

# Master of Liberal Arts



## Application Packet

Welcome Letter  
Program Overview  
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Thank you for your interest in the University of Richmond's Master of Liberal Arts (MLA) degree.

This program responds to the academic needs of motivated adult students who want a graduate degree that is not confined to a single discipline or specialty. Each student, in consultation with the MLA Coordinator, designs an individual program of study structured around a Focus. MLA students take ten total course: five required courses and five electives, which should work within the student's Focus. It is expected that the student will formulate papers that contribute to the Focus in each course taken, including the required courses.

The atmosphere is collegial, allowing students to get to know each other and their professors. Most MLA students are studying part time, and they come from a wide variety of educational and professional backgrounds. Our classes are scheduled in the evening to accommodate their needs.

This electronic admissions packet contains everything you need to know to apply for admission to the MLA program. Admission is granted Summer, Fall, or Spring Semester. If you would like to learn more about the program, have specific questions, or wish to schedule a meeting with the MLA Coordinator to see if this program is right for you, please contact me (804) 287-6897 or [pmelita@richmond.edu](mailto:pmelita@richmond.edu). You can also visit our web site at [scs.richmond.edu/mla](http://scs.richmond.edu/mla).

Sincerely,



Phil Melita  
Marketing and Communications Coordinator

### Is the MLA Right for You?

- Adult and part-time students – those who work and need a flexible program with scheduling choices.
- Liberal arts graduates who want to continue studies that lead to an advanced degree but without predetermined curriculum that more structured majors provide.
- People in specialized professions – teachers, engineers, technical experts, health professionals – who want to broaden and deepen their understanding of their society in a variety of areas.
- Students who want to bring together perspectives traditionally divided by disciplinary boundaries, develop interests that require multiple points of view (e.g., the humanities and health care; philosophy; artistic expression and politics).
- Working people for whom a master's degree is an important career credential, one that may offer opportunities for career advancement, promotion, and scheduled salary improvements.

### Special Features of the Master of Liberal Arts

- 10 classes.
- GRE scores not required for admission.
- No thesis.
- Opportunity to design course of study.
- Small classes and close interaction between students and faculty.
- Evening and late-afternoon classes designed to accommodate the part-time, working student.
- Extremely affordable tuition rates.
- No application fee for new MLA applicants planning to enroll for Fall 2009.

### Admissions Information

- Completed application packets are due March 15 for summer enrollment, June 15 for fall enrollment and October 15 for spring enrollment. Applications received after these dates will be reviewed on a space available basis.
- Although the MLA has been designed for working adults, there are no specific vocational implications related to admission or program requirements.
- The student must have earned bachelor's degree from a regionally-accredited institution.
- Admission is based on academic record and other indicators of the student's ability to succeed in graduate study.

### MLA Degree Requirements

The Master of Liberal Arts will require five specific courses (15 semester hours) plus an additional five courses (15 semester hours) chosen by the student in consultation with the MLA Coordinator:

- MLA 500U, Methods and Themes in Liberal Studies – 3 semester hours
- MLA 506U, Humanities Seminar – 3 semester hours
- MLA 507U, Social Sciences Seminar – 3 semester hours
- MLA 508U, Science Seminar – 3 semester hours
- MLA 599U, Seminar in Liberal Studies – 3 semester hours

The five remaining courses, which the student chooses in consultation with the MLA Coordinator, may be drawn from courses approved for graduate credit in both the School of Continuing Studies and in the School of Arts and Sciences.

A student is expected to maintain a cumulative grade point average of at least 3.0 in the graduate program to remain in the program.



### Complete and Submit the SCS Graduate Application

- All new MLA applicants should complete an SCS Graduate Application, found on the last two pages of this application packet.
- MLA students who have not been enrolled for more than one year should also complete an SCS Graduate Application, found on the last page of this application packet.
- Submit the \$50 application fee with your application.
- Please note: As an introductory offer, we are waiving the \$50 application if you apply for admission by June 15, 2009.
- Completed application packets are due March 15 for summer enrollment, June 15 for fall enrollment and October 15 for spring enrollment. Applications received after these dates will be reviewed on a space available basis.

### Obtain Transcripts

- Request an official copy of your transcript from each college or university you attended for your undergraduate degree and subsequent coursework taken for credit be sent to the School of Continuing Studies.
- Have your official transcripts sent directly to SCS.

### Start Writing your Statement of Purpose

- This one-page paper should clarify your goals and give broad indication of the type of Focus you wish to pursue.
- If you have any questions or concerns while you are writing, feel free to contact Dr. Eakin directly at (804) 289-8326 or [feakin@richmond.edu](mailto:feakin@richmond.edu).
- Please forward your completed Statement of Purpose directly to SCS.

### Obtain Letters of Recommendation

- Three letters are required.
- Collect them from past professors, employers, etc. You may want to share a copy of your Statement of Purpose with the letter writers so they know your intentions of study in the program.
- The letters should be sent directly to SCS.

### Contact the MLA Coordinator for Advising

- Admitted MLA students are required to meet with Dr. Frank Eakin, the MLA Coordinator, to discuss their Focus and plan their curriculum, prior to registering.
- To set up an appointment, contact Dr. Eakin directly at (804) 289-8326 or [feakin@richmond.edu](mailto:feakin@richmond.edu).

### Complete Financial Aid Paperwork

- Students interested in applying for a Federal Financial Aid programs must complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA should be submitted at least six weeks prior to the start of the term in order for funding to be available by the time classes begin.
- Students not planning on applying for financial aid may want to contact Student Accounts to discuss payment options and ensure payment arrangements are in place.
- For more information, call the Financial Aid office at (804) 289-8438 or Student Accounts at (804) 289-8147.

### Please return your completed application and all required documents to:

University of Richmond School of Continuing Studies  
Attn: Graduate Admissions  
28 Westhampton Way  
University of Richmond, VA 23173

Contact the SCS at (804) 289-8133 or [scs@richmond.edu](mailto:scs@richmond.edu) with questions.

### Recommended – Pre-Admission Advising

- Set up a pre-admission advising appointment
  - Although not required, MLA applicants are encouraged to meet with Dr. Frank Eakin, the MLA Coordinator, to discuss the program and their planned Focus.
  - To set up an appointment, contact Dr. Eakin directly at (804) 289-8326 or [feakin@richmond.edu](mailto:feakin@richmond.edu).

### Required – SCS Graduate Application and Support Materials

- Complete the SCS Graduate Application
  - You can find the SCS Graduate Application on the last two pages of this MLA Application Packet.
  - Submit the \$50 application fee with your application.
  - Please note: As an introductory offer, we are waiving the \$50 application if you apply for admission by June 15, 2009.
- Obtain official transcripts
  - Request an official copy of your transcript from each college or university you attended for your undergraduate degree and subsequent coursework taken for credit be sent to the School of Continuing Studies.
  - Have your official transcripts sent directly to SCS.
- Statement of Purpose
  - If you have any questions or concerns while you are writing, feel free to contact Dr. Eakin directly at (804) 289-8326 or [feakin@richmond.edu](mailto:feakin@richmond.edu).
  - Please forward your completed Statement of Purpose directly to SCS.
- Three Letters of Recommendation
  - The letters should be sent from your letter writers directly to SCS.

### Deadlines

- Completed application packets are due March 15 for summer enrollment, June 15 for fall enrollment and October 15 for spring enrollment. Applications received after these dates will be reviewed on a space available basis.
- Please return your completed application and all required documents, including official transcripts, to:  
University of Richmond School of Continuing Studies  
Attn: Graduate Admissions  
28 Westhampton Way  
University of Richmond, VA 23173
- After submitting your application, you'll be notified periodically in writing regarding the status of your packet.
- You should expect to receive an admissions response approximately 2-4 weeks after all your required documents have been received and your application packet is complete.
- Contact SCS at (804) 289-8133 or [scs@richmond.edu](mailto:scs@richmond.edu) with questions.





# School of Continuing Studies Graduate Application

## Education Information

Names of ALL Colleges Attended	Did you graduate? Degree Earned	Your Name When You Attended
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

We **must** receive official transcripts from all colleges or universities where you have **attempted** college work. Students whose education includes work at non-U.S. colleges or universities should contact the Director of Student Services to determine if an evaluation of the academic record by an independent credential evaluation service is required. Please have official transcripts mailed directly to:

University of Richmond School of Continuing Studies • Attn: SCS Admissions  
28 Westhampton Way • University of Richmond, VA 23173

## Non-U.S. Citizens

If you are not a U.S. citizen, in addition to this application form you must:

- Provide a photocopy of your U.S. Visa and financial certification form. (The financial certification form is available from the Office of International Education at the University of Richmond.)
- Have official TOEFL scores (for international students whose native language is not English) sent **directly** to the University of Richmond (School Code: 5569). If you have taken the TOEFL and requested that a score report be sent to the University of Richmond, please indicate the month and year that you took the TOEFL: \_\_\_\_\_

## Other Information

Have you applied for financial aid?  Yes  No

Have you ever taken courses in or been accepted into any program at the University of Richmond?  Yes  No

If yes, give dates: \_\_\_\_\_ DIVISION/SCHOOL \_\_\_\_\_

Name when you attended \_\_\_\_\_

Have you been dismissed from a college or university within the last year?  Yes  No

A student who is not eligible to return to another college or university may not be admitted to any SCS program, even with unclassified status, until a minimum of one semester has elapsed. Official transcripts from all institutions previously attended by such student must be filed in the Office of the Dean.

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No

If yes, please explain: \_\_\_\_\_

As of July 1, 2006, Virginia law requires all public and private two-and-four-year institutions of higher education to electronically transmit information about applicants accepted for enrollment at each institution to the State Police for comparison to the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. If the University is notified that an admitted student has committed a sex offense, the admitted student is subject to the admission being revoked.

Signature of Applicant (Required)

Date

This application, the application fee, all required documents must be received and evaluated before an applicant can be admitted to a program. Although we do not have strict admissions deadlines, we should received all documents by **July 15** for Fall semester admission, **October 15** for Spring semester admission or **March 15** for Summer admission (not available for M.Ed. applicants) to allow adequate processing time. Required documents include:

- Official university and college transcripts from all institutions where you have attempted college work.
- Official TOEFL score report (for non-U.S. citizens whose native language is not English)
- Transcript evaluation report (for applicants whose education includes work at non-U.S. colleges or universities)
- Three letters of recommendation (MLA and M.Ed. and Graduate Certificate in Educational Leadership) and a one-page statement of purpose (MLA applicants only)

**M.Ed. in Curriculum and Instruction Applicants.** All M.Ed. in Curriculum and Instruction applicants must have achieved more than the minimum passing score on national and state exams. These examinations include the Praxis I exam, the Praxis II Content Knowledge exam, the Virginia Communication and Literacy Assessment exam and the Virginia Reading Assessment exam (for elementary candidates). If tests listed were not required at the time of your initial licensure, those tests would not be required to apply. Please forward copies of your exam score reports with your application. UR should have these scores on file for all individuals who are alumni of the Teacher Licensure Program. **M.Ed. and Graduate Certificate in Educational Leadership and Policy Studies Applicants.** All M.Ed. and Graduate Certificate in Educational Leadership and Policy Studies applicants must provide evidence of successful completion of Virginia's School Leaders Licensure Assessment (SLLA).

**Please return your completed application, all required documents and \$50 application fee to:**

University of Richmond School of Continuing Studies  
28 Westhampton Way  
Attn: SCS Admissions  
University of Richmond, Virginia 23173