

# MASTER'S DEGREE PROGRAM APPLICATION FORM

THE CATHOLIC DISTANCE UNIVERSITY

120 East Colonial Highway, Hamilton, VA 20158-9012; Phone: (540) 338-2700;  
Fax: (540) 338-4788; E-mail: admissions@cd�.edu; Web: www.cd�.edu

PLEASE DO NOT WRITE IN THIS SPACE

DATE ACCEPTED \_\_\_\_\_

“It is the honor and responsibility of a Catholic University to consecrate itself without reserve to *the cause of truth*. This is its way of serving at one and the same time both the dignity of man and the good of the Church...”

Pope John Paul II  
*Ex Corde Ecclesiae*, #4

## DIRECTIONS

To enroll in the Master's Degree Program, please print or type all sections of this application. Include payment or credit card information and remember to sign the form. Then mail or fax the whole application (credit card only) to CDU. Failure to complete all sections of the application may affect your acceptance into the program.

## A. CONTACT INFORMATION

TITLE:  Mr.  Mrs.  Ms.  Miss  Doctor  Sister  Brother  Deacon  Other Title (please specify): \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ MAIDEN NAME (if applicable): \_\_\_\_\_

NAME: \_\_\_\_\_  
First Middle Last Suffix

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP/POSTAL: \_\_\_\_\_

DIOCESE: \_\_\_\_\_ DOB: \_\_\_\_\_ SEX:  M  F

PHONE Home \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

HIGHEST DEGREE COMPLETED:  BA/BS  MA/MS  PhD  Other: \_\_\_\_\_

ARE YOU ELIGIBLE FOR GI BENEFITS?  Yes  No  Don't Know VA FILE NUMBER: \_\_\_\_\_

WHERE DID YOU FIRST HEAR ABOUT CDU? \_\_\_\_\_

## B. ADMISSION REQUIREMENTS

For Formal Admission to the M.A. Program, you must:

- Provide an official transcript to demonstrate that you have received a bachelor's degree in any academic discipline from an institution accredited by an agency recognized by the United States Department of Education, or equivalent for non-U.S. schools. Transcripts must be sent directly to CDU from the issuing institutions.
- Complete section H, Item E of this form. Please take some time with the essay, which will be evaluated for content and writing skills.
- Send this completed application form and a non-refundable \$150 application fee to CDU.
- When these materials have been reviewed, you will be a candidate for admission to the MA Program until you complete the Master's prerequisite *The Basics of Catholicism: Faith, Life, and Prayer* (206-0800) or *Introduction to Christianity* (206-0106), or are granted a waiver by the Graduate Dean.

07/07/2011

## C. EDUCATION

(Please ask colleges/universities that awarded your highest degree (unless a lower degree includes theology and philosophy) to submit an official transcript directly to CDU. Transcripts issued to the student are not acceptable. See the Official Transcript Directions attached to this form.)

- A. COLLEGE/UNIVERSITY: \_\_\_\_\_  
START (mm/yyyy): \_\_\_\_\_ END (mm/yyyy): \_\_\_\_\_ HOURS COMPLETED: \_\_\_\_\_  
DEGREE: \_\_\_\_\_ YEAR RECEIVED: \_\_\_\_\_  
MAJOR AREA OF STUDY: \_\_\_\_\_
- B. COLLEGE/UNIVERSITY: \_\_\_\_\_  
START (mm/yyyy): \_\_\_\_\_ END (mm/yyyy): \_\_\_\_\_ HOURS COMPLETED: \_\_\_\_\_  
DEGREE: \_\_\_\_\_ YEAR RECEIVED: \_\_\_\_\_  
MAJOR AREA OF STUDY: \_\_\_\_\_
- C. COLLEGE/UNIVERSITY: \_\_\_\_\_  
START (mm/yyyy): \_\_\_\_\_ END (mm/yyyy): \_\_\_\_\_ HOURS COMPLETED: \_\_\_\_\_  
DEGREE: \_\_\_\_\_ YEAR RECEIVED: \_\_\_\_\_  
MAJOR AREA OF STUDY: \_\_\_\_\_
- D. PREREQUISITE: The graduate course *The Basics of Catholicism: Faith, Life, and Prayer* (206-0800) or *Introduction to Christianity* (206-0106)  
Please check the appropriate box below.
- I have completed the pre-requisite course Date of Completion: \_\_\_\_\_
- I am enrolled in the pre-requisite course as of Date: \_\_\_\_\_
- I plan to submit a request for waiver from the dean for the prerequisite course.
- I have received a letter of waiver from the dean for the prerequisite course. (*Letter attached*)
- E. Transfer Credit
- YES, I intend to submit an official transcript of master's courses completed at another university (up to 6 graduate credits may be transferred) to fulfill CDU master's degree requirements. Note: Transfer credits must be approved by Graduate Dean prior to admittance.  
Name of originating university: \_\_\_\_\_

## D. PROGRAM

Students admitted to M.A. program complete a [core curriculum](#) (19 credits) and, in consultation with a faculty advisor, select a concentration area (15 concentration credits and 5 five elective credits) in one of four areas: [Sacred Scripture](#), [Philosophy/Theology](#), [Ecclesial Service](#), or [Catholic Culture](#). In addition to coursework, students will also complete the following:

- A prerequisite course, *Introduction to Christianity* or *The Basics of Catholicism: Faith, Life & Prayer*, unless waived by the academic dean
- *Graduate Academic Skills* (a 1-credit course that extends over the whole program and is included in core requirements)
- A written comprehensive exam on each of the core courses
- A written comprehensive exam on each of the concentration courses
- Completion of a research paper of approximately thirty pages on a topic related to the area of concentration, to be submitted after all course work is completed. Students enroll in *Thesis Direction* (210-0000) and consult with an advisor to select a topic and complete within six months.

The details of the current program of studies for the **Master of Arts in Theology (MA)** are on the CDU web site. **After enrolling in the first course**, all students are to review the online Student Handbook including the Code of Conduct and the Online Discussion Rules under which the University operates. CDU allows up to five (5) years to complete the MA program with 1 year paid extension of \$500.

Check area (s) of interest (This does not constitute choice of concentration)

- Ecclesial Service  
 Sacred Scripture  
 Philosophy/Theology  
 Catholic Culture  
 Other \_\_\_\_\_

Enter the month and year of your proposed graduation: \_\_\_\_\_

## E. TUITION AND FEES

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BE SURE TO REVIEW THE ATTACHED SCHEDULE OF TUITION AND FEES.

## F. APPLICATION FEE

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- Voluntary Tax-Deductible Contribution ..... \$ \_\_\_\_\_  
CDU is a nonprofit educational institution. Tuition covers only a portion of the cost of CDU's program.  
Your tax-deductible donation will be used for scholarships and new course development.
- Non-refundable Application Fee:  
 MA ..... \$150.00
- TOTAL ENCLOSED (U.S. Funds only)** ..... \$ \_\_\_\_\_

## G. PAYMENT INFORMATION

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PAYMENT TYPE:    Check/Money Order    VISA    MasterCard    American Express    Discover Card  
NAME (as it appears on card): \_\_\_\_\_  
CARD #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

## H. GOALS & EXPERIENCE

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Please answer briefly the following questions:

- A. Goals you wish to achieve by earning a master's degree from CDU (check all that apply):
- Grow in my knowledge of the Faith
  - Earn a teaching credential
  - Earn a professional credential to do: \_\_\_\_\_
  - Other: \_\_\_\_\_
- COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. Describe any experience and/or recognition you have received that might contribute to earning this master's degree from CDU:  
\_\_\_\_\_  
\_\_\_\_\_
- C. What is your field of employment? \_\_\_\_\_  
\_\_\_\_\_
- D. Describe any apostolic work you do for the Church: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- E. On a separate sheet of paper, please write a one-page account of why you are interested in pursuing a master's degree at The Catholic Distance University. This essay will be evaluated both for content and writing skills.

## I. AGREEMENT AND SIGNATURE

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I have read, understand, and agree to all the policies and procedures stated on the CDU web site (or in the current catalog) and on this application form. I certify that all the statements in this application are complete and true.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

07/07/2011

## SCHEDULE OF TUITION AND FEES

Credit/Course Tuition		Effective 7.5.11 - 6.30.12
Graduate courses		\$450 per credit hour
Undergraduate courses (including Associate program courses)		\$290 per credit hour
Continuing education courses		\$165 per course
Graduate online seminar course		\$450 per seminar
Undergraduate online seminar course		\$290 per seminar
Continuing education seminar		\$165 per seminar

Annual Technology Fee		Effective 7.5.11 - 12.30.11
Technology*		\$165

Beginning with courses and seminars offered for the January 2012 trimester, the technology fee will be \$25 per credit, to be assessed at the time of registration. Beginning July 5, 2011 effective for the remainder of the 2011 calendar year, students who enroll for the first time in 2011 for a 3-credit course that begins in 2011 will be assessed a technology fee of \$82.50 at the time of enrollment.

Program Application Fees (non-refundable)		Effective 7.5.11 - 6.30.12
MA program application		\$150
MA program one year extension		\$500
BA completion program application		\$100
BA program one year extension		\$200
Catechetical Diploma program application		\$100
Catechetical Diploma program one year extension		\$200
Associate of Arts degree application		\$50
Advanced Catechist Certificate program application		\$75

General Fees		Effective 7.5.11 - 6.30.12
Three- or four-month payment plan		\$30
Copy of official transcript		\$10
Late enrollment fee*		\$75
Academic credit paper courses: Fee for printing/handling/shipping		\$100 per course

Tuition is set by the Board of Trustees and is subject to change without notice. Tuition for all courses and programs is accepted in U.S. currency only.

### **Withdrawing From a Course or a Program**

A student may terminate enrollment in an individual course at any time by notifying the university; however, a student is advised to do so in writing for his or her own protection. Refunds will be granted on request, according to the program satisfactory policy. Written withdrawal request should be sent to the appropriate registrar at The Catholic Distance University, 120 East Colonial Highway, Hamilton, VA 20158. To view CDU's [satisfaction and refund policy](#) see the enrollment form.



THE CATHOLIC DISTANCE UNIVERSITY

*Life Long Learning in the Faith Through Distance Education*

## OFFICIAL TRANSCRIPT DIRECTIONS

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Please do one of the following:

- **If you are enrolling in an undergraduate credit course at The Catholic Distance University**, CDU requires an unofficial transcript of undergraduate work completed or proof of a high school diploma (or its equivalent).
- **If you are applying for acceptance into the Bachelor of Arts Degree Program**, CDU requires official transcript of all undergraduate work completed.
- **If you are applying for acceptance into the Master's Degree Program**, CDU requires an official transcript of your highest degree attained.
- **If you are enrolling in a graduate course and not in the Master's Degree Program**, an unofficial copy is acceptable.

***All transcripts must be sent directly from the university, college, or school to CDU at the following address.***

Director of Admissions  
The Catholic Distance University  
120 East Colonial Highway  
Hamilton, Virginia 20158-9012

(Unofficial copy may be Faxed: 540-338-4788 or  
Emailed: [admissions@cdu.edu](mailto:admissions@cdu.edu))