



## ***Application for Admission***

### **Government Information Leadership (GIL) Master of Science Degree Program, AY14-15**

The Information Resources Management College at the National Defense University (NDU iCollege) welcomes your interest in the Government Information Leadership (GIL) Master of Science Degree Program. The GIL Master's Degree Program is offered with nine concentrations that also correspond to our certificate programs:

**Chief Information Officer (CIO),  
Chief Financial Officer (CFO),  
Cyber Leadership (Cyber-L),  
Cyber Security (Cyber-S),  
Enterprise Architecture (EA), and  
Information Technology Program Management (ITPM)**

Applicants to the GIL Master's Degree Program must select their concentration at the time the application is submitted. Before completing this application, please consult the Catalog (<https://sites.google.com/a/irmcollege.net/icollege/home>) for a complete description of eligibility criteria, basic admission requirements, required fees and course offerings.

### **CONTACT**

Questions concerning admission should be addressed to the Office of Student Services either by telephone (202-685-6300; DSN 325-6300) or by e-mail ([ICollegeOSS@ndu.edu](mailto:ICollegeOSS@ndu.edu)).

### **MINIMUM ELIGIBILITY CRITERIA**

1. U.S. Government Affiliation  
Federal government civilian employees, military officers, non-federal government employees (state and local government), and private sector employees sponsored by a government agency.
2. Education  
All applicants must possess a Bachelor's degree from a regionally accredited U.S. institution or the equivalent from a foreign institution.  
  
The minimum grade point average (GPA) considered for admission is a 3.0 on a 4.0 scale for all previous undergraduate work. In cases where the undergraduate GPA is below a 3.0, a cumulative GPA of 3.5 in 12 or more graduate credit hours (from NDU iCollege or other graduate programs) may be used to determine eligibility.

3. Pay Grade/Rank, Experience Federal civil service pay grade of GS/GM-12 or equivalent/military officer rank of O-4 or above. Non-federal employees, to include state and local government, must be of an equivalent grade. Private sector employees must be of an equivalent grade and work in a field relevant to the iCollege curriculum.

*CFO Concentration*

Federal civil service pay grade of GS/GM-14 or equivalent/military officer rank of O-5 or above. (High performing GS/GM-13s and O-4s are also eligible on a case by case basis.) Non-federal employees, to include state and local government, must be of an equivalent grade. Private sector employees must be of an equivalent grade and work in a field relevant to the iCollege curriculum and provide a Résumé detailing last 5 years of employment history. Documented Knowledge of Financial Management/ Experience: Undergraduate or Graduate degree in finance or business field, CPA, CGFM or CDFM or three years of federal financial management experience is required.

4. English Language Proficiency

ECL or TOEFL scores (as necessary). Applicants whose native language is not English are required to demonstrate their English proficiency by passing an English comprehension test with either an ECL of 85 or TOEFL of 213 (computer based), unless their university degree is from an institution where the curriculum was taught exclusively in English. Contact the NDU iCollege Office of Student Services for further details.

Change in Eligibility: If a student's eligibility changes (e.g., employer, pay grade, rank), he or she must notify the Office of Student Services immediately. A student's enrollment will be suspended until a review of eligibility is conducted. A student may be required to submit a new application and supporting documents to prove eligibility.

The NDU iCollege will periodically review eligibility of active students. Failure to properly notify the Office of Students Services will be considered an integrity violation and a student will be referred to Dean of Students and Administration for review. In cases where course credit is earned after eligibility ceases, course credit may be revoked and/or the student may be held liable for tuition owed.

International Students: International students (non-U.S. citizens) must apply through the appropriate Security Assistance Training Field Activity (SATFA) country program manager.

Military Reserves or National Guard: Members in the Military Reserves or National Guard who do not meet the above employment criteria (e.g., government affiliation) may apply for admission based on their full-time Military Reserve or National Guard status (i.e., drilling status) and must maintain eligibility while enrolled in coursework (i.e., must be in active duty status at the time the course is in session). Education and grade/rank minimum requirements apply regardless of employer. Contact the NDU iCollege Office of Student Services for details and list of required documentation.

### APPLICATION INSTRUCTIONS

**ALL application documents must be submitted to the iCollege Office of Student Services by Email, fax or postal mail:**

Email [iCollegeOSS@ndu.edu](mailto:iCollegeOSS@ndu.edu)

Fax 202-685-4860 DSN 325-4860

Mail: iCollege  
Office of Student Services  
300 5th Avenue, Bldg 62  
Ft. Lesley J. McNair, DC 20319

Incomplete applications will be held for 60 days. Application materials become the property of the College and cannot be returned.

### **Required documents:**

1. **Application Form:** Students must complete the attached application in its entirety. Unsigned applications will be considered incomplete.
2. **Résumé:** The résumé should include a complete work history that describes the applicant's position title, organization, responsibilities, and accomplishments, and any awards or recognitions earned for each position held. If there are gaps in the résumé, a short paragraph is required to explain them.
3. **Official Transcript(s):** Applicants must submit one official transcript from the Bachelor's degree granting institution and all graduate institutions where graduate work was earned or attempted (regardless of whether MSapp v2011-08-02 credit or degree was issued). An official transcript must bear the official seal of the issuing institution and must be submitted in a sealed envelope. Transcripts from the NDU iCollege do NOT need to be submitted; however transcripts from other NDU components (e.g., National War College) must be submitted. The minimum grade point average (GPA) required is a 3.0 on a 4.0 scale for all undergraduate or graduate degrees completed. In cases where the undergraduate GPA is below a 3.0, a GPA of 3.5 on a 4.0 scale for 12 or more graduate credit hours (from the iCollege or another graduate program) may be used to determine eligibility.
4. **Recommendation Letters:** Two recommendation letters are required for admission to the GIL M.S. Degree Program. Recommendations should be completed on either the recommendation form provided on the iCollege website or printed and mailed by the recommender. All recommendation letters, regardless of format must address the questions asked on the iCollege recommendation form. At least one recommendation must come from an individual in the applicant's professional supervisory chain. The second may come from another source (e.g., professional). Both recommendations should be written by persons able to judge the applicant's ability to complete a challenging graduate-level degree program.

Recommenders are asked to comment on the applicant's leadership potential, academic ability, motivation to complete the degree program, and the applicant's commitment to leading Information Age defense and government organizations. Recommendations must be placed in a sealed and signed envelope and returned to the student. Recommendations emailed directly to the iCollege will not be accepted.

### **PROCESSING TIME**

Complete applications will be reviewed within four to eight weeks of receipt, depending on application volume. Questions concerning the status of pending applications should be addressed to the Office of Student Services by phone (202-685-6300; DSN 325-6300) or e-mail to iCollegeOSS@ndu.edu.

### **ADMISSION DECISIONS**

Applicants to the GIL MS Degree program will receive an e-mail notification of their admissions decision from the Dean of Faculty and Academic Programs and also communication from the Office of Student Services which will detail the admitted student's program status and his/her academic advisor contact information.

**Department of Defense policy is to protect the privacy rights of individuals in accordance with the Privacy Act (5 United States Code 552a). Disclosure of this information unless otherwise indicated is voluntary.**

## APPLICATION CHECKLIST

Before submitting your application packet, please ensure all materials are complete and from official sources.

See the application form for full instructions.

**Application Form**

**Résumé**

**Official Transcript – Undergraduate degree-granting institution**

**Must be issued by the institution in a sealed envelope, or emailed directly from the institution. NO PHOTOCOPIES PERMITTED.**

**Official Transcript(s) – Graduate degree-granting institutions (all)**

**Must be issued by the institution in a sealed envelope, or emailed directly from the institution. NO PHOTOCOPIES PERMITTED. Transcripts from the NDU iCollege do NOT need to be submitted**

**Recommendation Letter #1 – From supervisory chain**

**Must be in a sealed envelope, or emailed directly from the recommender.**

**Recommendation Letter #2 – Other**

**Must be in a sealed envelope, or emailed directly from the recommender.**

**English Language Proficiency score (if required)**

Materials may be submitted to the iCollege Office of Student Services via postal mail to:

Information Resources Management College  
Office of Student Services  
300 5th Avenue, Bldg 62  
Ft. Lesley J. McNair, DC 20319

or hand delivery to the Office of Student Services Marshall Hall Bldg. 62, Room 145  
or electronically via email to [iCollegeOSS@ndu.edu](mailto:iCollegeOSS@ndu.edu).

## SECTION ONE: Program Selection

Have You Previously Attended the NDU iCollege?

Yes            No

Employment Category (i.e. Primary employer for eligibility purposes, see Minimum Eligibility Criteria)

DoD Civilian - Government Civilian employed by a DoD agency

Non-DoD Government Civilian – Any Non-DoD Federal, State, or Local government employee

Private Sector Civilian – Private Sector/Contractor sponsored by a government agency on a valid government contract

Active U.S. Military and Uniformed Services – Active Military Officer (full-time active duty assigned to a U.S. armed forces component or U.S. uniformed service, excluding members of the Military Reserve and National Guard)

Active Military Reserve or National Guard – Member of the Military Reserve or National Guard serving in a temporary, full-time active status, or who will be in a part-time active status (i.e., “on orders”) at the time the course is in session. Note: Applicant will be asked to provide details on permanent (non-Military Reserve/National Guard employer).

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\*Select one Proposed Concentration:

Chief Information Officer (CIO)

Chief Financial Officer (CFO)

Cyber Leadership (Cyber-L)

Cyber Security (Cyber-S)

Enterprise Architecture (EA)

Information Technology Program Management (ITPM)



**SECTION THREE: Academic Information**

Highest Educational Level Earned:

Bachelor's  
Other

Masters

Doctoral or Professional

**Bachelor's Degree Institution**

Complete Name of School

Location (City, State)

Last Date Attended

Title of Degree Earned or Expected

Graduation Date

Undergraduate Major

**Highest Level Graduate Degree Institution**

Complete Name of School

Location (City, State)

Last Date Attended

Title of Degree Earned or Expected

Graduation Date

Graduate Major

**SECTION FOUR: Employment**

Employer Name (Department/Agency)

**Applicant's Work Contact Information (onsite location):**

Work Address

Work Phone

City

State

Postal Code

Country

E-mail

**Supervisor Contact Information**

Salutation                      First Name    Last Name

Address

City    State                      Postal Code

Country    E-mail

Phone    DSN Phone

**Federal Government Civilian Only**

Federal Civilian Pay Grade    Federal Job Series Code

**Military and Uniformed Services Only (includes Military Reserve and National Guard)**

Service Branch or Uniformed Service

Current Status

Active Duty Armed Forces                      National Guard    Reserves

Primary Specialty    Specialty Code

Rank    Date of Rank



## SECTION FIVE: Certification and Academic Integrity Statement

### COLLEGE POSITION STATEMENT ON ACADEMIC INTEGRITY

The NDU iCollege has a zero tolerance policy toward falsification of online identity, plagiarism and other forms of academic dishonesty, and will enforce the National Defense University Statement on Academic Integrity as summarized below. Students should consult the NDU website at <http://www.ndu.edu/aa/policies.cfm> for the complete and/or most current NDU academic integrity policy.

Academic dishonesty includes, but is not limited to: falsification of professional and academic credentials; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work or assisting another student to do work without prior authority; unauthorized collaboration; multiple submissions; and plagiarism.

#### **Sanctions for Violations of Academic Integrity**

Sanctions for violating the academic integrity standards include but are not limited to: disenrollment, suspension, denial or revocation of degrees or diplomas, a grade of F with a transcript notation of "academic dishonesty," rejection of the work submitted for credit, a letter of admonishment, or other administrative sanctions. Additionally, members of the United States military may be subject to non-judicial punishment or court-martial under the Uniformed Code of Military Justice. Negative academic actions may be disclosed to the student's sponsoring service or organization, as well as to investigators for employment or security clearances. The authority for decisions and actions rests at the NDU iCollege.

I certify that I have read this application and instructions and that, to the best of my knowledge, the information given is correct and complete. I understand that if it is found to be otherwise, my application is invalid, or in the event that I am enrolled, I will be subject to dismissal from the NDU iCollege.

I agree to notify the NDU iCollege Office of Student Services of any changes to the above information including, but not limited to biographical and employment information. Additionally, I agree that I have read and understood the statement on academic integrity and violations of the same.

Signature

Date

ver Apr 14 2014