Dear Prospective Student,

Wilmington University is pleased that you have expressed an interest in its Doctor of Business Administration Degree Program.

The Doctor of Business Administration (DBA) program is designed to help experienced managers, professionals, and educators develop the skills and insights that are needed to advance to executive or professional leadership positions. The program includes an array of courses on advanced business essentials and research techniques. Graduates are academically qualified to teach in their fields of expertise on the college level. Our faculty is carefully selected and is comprised of persons with doctorate degrees who have considerable practical experience.

When you have completed all sections of the application materials, please mail them to the Office of Graduate Admissions, 31 Read’s Way, New Castle, DE 19720. The completed application must be accompanied by a non-refundable $35.00 application fee. Application packets received by the Office of Graduate Admissions will be acknowledged as they are received.

Completed applications are evaluated by a faculty committee. Applications that are determined to be highly qualified are invited to interview with several faculty members and complete a series of assessments. The assessments will focus on three areas: critical thinking, writing, and finance. After completing the interview and the assessments, an applicant will typically be informed within two weeks concerning acceptance into the program. An accepted application may choose, but is not obligated, to start the program as early as the beginning of the next block. Applicants who are not accepted may reapply after waiting one year.

Sincerely,

Robert W. Rescigno, Ph.D.
Director, Doctor of Business Administration
WILMINGTON UNIVERSITY
DOCTOR OF BUSINESS ADMINISTRATION

PLEASE BE ADVISED THAT APPLICATIONS FOR THE DOCTORAL PROGRAM WILL NOT BE CONSIDERED UNTIL ALL ADMISSION REQUIREMENTS ARE COMPLETED.

Instructions for completing the DBA Program Application and Supporting Materials:

1. Submit all official transcripts from accredited colleges, universities, or other degree granting institutions verifying completion of bachelor and master degrees. Transcripts must be official and sent to the Office of Graduate Admissions in a sealed envelope.

2. Three recommendation forms must be submitted in a sealed envelope. Applicants are responsible for filling in Part A of the recommendation form, as indicated. At least one must be from an immediate supervisor and two from professional colleagues or professors. It is preferred that at least one recommendation letter be from a professor who is able to comment on your academic performance and ability to pursue doctoral studies. People providing recommendations should seal and sign the back of the envelope (on top of the seal) before submitting the recommendation to the applicant.

3. The Statement of Goals and Objectives form and current resume must be submitted.

4. DBA students may start the program at the beginning of any block. (There are six, bi-monthly blocks per year.) Applications should be submitted at least two months prior to the start of the block in which the student wishes to enroll.

5. G.R.E./M.A.T. Test Scores are not required for Admission.

6. The completed application and any subsequent correspondence are mailed to:
   Office of Graduate Admissions
   31 Read’s Way
   New Castle, DE 19720

7. Checklist of all application items:
   * Application for Graduate Admission
   * Non-refundable $35.00 Application Fee
   * Current Resume
   * Official Bachelor Degree Transcript
   * Official Master Degree Transcript
   * Three Letters of Recommendation
   * Statement of Goals and Objectives

Candidacy for the DBA degree requires the completion of 45 credit hours with a minimum grade point of 3.0 and satisfactory performance on the comprehensive examination.
Doctor of Business Administration
Information Sessions

Wilmington University is accepting applications for the Doctor of Business Administration Program

Information sessions for prospective students will be held at the Wilson Graduate Center, New Castle, Room 324.

Please visit our website for dates and to register for a session:
http://www.wilmu.edu/business/dba_start.aspx
Statement of Goals and Objectives:

Prepare a two or three page, double-spaced essay covering the following points:

• What are your professional and/or personal reasons for pursuing a Doctor of Business Administration degree?

• Describe one or two areas of business research that is (are) of special interest to you. Why is this topic or these topics of interest?

• Collegial support (helping each other develop as professionals) is fundamental to the DBA program. Provide an example in which you helped a peer solve a career-related problem or strengthen needed skills. What personal skills and insights will be valuable in helping other DBA students succeed in the program and grow professionally?

Your essay will be evaluated for content, organization, and grammar.
Resume:

In preparing your resume, make sure that you quantify your responsibilities and the contributions you make to your organization. Some examples include:

- The number of people you manage
- Your budget authority
- Measures of the importance of your accomplishments to the organization.

If your responsibilities are highly specialized or complex, describe them in a manner that will allow a reviewer who is not in your specialty to understand the degree of technical or professional skill required and the value to your organization. Don’t use jargon or acronyms that might not be understood by the reviewer.
PART A: To be completed by applicant (Please print or type)

NAME: ___________________________  ___________________________  ___________________________
LAST  FIRST  MIDDLE INITIAL

GRADUATE PROGRAM: ___________________________  DEGREE: ___________________________

INSTRUCTIONAL SITE:  
___ Wilson Graduate Center  ___ Dover Air Force Base
___ Dover  ___ Georgetown
___ New Castle

I understand my right under the U.S. Family Education Rights and Privacy Act of 1974 to review confidential appraisals placed in my file that are submitted with reference to admissions to a graduate or other school.

I do [ ] do [ ] not [ ] waive my right to review this recommendation.

SIGNATURE OF APPLICANT: ___________________________  DATE: ___________________________

PART B: To be completed by the evaluator

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<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Outstanding</th>
<th>Truly Exceptional</th>
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Written Communication  
Oral Communication  
Analytical Skills  
Ability to Work with Others  
Leadership Potential  
Technical Expertise  
Maturity and Emotional Stability

Based on your assessment, indicate the strength of your overall endorsement by placing an "x" along the scale.

Not Recommended  | Recommended with Some Reservation  | Recommended  | Highly Recommended

(Please Complete Page 2)
STATEMENT: Please complete on the applicant's aptitudes

I. How do you know the applicant?

________________________________________________________________________
________________________________________________________________________
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II. Please describe a significant achievement of the applicant. Explain why this was important and difficult. How does the accomplishment illustrate the applicant’s strengths?

________________________________________________________________________
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SIGNATURE ___________________________ DATE ________________

NAME AND POSITION (Please Print or Type)

INSTITUTION ___________________________
PART A: To be completed by applicant (Please print or type)

NAME: ___________________________________________  LAST  FIRST  MIDDLE INITIAL

GRADUATE PROGRAM: ________________________________  DEGREE: __________________________

INSTRUCTIONAL SITE:  
___ Wilson Graduate Center  
___ Dover Air Force Base  
___ Dover  
___ Georgetown  
___ New Castle

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________________________________________________________________________

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________________________________________________________________________

SIGNATURE _______________________________ DATE _______________________________

NAME AND POSITION (Please Print or Type) _______________________________________

INSTITUTION ____________________________________________
RECOMMENDATION FORM
GRADUATE ADMISSION

PART A: To be completed by applicant (Please print or type)

NAME: ____________________________ ____________________________ ____________________________
LAST FIRST MIDDLE INITIAL

GRADUATE PROGRAM: ____________________________ DEGREE: ____________________________

INSTRUCTIONAL SITE:  
___ Wilson Graduate Center  ___ Dover Air Force Base  
___ Dover  ___ Georgetown  
___ New Castle

I understand my right under the U.S. Family Education Rights and Privacy Act of 1974 to review confidential appraisals placed in my file that are submitted with reference to admissions to a graduate or other school.

I do [ ] do [ ] not [ ] waive my right to review this recommendation.

__________________________________ ____________________________
SIGNATURE OF APPLICANT DATE

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SIGNATURE __________________________________________ DATE ________________

NAME AND POSITION (Please Print or Type) ______________________________

INSTITUTION __________________________________________________________
application for graduate admission

Wilmington University is fully accredited by the Middle States Association of Colleges and Secondary Schools. Wilmington University admits students of any race, creed, and national or ethnic origin. Return this application with a check made payable to Wilmington University for the non-refundable application fee of $35. Information for all sites concerning campus security programs, recommended personal safety practices, the authority of University Safety Officers, campus disciplinary procedures, and campus crime statistics for the most recent three year period can be found online at wilmu.edu/Security or may be requested from University Safety at (302) 356-6921.

admissions information

Today's Date

Social Security Number  Date of Birth (MM/DD/YYYY)

Name

First  Middle  Last/Family

Other name which may appear on transcripts:

U.S. Address

Number and Street

Apartment No.

City  State  Zip Code

Home Phone  Cell Phone  Email Address

Emergency Contact

Relationship  Phone Number (                   )

Have you ever been convicted of a felony?  Yes  No  If yes, please attach a description outlining the type of offense, the circumstances of the offense, and the date you were convicted.

Any student accused of a felony, misdemeanor, or DUI offense while attending Wilmington University must report it to the Vice President of Student Affairs within seventy-two (72) hours of arrest or being charged.

Do you have any pending charges?  Yes  No  If yes, please provide the following in a typed document: type of offense, circumstances, date, county, state, and jurisdiction of the offense.

Expected Entrance Term

Fall I  Fall II  Spring I  Spring II  Summer I  Summer II

Expected Entrance Year

2013  2014

Initial Status

New Student  Transfer  Return After One Year  Re-Entry (Graduate of Wilmington University)

Enrollment Type

Full-Time  Part-Time

Previously Applied

Yes  No  Previously Attended  Yes  No

Access Location

DELAWARE  Wilson Graduate Center  Brandywine  Dover  Dover Air Force Base  Georgetown  Middletown

NEW JERSEY  Burlington County College  Cumberland County College  Joint Base McGuire-Dix-Lakehurst

MARYLAND  Cecil College

Online

Attendance Type

Day  Evening  Day and Evening  Online  Other:

Gender

Male  Female

Military Status

Active Duty  National Guard  Reserves  Veteran  Not Applicable

Military Branch

Air Force  Army  Coast Guard  Marine Corps  Navy

Employment Status

Full-Time  Part-Time  Self-Employed  Unemployed  Other:
Ethnicity

- Hispanic of any race
- Nonresident Alien

For Non-Hispanics Only

- American Indian or Alaskan Native
- Native Hawaiian or Other Pacific Islander
- Asian
- Black or African American
- White
- Two or more races
- Race & Ethnicity Unknown

Are you a citizen of the United States?  
- Yes
- No

Residency Status

- Permanent Resident/Green Card Holder (submit copy)

Will you require an F-1 visa to study at Wilmington University?  
- Yes
- No

Are you transferring from another college in the United States?  
- Yes
- No

What type of visa do you have?

- F-1 (Student in Academic Program)
- F-2 (Spouse or Child of F-1)
- J-1 (Exchange Student)
- H-1 (Temporary Worker)
- H-4 (Spouse or Child of H-1)
- A-1 (Ambassador, Diplomat or Immediate Family)
- A-2 (Foreign Government Official or Immediate Family)
- R-1 (Religious Worker)
- R-2 (Spouse or Child of R-1)
- B-2 (Business Visitor)
- Other

Do you plan to apply for Financial Aid?  
- Yes
- No

If yes, please visit www.wilmu.edu/FinancialAid for Financial Aid support and planning.

previous academic information

List all colleges/universities previously attended. List undergraduate experience first, then graduate. Please list professional schools and certifications last. Please have official transcripts from all institutions listed below forwarded directly from the school to Wilmington University.

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>CITY/STATE</th>
<th>DATES ATTENDED</th>
<th>CREDITS EARNED</th>
<th>DEGREE EARNED</th>
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Academic Awards

Have you ever been suspended or dismissed from any college/university?  
- Yes
- No

If yes, please describe...
program of study (select one)

Non-Degree

BUSINESS

Master of Business Administration (M.B.A.)
- Business Administration
- MBA: Accounting
- MBA: Environmental Sustainability
- MBA: Finance
- MBA: Health Care Administration
- MBA: Management Information Systems
- MBA: Marketing Management
- MBA: Organizational Leadership

Master of Science (M.S.)
- Accounting

Master of Science in Management (M.S.M.)
- Management
- Management: Health Care Administration
- Management: Homeland Security
- Management: Human Resource Management
- Management: Management Information Systems
- Management: Marketing Management
- Management: Military Leadership
- Management: Organizational Leadership
- Management: Public Administration
- Management: Sports Management

Doctor of Business Administration (D.B.A.)
- Business Administration

Certificate of Advanced Study
- Finance
- Management Information Systems

EDUCATION

Master of Arts in Teaching (M.A.T.)
- Secondary Teaching: Grades 7–12
- Secondary Teaching: Grades 7–12 (Non-Certified)

Master of Education (M.Ed.)
- Applied Technology in Education
- Career and Technical Education: Administrative Program
- Career and Technical Education: Certification Program
- Career and Technical Education: Instructional Program
- Elementary Education: Grades K–6
- Elementary Studies: Grades 7–12
- Special Education
- Special Education: Administrative
- ESL Literacy
- Instruction: Gifted and Talented
- Instruction: Teaching and Learning
- Instruction: Teacher of Reading (Birth—Grade 2)
- Instruction: Teacher of Reading (Grades 3–6)
- Instruction: Teacher of Reading (Grades 7–12)
- Reading
- Reading/ESL Literacy
- Elementary and Secondary School Counseling
- School Counseling (Non-Certified)
- School Leadership
- Special Education
- Special Education: Administrative
- Course of Study in Education (Non-Degree)

Certificate of Advanced Study
- Applied Technology in Education
- Advanced Study for School Administration

Doctor of Education (Ed.D.)
- Innovation and Leadership: Educational Leadership
- Innovation and Leadership: Organizational Leadership
- Innovation and Leadership: Higher Education Leadership

HEALTH PROFESSIONS

RN License # exp. State

Master of Science in Nursing (M.S.N.)
- Adult/Gerontology Nurse Practitioner
- Family Nurse Practitioner
- Nursing Leadership: Educator
- Nursing Leadership: Executive Practice
- Nursing Leadership: Legal Nurse Consultant
- Nursing Practice

Post-MSN Certificate
- Adult/Gerontology Nurse Practitioner
- Family Nurse Practitioner
- Nursing Educator
- Nursing Executive
- Legal Nurse Consultant

Dual Degree M.S.N.
- M.S.N. with M.S.M. in Health Care Administration
- M.S.N. with M.S.B.A. in Health Care Administration

SOCIAL AND BEHAVIORAL SCIENCES

Master of Science (M.S.)
- Administration of Human Services
- Administration of Justice
- Administration of Justice: Criminal Behavior
- Administration of Justice: Homeland Security
- Administration of Justice: Leadership and Administration
- Clinical Mental Health Counseling
- Homeland Security: Information Assurance
- Homeland Security: Organizational Leadership
- Homeland Security: Safety and Security
- Homeland Security: Military Leadership

Post-Master’s Certificates
- Child and Family Counseling
- Homeland Security
- Mental Health Counseling

TECHNOLOGY

Master of Science (M.S.)
- Information Systems Technologies: Corporate Training Skills
- Information Systems Technologies: Information Assurance
- Information Systems Technologies: Internet and Web Page Design
- Information Systems Technologies: Management and Information Systems

Degree program also available 100% online
Wilmington University wants to help you achieve your educational goals. Your answers to this survey will assist us in understanding our students and their needs and will be kept confidential. Thank you for taking the time to complete this survey.

**What is your reason for choosing Wilmington University?**
- Location
- Cost/Affordability
- Programs
- Other

**Has either your mother or father completed a four-year college (bachelor’s) degree?**
- Yes
- No

**How many hours per week do you plan to work while attending Wilmington University?**
- None
- 1-10
- 11-20
- 21-30
- 31-40
- 41 or more

**Do you plan on earning a degree at Wilmington University?**
- Yes
- No

If you do not plan to earn a degree at Wilmington University, please indicate if you are taking courses for:
- Transfer to another institution
- Personal interest/enrichment
- Career exploration
- Specific career-related skills or knowledge
- Other

**Of all the colleges you considered, would you describe Wilmington University as your:**
- 1st choice
- 2nd choice
- 3rd choice
- 4th choice or lower

**What type of school did you attend most recently before entering Wilmington University?**
- High School
- Vocational/Technical School
- 2-Year College
- 4-Year College or University
- Other

**How do you plan on funding your education at Wilmington University?**
(Check all that apply.)
- Parents/Family
- Employer tuition remission
- Scholarships
- Student Loans (Perkins, Federal Direct, etc.)
- Other Loans
- Employment
- Personal Savings
- Spouse’s Income
- Social Security Benefits
- Veteran’s Benefits

**Which of the following factors influenced your decision to apply to Wilmington University?**
(Check all that apply.)
- Academic reputation of the University
- Cost
- Availability of my major
- Availability of financial aid
- Location
- Advice of parents or relatives
- Size
- Advice of high school counselors or teachers
- Open admissions
- Contact with University representatives
- Advice of someone who attends (or attended) the University

**How did you first learn about Wilmington University?**
(Check all that apply.)
- Friend/Relative
- Guidance Counselor
- College Fair or Event
- Letter in the Mail
- Advertisement
  - Billboard
  - Print Ad
  - Online Ad
  - Radio Ad
  - Television Ad
  - Email
  - Internet Search
  - Other

---

**contact and employer information**

1. Current Employer
   - Telephone
   - Address
   - Position
   - From
   - To

2. Previous Employer
   - Telephone
   - Address
   - Position
   - From
   - To
I understand that in the course of my association with Wilmington University, I will be given the opportunity to participate in many college activities, including practicum, internships, field trips, and special events. I hereby agree to assume all risks of injury, loss or damage to my person or property, while engaged in the aforementioned activities or in going to or returning from same.

I understand that Wilmington University has the authority to withdraw my privilege of admission, enrollment, and/or graduation for academic, disciplinary, legal or other reasons deemed sufficient.

I understand that inappropriate, harmful, and/or illegal activity is not permitted on the premises of Wilmington University. I give Wilmington University permission to define such behavior. Such behavior will be addressed at the discretion of Wilmington University and, if deemed necessary, be reported to legal authorities, employers, and/or professional organizations. I understand that this type of behavior may result in immediate expulsion.

I understand that it is my responsibility to read and comply with the policies and procedures outlined in the Wilmington University Student Handbook. To download a copy of the Wilmington University student handbook visit wilmu.edu/studentlife/handbook.

In accordance with the Family Educational Rights and Privacy Act, students have the following rights: 1) Right to inspect and review student's record; 2) Right to seek amendments to record; 3) Right to consent to disclosure; and 4) Right to file a complaint. These four rights are fully defined in the University catalog and/or on the University website.

Wilmington University is authorized to disclose student information without consent when information is designated as “Directory Information” in the following situations: to school officials with legitimate educational interest; to an alleged victim of a crime of violence; to officials of another institution where students seek to enroll; when Comptroller General of the United States, Secretary of Education, and/or state or local educational authorities requests student information; in connection with financial aid for which student has applied; to accrediting agencies, to comply with judicial order or subpoena; and in connection with a health or safety emergency. For a complete list of the items that are considered “Directory Information” please consult the University catalog or the University website.

Please note that all applicants for the College of Education, if accepted, will be required, pursuant to Delaware law, to submit to a federal and state criminal background check and a Child Protection (Abuse) Registry check prior to any student teaching placement. Negative or adverse criminal history or listing on any such registry may cause the student to be denied a student teaching placement. A student teaching placement is one of the necessary requirements for an Education Certificate. Your agreement to this application acknowledges that you are aware of and understand this condition.

We, the signatories to this application, understand the financial obligations associated with the admission to and enrollment in Wilmington University and assume responsibility for full payment of all fees. We understand the University’s withdrawal and refunds policy.

I have enclosed the required non-refundable application fee of $35.

I agree and authorize Wilmington University to publish, for public relations purposes, any photograph(s) in which I appear. I agree that all of the information provided above has been answered fully and correctly. Omission or falsification of information may be grounds for dismissal.

Date:

Applicant’s Signature:

Parent/Guardian Signature (if applicant is a minor):

1 Submit your WilmU Application for Graduate Admission, including statement of goals, completed and signed, along with the $35 application fee to the Admissions/site office.

Mail to:
Graduate Admissions
31 Reads Way
New Castle, DE 19720

2 Have official transcripts from all previously attended accredited institutions of higher education sent directly from the institution to the Graduate Admissions Office at the address above.

3 Applicants for the Doctor of Business Administration, Doctor of Education, Doctor of Nursing Practice, M.S. in Clinical Mental Health Counseling, and M.S. in Nursing programs must submit recommendations before consideration for admission.

4 Interview or attend a Program Planning Conference with a Graduate Admissions Associate or Faculty Coordinator.

5 Complete a writing assessment, as defined by the appropriate academic department.

Questions?
Contact the Office of Graduate Admissions at (302) 356-INFO (4636).

next steps