

# Castleton

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A V E R M O N T S T A T E C O L L E G E

2010-11  
GRADUATE ADMISSIONS APPLICATION

Office of Admissions  
Castleton State College  
Castleton, Vermont 05735  
[www.castleton.edu](http://www.castleton.edu)  
1-800-639-8521

## Application Checklist

Please be sure to read the Online Graduate Catalog ([www.castleton.edu/campus/index.htm](http://www.castleton.edu/campus/index.htm)) for the requirements specific to your program. Your application will be complete when the Admissions Office has received the following:

- \_\_\_ A completed application for admission
- \_\_\_ An application fee of \$35. (Check or money order payable to Castleton State College).  
Fee is non-refundable.
- \_\_\_ Candidate's letter to the Admissions Committee (choose one of the following):
  - \_\_\_ For all programs, your letter of no more than two single spaced pages should address the following questions:
    - a) What are your personal/professional goals? How will earning an advanced degree support them?
    - b) What do you hope to learn during your graduate studies?
    - c) What contributions will your presence bring to the Castleton State College program?
    - d) (Woodruff Institute candidates only) Please comment on one or more of the ISLLC Standards which you feel to be either most important or most challenging.  
(see [www.castleton.edu/woodruffinstitute](http://www.castleton.edu/woodruffinstitute) for ISLLC Standards)
- \_\_\_ A current résumé
- \_\_\_ Three current professional references which address the applicant's scholarship and potential to be an exemplary teacher and/or educational leader.
- \_\_\_ Official transcripts of undergraduate and graduate work sent directly from the issuing institution to the Castleton State College Admissions Office. (Castleton State College transcripts will be obtained by the Admissions Office.)
- \_\_\_ For candidates seeking initial licensure:
  - Results of the Praxis I test (Reading score of 177; Writing score of 174; Mathematics score of 175
  - OR
  - A composite Praxis I score (total of the three scores above) of at least 526.
  - OR
  - SAT total score = 1100 with verbal minimum score of 500 and mathematics minimum score of 500 (for SAT scores prior to March 2005 only)
  - OR
  - ACT English = 22 and mathematics = 22
- \_\_\_ If you have a teaching license, please submit a photocopy.
- \_\_\_ Signed Internship Arrangement Form (Woodruff Institute only)

Upon completion of the above preliminary steps in the process, review of applications will begin after the deadline date. Candidates may be interviewed and those admitted will be expected to attend an orientation session prior to the semester of matriculation.

For more information or assistance, call toll free 800-639-8521 or 802-468-1213.

**Return to:**  
**Castleton State College**  
**Admissions Office**  
**Castleton, VT 05735**

# Castleton

A VERMONT STATE COLLEGE

## Applicant for Degree Program

Name \_\_\_\_\_  
Last First Middle

P.O. Box or Street City State Zip

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Preferred title  Mr.  Mrs.  Ms.

If you have academic records under another name, please indicate \_\_\_\_\_

Telephone number (hm) \_\_\_\_\_ (wk) \_\_\_\_\_ cell \_\_\_\_\_

E-mail \_\_\_\_\_ Place of birth (city/town) \_\_\_\_\_

State of legal residence \_\_\_\_\_ County \_\_\_\_\_ Months of residency \_\_\_\_\_

Are you a U.S. citizen?  yes  no Resident Alien?  yes  no (If yes, please provide copy of your green card with application.)

Have you ever been convicted of a felony?  yes  no If yes, give details on a separate sheet of paper.

Present occupation (include job title where applicable): \_\_\_\_\_

Have you ever previously applied to Castleton State College?  yes  no; If yes, when \_\_\_\_\_

Will you be receiving veteran's benefits?  yes  no

Will you be applying for financial aid?  yes  no

How did you first learn about Castleton?  Publication  College Fair  Website  Teacher  Student  Employer  Radio

Alumnus/Alumna  Guidance Counselor  Admissions Representative  Other  Name \_\_\_\_\_

Names of relatives who have or are currently attending Castleton. \_\_\_\_\_

### A Note on the Collection of Racial and Ethnic Information:

Colleges and Universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own college community, to describe the racial/ethnic backgrounds of our students and employees.

In order to respond accurately to these requests, we ask that you provide us with the following information.

Please answer both questions:

1) Are you Hispanic/Latino?  yes  no

2) Select one or more from the following to describe your racial background:

- American Indian/Alaskan Native  Asian  Black or African American  
 Native Hawaiian or Pacific Islander  White

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female

List in chronological order all colleges and universities attended. You must request that official transcripts be sent directly from the institution to the Castleton Admissions Office. Use an additional sheet if necessary.

Institution	Dates of Attendance	Major	Name of Diploma	Date Received

Honors or scholarly achievements \_\_\_\_\_

Names of persons who will be submitting letters of recommendation

Name	Address	Phone Number	Position

### Employment record:

School/Organization	Location	Position	Dates Employed



**NON-DISCRIMINATION, EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

Every member of Castleton State College should work to ensure non-discriminatory processes and practices with faculty, staff, and students.

Qualified students are recruited for, admitted to, and participate in all college programs without discrimination on the basis of race, color, gender, sexual orientation, religion, creed, national origin, age, veteran status, or disability. The college will provide reasonable accommodations to create equal opportunity for students with known disabilities.

Faculty, administrators, and staff are employed without discrimination on the basis of race, color, gender, sexual orientation, religion, creed, national origin, age, veteran status, or disability unrelated to job requirements. The college will make reasonable accommodations to the known disability of an otherwise qualified applicant or employee. Additionally, the college will engage in affirmative efforts to recruit, admit, and support students, and to recruit, employ, and support employees, in order to achieve the diversity which advances the educational mission.

Castleton State College complies with state and federal laws related to equal opportunity and non-discrimination. Any question or complaint about potential or perceived discrimination in violation of any state or federal law should be directed to Lyn Sawyer, Equal Opportunity Officer, Woodruff Hall, (802) 468-1208; or the Vermont State Colleges Office of the Chancellor in Waterbury; or the Vermont Office of the Attorney General; or the Equal Opportunity Employment Commission in Washington, D.C.

Please contact Lyn Sawyer, Equal Opportunity Officer, if auxiliary aid or service is needed to apply for admission or employment

**STUDENT RIGHT TO KNOW/CAMPUS CRIME**

The United States Department of Education requires colleges and universities to make available annual statistics on our students' continuation and graduation rates. Contact the Admissions or Communication Office for this information. Additionally Castleton's annual security report provides information about the operation of the College's Public Safety Department; college safety and security, alcohol and drug, and sexual assault policies; and campus crime statistics for a variety of crimes including murder, manslaughter, sex offenses, robbery, burglary, and motor vehicle theft, along with information regarding on-campus alcohol, drug, and weapons violations. Copies of the report may be obtained from the Admissions, Business, Communications, Public Safety, and Registrar's Office.

**ETHNICITY**

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American:** A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**I HEREBY DECLARE**

The information submitted on this form is true and correct to the best of my knowledge. I understand that withholding information requested in this application or giving false information may make me ineligible for admission to or continuation at Castleton State College. With this in mind, I certify that the above statements are correct and complete.

I understand that, if admitted, I will be required to submit a completed health form including a record of immunizations as required by Vermont State Statute, in order to register for classes.

I understand that Castleton State College may wish from time to time to provide public notice of certain student accomplishments and/or to use photographs of students for publications in various types of college promotional material. I do hereby give my permission to Castleton State College to provide public notice of my accomplishments as it may feel appropriate, and/or to use my photograph, without compensation, in published promotional material. If you do not grant permission please attached a signed letter requesting us to withhold public use of name and photo. Not attaching a note signifies acceptance.

Credits earned at the Vermont State Colleges are transferable to other colleges or universities only at the discretion of the receiving institution. Information provided on the Application Form will be released to other Vermont State Colleges for admission purposes. In consideration of the undertaking by the Admissions Office to process this form, the undersigned agree that the information furnished on this application for admission form, together with all information and materials of any kind received by the Admissions Office from any source, or prepared by anyone at its request, shall be completely confidential and shall not be disclosed except as provided by PL 93-380 "Family Rights and Privacy Act."

I understand that withholding information requested in this application or giving false information may make me ineligible for admission to or continuation at a Vermont State College institution. I certify that the above statements are correct and complete.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please enclose a \$35 application fee, payable by check or money order to Castleton State College.**