



**APPLICATION FOR ADMISSION**

**BACHELOR OF SCIENCE IN**

**REHABILITATION AND HUMAN SERVICES**

**UNIVERSITY OF NORTH DAKOTA**

Received	
Pending	
Approved	
Disapproved	

In June 2004, the North Dakota Board of Higher Education approved a request from the Rehabilitation and Human Service Program to charge a program fee of \$225.00 per semester to full-time undergraduate rehabilitation students after admission to the Rehabilitation and Human Services Program. This fee is used to offset some of the costs of the training, such as expenses related to internship supervision and the cost of part-time instructors. This fee is prorated for part-time students.

Students who are interested in majoring in Rehabilitation and Human Services should discuss their plans with the RHS Program Coordinator as soon as possible. When the RHS major has been selected, the student will be assigned an advisor from the RHS Program to assist with academic planning.

**Requirements for Admission into the RHS Major are:**

- 1) Completion of 45 semester hours of university course work, including RHS 250.
- 2) Attainment of an overall GPA of 2.5 or better.
- 3) A written statement of your interest in professional rehabilitation practice.
- 4) Evidence of at least 40 hours of paid or volunteer work in a community rehabilitation agency. Examples of acceptable agency settings include: vocational rehabilitation, developmental disability centers, mental health settings, independent living centers, rehabilitation hospitals or clinics, substance abuse treatment facilities, social/recreational centers, and nursing homes. Please consult with your advisor if you need assistance in identifying an appropriate agency.

**Please Note:** Provisional admission into the program is available to students who are close to completing the requirements listed above.

**Please Complete the Following:**

<b>Name</b>			
<b>Permanent Address</b>		<b>Phone</b>	
<b>Mailing Address</b>		<b>Phone</b>	

**Paid Employment**

<b>Types of Work</b>	<b>Dates: From - To</b>	<b>Part-time (PT) or Full-time (FT)</b>

**Volunteer Work**

Types of Work	Dates: From - To	Hrs/Week

**Colleges Attended Other Than UND**

College or University	Dates: From - To

**Grades Received in Courses Generally Taken Prior to Admission**

Course	Grade or In Progress (IP)
RHS 200 Helping Skills in Community Services	
RHS 250 Contemporary Issues In Rehabilitation	
BAdm 101 Introduction to Business	
Psyc 111 Introduction to Psychology	
Soc 110 Introduction to Sociology	
History (please indicate course #)	
Political Science (please indicate course #)	
English Literature (please indicate course #)	
Cultural Diversity Courses (please indicate course #s)	
Other Courses to be Counted for General Education Requirements:	

**Credits and Grade Point Average**

Overall <b>GPA</b> at the time you are completing this application.	
Total <b>number of credits</b> completed at the time you are completing this application (including current semester credits).	

**Signatures**

<b>Applicant's Signature</b>		<b>Date</b>	
<b>Advisor's Signature</b>		<b>Date</b>	

# INSTRUCTIONS FOR COMPLETING ADMISSION APPLICATION

AND

## ADMISSION STANDARDS AND PROCEDURES

### Rehabilitation and Human Services Program

#### University of North Dakota

##### Competitive Admissions

The number of applicants that will be admitted is determined by the number of suitable field practicum placements available to undergraduate RHS students. Acceptance into the program will be based upon the applicant's grade point average, written statement, and other personal qualifications.

##### Criteria Used for Evaluating Candidates for Admission

- 50% Grade Point Average (overall)
- 25% Prior rehabilitation and human service experience, including a review of your work experiences and your supervisor's verification of that work
- 25% Written Application Statement

##### Deadline Dates

Applications for admission are accepted each semester. The deadline for admission during the Fall Semester is generally the Wednesday before Thanksgiving. The deadline for Spring Semester is generally the Friday before Spring Break. A completed application, including a written personal statement and documentation of volunteer experience should be submitted by the deadline indicated.

##### Written Statement

Students applying for admission must complete a typewritten personal statement. This statement should include the following:

- a. Personal influences which contributed to your decision to pursue a career in rehabilitation and human services.
- b. Your understanding of and experience with human diversity, including disability.
- c. Personal values, beliefs, goals, and expectations which relate to your decision to apply for admission into this major.

##### Rehabilitation-Related Work Experience

Applicants must describe their rehabilitation-related volunteer (or paid) work experience by completing Attachment A. This attachment provides the admissions committee with information about your work activities and your perception of the value of that experience.

**ATTACHMENT A**

**PRE-ADMISSION STUDENT REPORT AND EVALUATION**

**OF VOLUNTEER/PAID REHABILITATION OR HUMAN SERVICE EXPERIENCE**

Student's Name		Dates of Rehabilitation or Human Services Work Experience	
Name of Rehabilitation or Human Service Setting		Total Hours Completed (Minimum of 40 hours)	
Agency Address		Agency Phone	
Supervisor's Name		Position of Supervisor	

*Briefly describe the kinds of activities and responsibilities you had during this experience, focusing particularly on the direct client contact you had:*

*What did you learn about yourself and your potential for the field of rehabilitation and human services?*

*What did you most enjoy about this experience?*

What kinds of problems, if any, did you experience?

I understand that this material will be used as part of the admissions process and I give my permission to contact my agency supervisor to verify my work experience:

Student's Signature		Date	
Advisor's Signature		Date	

## MEMORANDUM

TO: All RHS majors

FROM: RHS Faculty

DATE: October 21, 2009

RE: Required FBI Identification Record

The North Dakota Legislature recently passed legislation that requires all students enrolled at the state universities who plan to work with individuals from vulnerable populations to obtain FBI Identification Record checks. The North Dakota Board of Higher Education has identified the Rehabilitation and Human Services program at UND as one of the degree programs required to obtain FBI record checks from their students. **All students currently admitted to the RHS program and those who apply in the future must provide FBI Identification Record checks.** In our effort to comply with the expectations of the Legislature and Board of Higher Education, we expect current RHS students provide the RHS program with the results of the Record check issued by the FBI as soon as possible.

As an RHS major you must arrange for an FBI Record check to be completed as soon as possible. Our goal is to have these completed **by December 1<sup>st</sup>** for current RHS majors. As such, we ask that you attend to this matter immediately.

The process involves completing an application for a background check (cover letter), being fingerprinted by law enforcement personnel, and submitting both of those documents to the FBI along with a fee of \$18.00. Any local law enforcement agency – Grand Forks Police, Campus Police, County Sheriff, etc. – should be able to do the fingerprinting. The information and necessary forms for the FBI Background Check can be found online at: [www.fbi.gov/hq/cjisd/fprequest.htm](http://www.fbi.gov/hq/cjisd/fprequest.htm).

You should receive a response from the FBI in 3-4 weeks. The documentation you receive from the FBI must be submitted to the RHS Program. We understand that the vast majority of students will have completely clean records. For those who do have offenses, a committee of faculty will evaluate how the results might affect the student's ability to continue in the RHS major in accordance with procedures outlined by UND.

We also understand that your immediate action on this matter could be perceived as an inconvenience however, the policy is now required by the State of North Dakota. We are currently integrating the FBI Identification Record Request process into the application procedures for future RHS students. It is a common practice for employers to require employees to provide information about legal histories, especially those employers who provide rehabilitation services for individuals with disabilities. Consequently, already having your report may be an asset in your job search.

Let us know if we can help in any way or if you need assistance with the process.