



Education/Special Education Department  
 6800 Wydown Boulevard  
 St. Louis, Missouri 63105-3098  
 (314) 889-1430  
 fax (314) 719-8002  
 www.fontbonne.edu

James R. Muskopf, Ed. D.  
 Director, Master of Arts in Education  
 Room 235 East Building  
 (314) 719-4536  
 jmuskopf@fontbonne.edu

**Application for Graduate Study**  
**Master of Arts in Education: The Teaching of Writing across the Curriculum**

Send completed application, \$25 non-refundable fee (payable to Fontbonne University), and proof of a baccalaureate degree from an accredited four-year college or university to the program director.

Please Print

Name \_\_\_\_\_ Maiden name \_\_\_\_\_ SSN \_\_\_\_\_

Local address \_\_\_\_\_  
Street City State Zip Code

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Business phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Place of employment \_\_\_\_\_

School district, if applicable \_\_\_\_\_

Are you a citizen of the United States?  Yes  No      If no, are you a permanent resident?  Yes  No

If no, what is your country of citizenship? \_\_\_\_\_

If no, what is your country of birth? \_\_\_\_\_

Have you previously applied to or attended Fontbonne University?  Yes  No

If yes, please indicate date(s)? \_\_\_\_\_

**ENROLLMENT INFORMATION**

Projected Semester/ Term of enrollment  Summer 20\_\_\_\_  Fall 20\_\_\_\_  Spring 20\_\_\_\_

How did you learn about this master's program? \_\_\_\_\_

Enrollment Status:  Full-time student  Part-time student

**List All Colleges and Universities Attended**

<u>College or University</u>	<u>Dates Attended</u>	<u>Degree Received</u>	<u>GPA*</u>
------------------------------	-----------------------	------------------------	-------------

---



---

College or University

Dates Attended

Degree Received

GPA\*

\*A minimum undergraduate GPA of 3.0 is required for unrestricted admission.

I wish to request an application for transfer of graduate credit previously earned at another college/university (limit of 6 hours).

**SELF STATEMENT**

A self-statement is required with your application for admission. Please use this as an opportunity to tell us about your academic achievements, work experience, reason for pursuing graduate study, and personal and professional goals. Please use a separate sheet and enclose with your completed application. (Limit of 300 – 500 words.)

**INTERNATIONAL APPLICANT**

The United States Immigration and Naturalization Service requires that we collect the following data from our international students:

Gender \_\_\_\_\_ Marital Status \_\_\_\_\_ Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(month) (day) (year)

Immigration Status (visa status: i.e. F -1, F-2, H-1b) \_\_\_\_\_

International Address \_\_\_\_\_

English proficiency (TOEFL scores) \_\_\_\_\_ GMAT/GRE Scores \_\_\_\_\_

Fontbonne University does not discriminate on the basis of race, color, religion, age, gender, sexual orientation, national or ethnic origin, or disability in employment or in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs. Furthermore, Fontbonne University prohibits retaliation against anyone who either opposes unlawful discrimination, assists or participates in an investigation of a complaint of discrimination, or exercises his or her rights under any law that forbids employment discrimination. The Fontbonne University coordinator for Title IX and Section 504 of the Rehabilitation Act of 1973 and the EEOC coordinator for other laws and regulations prohibiting discrimination: Vice President for Finance and Administration, Fontbonne University, 6800 Wydown Boulevard, St. Louis, MO 63105, phone: (314) 710-8007, fax: (314) 719-8023. If the allegations of discrimination or retaliation allege involvement of the Vice President for Finance and Administration, then notification of the complaint shall be made to the University President. The University will thoroughly and promptly investigate all complaints and take corrective or disciplinary action when appropriate. Fontbonne University complies with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380 as amended.

Race \_\_\_\_\_ Gender \_\_\_\_\_ Religion \_\_\_\_\_(optional)

Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(month) (day) (year) Place of Birth \_\_\_\_\_(optional)

**I CERTIFY THAT THE INFORMATION I HAVE GIVEN IN THIS APPLICATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**In order to advance to degree-seeking status, the following must be forwarded to the MAED director prior to the completion of 12 credit hours:**

- 1. Official transcripts from every college or university attended**
- 2. Three letters of recommendation, one of which is from a supervisor or recent academic advisor**
- 3. Letter of self-statement**

**PLEASE SEND ONE SEALED COPY OF MY TRANSCRIPTS TO:**

James R.Muskopf, Ed.D  
Director, Graduate Education Program  
Master of Arts in Education: The Teaching of Writing across the Curriculum  
Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105-3098

I attended your school from \_\_\_\_\_ to \_\_\_\_\_. My transcript will be listed under  
(DATE) (DATE)  
the following:

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**PLEASE SEND ONE SEALED COPY OF MY TRANSCRIPTS TO:**

James R.Muskopf, Ed.D  
Director, Graduate Education Program  
Master of Arts in Education: The Teaching of Writing across the Curriculum  
Fontbonne University  
6800 Wydown Boulevard  
St. Louis, MO 63105-3098

I attended your school from \_\_\_\_\_ to \_\_\_\_\_. My transcript will be listed under  
(DATE) (DATE)  
the following:

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE



**Fontbonne**  
UNIVERSITY

## **Graduate Education Program**

### **REQUEST FOR LETTER OF RECOMMENDATION**

The individual who handed/sent you this form requests that you make a written recommendation in support of his or her being admitted to the Graduate Education Program at Fontbonne University. If you accept this responsibility, please make an effort to have your comments to us as soon as possible.

We hope to learn more about the applicant from your perspective.

1. Clearly describe your relationship with the individual you are recommending (ie:, administrator, supervisor, faculty member who taught or advised the applicant, co-worker, etc.). Please include information on the length of your relationship with the individual and in what capacity.
2. From your knowledge does the applicant exhibit the qualities of an effective teacher? What experiences with him or her have led you toward this evaluation?
3. What are the strengths that you see in this person in relationship to the challenges of teaching?
4. What are any weaknesses that you see in this person in relationship to the challenges of teaching?
5. In your judgment, does this individual have the aptitude for graduate-level study in professional education?

Your candid comments regarding the applicant are important to the admission process. We appreciate your honest appraisal, keeping in mind that this individual is applying for a program that will lead to a Master of Arts in Education.

Please type your recommendation on professional or organizational letterhead, if applicable. Please include your phone number or e-mail address where we might contact you for additional information.

Mail your letter of recommendation to:  
**Fontbonne University**  
**Director of Graduate Education Programs**  
**6800 Wydown Boulevard**  
**St. Louis, MO 63105-3098**

Or fax your letter of recommendation to:  
**Fontbonne University**  
**Director of Graduate Education Programs**  
**James R. Muskopf, Ed. D.**  
**314-719-8002**

If you prefer that your recommendation not be made available for the applicant to review, please indicate that in your letter. All applicants are routinely asked to waive the right to review such letter, but individuals may choose not to waive that right in the admission process.