments: _____

Employer's name: _____ Job title: _____

Street address: _____

City, state, ZIP: _____

Employment dates: _____ Phone number: _____

Responsibilities: _____

Accomplishments: _____

ACCOMPLISHMENTS

On a separate sheet, please provide 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 process.

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 Job Works Student loans
 Veterans/Military benefits Government student aid programs Other: _____

If you are in need of financial aid, you can complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov or you can contact the College of Professional Studies at 800.288.1766. This form is required for all government aid and student loan programs. Visit us online at CPS.IndianaTech.edu 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.

SELF-DISCLOSURE OF DISABILITY

Applicants who wish to receive information about auxiliary aids or services, other accommodations or assistance from Indiana Tech Disability Services are invited to disclose their disability at the time of application. You may choose to disclose a disability to us at any time.

When Disability Services receives your self-disclosure, you will be contacted by Indiana Tech's disability coordinator to begin the accommodations request process. Documentation from a professional regarding your disability is required. If you decide to request services related to a disability, we must have documentation of your disability on file. For more information, please visit StudentSuccess.IndianaTech.edu/Disabilities.

VERIFICATION

I do hereby certify that:

- All the information listed on this application is, to the best of my knowledge, accurate and truthful.

Signature

Date

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

Fort Wayne
College of Profession Studies
1600 E. Washington Blvd.
Fort Wayne, IN 46803
p: 260.422.5561
f: 260.422.1518

Elkhart
College of Profession Studies
881 Parkway Avenue, Suite 100
Elkhart, IN 46516
p: 574.296.7075
f: 574.296.1334

Indianapolis
College of Profession Studies
3500 DePauw Blvd. Pyramid 3010
Indianapolis, IN 46268
p: 317.466.2121
f: 317.466.2124

For Office Use Only

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

PAYMENT OPTIONS FORM

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 a \$50 late charge per month 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

TUITION POLICY FORCE MAJEURE EVENTS

Indiana Tech may terminate or temporarily suspend performance of any part of this Contract, without notice, in the event Indiana Tech’s obligations and/or duties under this Contract are prevented or delayed, either directly or indirectly, by consequence of a Force Majeure Event. A Force Majeure Event means a cause or event beyond the reasonable control of Indiana Tech, including, but not limited to, an act of God, natural disaster, act of war, act of terrorism, or act of the public enemy; national emergency, moratorium, riot, public protest, or demonstration; flood, tidal wave, fire, explosion, bomb detonation, nuclear fallout, windstorm, tornado, hurricane, sinkhole, earthquake, or other casualty, disaster, or catastrophe; epidemic, pandemic or other infectious disease, or other similar causes; any existing or future laws or acts of the Federal or any state government (including specifically, but not exclusively, any orders, rules or regulations issued by any official or agency of any such government) resulting in a complete or partial shutdown; or any other cause or causes (whether or not similar in nature to any of those specified above) beyond Indiana Tech’s reasonable control, irrespective of whether such contingency is specified herein or is presently occurring or anticipated.

In the case of a Force Majeure event, Indiana Tech reserves the right to determine how and by what method educational instruction will be provided to the student. Educational instruction may be provided through methods consistent with Indiana Tech’s philosophy, as practicable under the circumstances, and at locations removed from the regular instructional rooms or buildings, including virtual instruction. Indiana Tech assumes no responsibility or liability for failure to perform any terms or conditions of this Contract due to circumstances beyond its control. No refund, recompense, or compensation is provided for tuition of fees and/or financial aid in the event Indiana Tech must change its method of instruction, suspend or close due to a Force Majeure Event, nor retribution for discomfort. Indiana Tech shall not be responsible for any failure to provide educational programs or instruction in the event Force Majeure conditions exist. In such event, Indiana Tech shall not be obligated to refund any amount the student already paid pursuant to the Contract. Nothing in this Contract shall be construed to relieve the student of his/her payment obligations under this Contract, or waive any right or claim of Indiana Tech for payment under the terms of this Contract.

This Agreement shall be interpreted, enforced, and governed under the laws of Indiana. This Agreement shall in all respects be interpreted, enforced and governed by and under the laws of the State of Indiana, without regard to choice of law principles. Should any arbitrator or court of competent jurisdiction declare any provision of this Agreement unenforceable, all other provision of this Agreement shall not be affected and will remain enforceable.

DUE DATES FOR DEFERRED TUITION PAYMENTS (ACADEMIC YEAR 2020/2021)

Undergraduate and Graduate			Ph.D. Program		
Session	Registration Deadline	Due Date	Term	Registration Deadline	Due Date
1	Jul. 17, 2020	Oct. 20, 2020	Fall 1	Aug. 7, 2020	Nov. 24, 2020
2	Aug. 28, 2020	Dec. 1, 2020	Fall 2	Oct. 9, 2020	Jan. 26, 2021
3	Oct. 9, 2020	Jan. 12, 2021	Spring 1	Dec. 28, 2020	Apr. 13, 2021
4	Nov. 20, 2020	Mar. 9, 2021	Spring 2	Feb. 26, 2021	Jun. 15, 2021
5	Jan. 22, 2020	Apr. 27, 2021	Summer 1	Apr. 30, 2021	Aug. 4, 2021
6	Feb. 5, 2021	June 8, 2021	Summer 2	Apr. 30, 2021	Aug. 18, 2021
7	Apr. 16, 2021	July. 20, 2021	Summer 3	June 18, 2021	Sept. 21, 2021
8	May 28, 2021	Aug. 24, 2021			

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.

TEXTBOOK RENTAL AGREEMENT COLLEGE OF PROFESSIONAL STUDIES

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.

VERIFICATION

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

Last name: _____ First name: _____

Student ID #: _____

Signature: _____ Date: _____

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TRANSCRIPT REQUEST FORM

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 to: Registrar@IndianaTech.edu.

PERSONAL INFORMATION (TO BE COMPLETED BY THE STUDENT)

Full legal name: _____
Last First Middle Maiden

Home address: _____
Street

_____ City State ZIP

Home phone: _____ Cell phone: _____ Work phone: _____

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 to: Registrar@IndianaTech.edu.

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

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Indiana Tech will help you go further with 45-plus quality degree programs. Our class schedules allow you to make rapid progress toward an affordable degree, taking one class at a time—either online or at one of our regional locations.

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800.288.1766

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