

Graduate Admission

Graduates holding a baccalaureate degree from colleges or universities accredited in a manner accepted by Kennesaw State University may apply for admission to graduate studies. Applicants must submit the credentials deemed necessary by the chosen degree program. Individual colleges/schools may have additional requirements or higher standards than those listed for general admission. Applicants are accepted to one graduate program specifically and must reapply in order to change programs.

Graduate Admission Degree Requirements

Master of Accounting (MAcc)

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
- Minimum cumulative adjusted grade point average of 2.80 on a 4.0 scale.

- Minimum total score of 500 on the Graduate Management Admissions Test (GMAT).
- Minimum of two years of significant business related experience is strongly desired.
- When there is a conflict in the predictions of success from the GPA and GMAT, exceptions may be made if the applicant's educational background, excellence in performance in outside activities, creativity and leadership, or accomplishments in business and professional activities are sufficient to indicate success in the program. At a minimum, a professional résumé, two letters of recommendation and a personal statement of objectives will be required to determine the appropriateness of an exception.
- International applicants (see page 19).

Career Growth Master of Business Administration (MBA)

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
- Minimum cumulative adjusted grade point average of 2.80 on a 4.0 scale.

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(Career Growth MBA Graduate Admission Degree Requirements - cont'd)

- Minimum total score of 500 on the Graduate Management Admissions Test (GMAT).
- Minimum of two years of significant business related experience is strongly desired.
- When there is a conflict in the predictions of success from the GPA and GMAT, exceptions may be made if the applicant's educational background, excellence in performance in outside activities, creativity and leadership, or accomplishments in business and professional activities are sufficient to indicate success in the program. At a minimum, a professional résumé, two letters of recommendation and a personal statement of objectives will be required to determine the appropriateness of an exception.
- International applicants (see page 19).

WebMBA

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
- Minimum cumulative adjusted grade point average of 2.80 on a 4.0 scale.
- Minimum total score of 500 on the Graduate Management Admissions Test (GMAT).
- Minimum of two years of significant business related experience is strongly desired.
- When there is a conflict in the predictions of success from the GPA and GMAT, exceptions may be made if the applicant's educational background, excellence in performance in outside activities, creativity and leadership, or accomplishments in business and professional activities are sufficient to indicate success in the program. At a minimum, a professional résumé, two letters of recommendation and a personal statement of objectives will be required to determine the appropriateness of an exception.
- International applicants (see page 19).

Master of Business Administration for Experienced Professionals (MBA-EP)

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.

- Minimum cumulative adjusted grade-point average of 2.80 on a 4.0 scale.
- Minimum total score of 500 on the Graduate Management Admissions Test (GMAT).
- Minimum of 5 years of management or professional experience.
- Consideration is given to the applicant's academic record, scores on the GMAT, and work experience. Other factors reviewed include the applicant's educational background, performance in outside activities, evidence of creativity and leadership, record of accomplishments in business and professional activities.
- When there is a conflict in the predictions of success for the GPA and GMAT, exceptions may be made if the applicant's educational background, excellence in performance in outside activities, creativity and leadership, accomplishments in business and professional activities are sufficient to indicate success in the program. At a minimum, a professional résumé, two letters of recommendation and a personal interview will be required to determine the appropriateness of an exception.
- International applicants (see page 19).

Master of Science in Applied Computer Science (MSACS)

The Master of Science in Applied Computer Science requires two different levels of admission requirements - one for fall semester and one for spring semester. Please see the program admission requirements under the MSACS program section of this catalog.

Master of Science in Conflict Management (MSCM)

- A baccalaureate degree from an accredited college or university with a minimum grade point average of 2.80 on a 4.0 scale.
- A minimum score of:
 - a. 800 on the General Test of Graduate Record Exam (GRE) (verbal, quantitative and 3.5 on the Analytical Writing Section of the General Test;
 - b. 475 on the Graduate Management Admissions Test (GMAT) or
 - c. 151 on the Law School Admissions Test (LSAT).

(Test requirement may be waived for applicants who have earned an advanced degree. Scores that are still available under the scoring in effect prior to October 1, 2002, will continue to be considered for admission to the MSCM program.)

- Consideration is given to the applicant's academic record, test score, letters of recommendation, résumé, and typed personal statement of objectives.
- When there is a conflict in the predictions of success from the GPA and test score, exceptions may be made if the applicant's educational background, excellence in performance in business and professional activities, creativity and leadership, or experience in the field of alternative dispute resolution indicate success in the program.
- International applicants (see page 19).

Master of Education (MEd) in Adolescent Education

- Valid teaching certificate (clear renewable) in Middle Grades or Secondary Education in the concentration for which one is applying.
- Official Miller's Analogy Test (MAT) or Graduate Record Exam (GRE) scores.

Although no minimum score is required, the applicant's MAT or GRE scores will be considered in the competitive review process.

- A 1-2 page personal statement describing one's beliefs about education at the middle grades or secondary level and one's professional goals relative to the Master of Education in Adolescent Education degree.
- Professional résumé documenting education, teaching experience, volunteer and service accomplishments, and record of leadership.
- Two letters of recommendation that address applicant's success in teaching ability for success in graduate studies, and commitment to adolescent learners.
- Official transcripts from all colleges/universities an applicant has attended showing evidence of a bachelor's degree with a minimum GPA of 2.75 from an accredited institution
- International applicants (see page 19).

Master of Education (MEd) in Early Childhood Education

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
- An undergraduate cumulative grade point average of 2.75 on a 4.0 scale.
- A professional résumé documenting education, teaching experience, volunteer and service accomplishments, and record of leadership activities.
- A completed Kennesaw State University Endorsement form from current principal.
- A written personal statement on appropriate Kennesaw State University form.
- A Georgia Teaching Certificate in Early Childhood or Elementary Teaching (P-5). Possession of a provisional teaching certificate is not appropriate for admission consideration.
- One year full-time successful current contractual teaching experience.
- Must be employed as a classroom teacher for the duration of the program.
- A signed letter of commitment to enter and complete the program within the 15-month period.
- International applicants (see page 19).

Master of Education (MEd) in Educational Leadership

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University.
- An undergraduate cumulative grade point average of 2.75 on a 4.0 scale.
- A professional résumé documenting education, experience, and a record of leadership activities.
- A completed evaluation and verification of provision of practicum experiences and mentoring from current administrator
- A current Georgia Teaching Certificate.
- Three years successful contractual experience as an educational professional in the public schools.
- A completed evaluation and statement of support from two administrators.
- International Applicants (see page 19).

Master of Education (MEd) in Special Education

- Valid Georgia certificate (clear renewable) in a teaching field
- Official transcripts from all colleges/universities an applicant has attended showing evidence of a bachelor's degree with minimum GPA of 2.75 from an accredited institution
- Proof of completion of courses in Human Growth & Development, Teaching of Reading, and Education of Exceptional Students
- Official GRE scores. No minimum score is required, but the applicant's GRE scores will be considered in the review process.
- Professional résumé documenting education, teaching experience, volunteer and service accomplishments, and record of leadership.
- Two letters of recommendation that address applicant's success in teaching and ability for success in master's degree studies
- Personal statement of goals for professional development (form available)
- A 1-2 page Teaching Experience Essay outlining and reflecting on a significant teaching event that has personal meaning for you (form available in application packet)
- Completed graduate application with application fee
- International applicants (see page 19).

Master of Science in Information Systems (MSIS)

- Baccalaureate degree from an institution accredited in a manner accepted by Kennesaw State University. Admission will only be granted to students showing high promise of success in the program.
- Minimum cumulative undergraduate adjusted grade-point average of 2.75 on a 4.0 scale.
- Successful completion of required undergraduate course work or fulfillment of preparatory knowledge clusters through professional work experience.
- Minimum score of 500 on the Graduate Management Admissions Test (GMAT) with a minimum score of 30 in the verbal category, 30 in the quantitative category

and 3.0 in the analytical writing category.
OR

- Minimum score of 400 in the verbal and 400 in the quantitative categories and 3.0 in the analytical writing category on the General Test of the Graduate Record Examination (GRE). (Applicants submitting scores for the GRE taken prior to October 1, 2002, must submit a minimum score of 400 in each of the verbal, quantitative, and analytical portions of the GRE.)
- Other criteria will be considered by the MSIS Admissions Committee for applicants, including:
 - performance on previous computer science, information systems, and management course work;
 - GPA attained in other junior/senior level course work; certificates of attainment in computing-related training/self-study programs;
 - accomplishment in professional activities; and
 - relevant work experience.
- A current résumé.
- A Statement of Interests that states the applicant's professional career goals. This Statement of Interests should indicate how the applicant plans to leverage the MSIS degree in their career plan.
- International applicants (see page 19).

Master of Science in Nursing (MSN)

- Baccalaureate degree in nursing from a nationally accredited institution with a satisfactory grade point average of at least 3.0 on a 4.0 scale.
- A minimum of three years full-time professional experience as a registered nurse as documented in a professional résumé. **This experience must have occurred within the last five years and have involved direct patient care.** Preference will be given to those candidates with a greater amount of professional experience.
- Current RN licensure in the state of Georgia.
- A minimum combined total score of 800 in the verbal and quantitative categories and a minimum 3.5 in the analytical writing category on the General Test of the Graduate Record Examination (GRE). (Applicants

submitting scores for the GRE taken prior to October 1, 2002, must submit a minimum total score of 1350 on the verbal, quantitative, and analytical portions of the GRE.)

- A formal statement of personal goals for the program not to exceed one typed page.
- An undergraduate physical assessment course.
- An undergraduate research course.
- International applicants (see page 19).

Master of Arts in Professional Writing (MAPW)

- A baccalaureate degree from an accredited college or university with a minimum 2.5 grade point average on a 4.0 scale.
- Minimum total score of 800 (verbal and quantitative) and a minimum 3.5 (analytic writing) on the General Test of the Graduate Record Examination (GRE); or a minimum of 550 verbal score. (Applicants submitting scores for the GRE taken prior to October 1, 2002, must submit a minimum 1350 on the verbal, quantitative, and analytical portions of the GRE.) The GRE requirement is waived for applicants who have earned an advanced degree.
- An application letter that states the applicant's goals for the MAPW program and a rationale for the choice of concentration and support areas.
- Three copies of representative writing samples from both the concentration and the support areas, not to exceed 25 pages.
- A letter of recommendation is optional.
- International applicants (see page 19).

Master of Public Administration (MPA)

- Baccalaureate degree from an accredited college or university with at least a 2.75 grade point average on a 4.0 scale.
- Minimum combined score of 900 on the verbal and quantitative portions with a 3.5 minimum score on the analytical writing section of the General Test of the Graduate Record Examination (GRE) or a combined score of 450 on the Graduate Management Admissions Test (GMAT). International students must also provide satisfactory TOEFL scores. (Applicants submitting

scores for the GRE taken prior to October 1, 2002, must submit a minimum combined score of 1350 on the verbal, quantitative, and analytical portions of the GRE.)

- An application letter that states the applicant's interest and goals for the MPA Program and the potential use of the degree.
- A current résumé.
- Two letters of recommendation that address the applicant's potential for graduate study and use of an MPA degree.
- International applicants (see page 19).

Students are admitted to the program based upon an overall review of all credentials including any work and community service experience that indicates potential success in graduate work and in professional public service.

Master of Social Work (MSW)

General Requirements:

- A 3.0 GPA in the last 60 hours of undergraduate courses and a 1000 combined score on the GRE.
- Applicants must possess a liberal arts background, including preferences (not required) for social sciences, psychology, statistics, and content in the physiological basis for human behavior. Humanities courses are also recognized as important.
- Demonstrated work experience in the human service section, through volunteer work, employment, or internships is desirable.
- Applicants must have strong positive recommendations from three sources capable of assessing readiness for graduate work.
- International applicants (see page 19).

Advanced Standing Admission Requirements:

- Applicants must have earned a Bachelor of Social Work (BSW) degree from a Council on Social Work Education (CSWE) accredited undergraduate program within the last five year. This requirement will not be waived.
- A minimum 3.2 GPA over the last 60 hours of undergraduate study and a 1000 combined score on the GRE.
- Demonstrated work experience in the human service sector, through paid, volunteer and internship experiences is desirable.

- Applicants must have positive and strong recommendations from three sources who are capable of assessing the candidate to the effect that the candidate is ready for graduate work, is eager to learn, and has evidenced the requisite interpersonal skills and talent for social work practice.

How to Apply

Applicants for the MBA for Experienced Professionals should contact the program office for application materials. All other candidates should follow these guidelines:

- Download the program checklist for the selected degree program at: http://www.kennesaw.edu/admissions/graduate_program_checklist.html
- Complete the online application for graduate admission: <https://www.applyweb.com/apply/ksu/menu.html>. The fee is \$30.00 and you will receive a confirmation message indicating that your application has been submitted. Please record the confirmation number on the program checklist as indicated. Students who choose to apply using the paper application should include the completed application form in the admission packet along with a check or money order in the amount of \$40, made payable to Kennesaw State University. Choose only one method. The application fee is non-refundable.
- Schedule the graduate entrance exam required for your program (consult program checklist). To insure adequate time for processing, the Office of Graduate Admissions recommends you take the exam six weeks prior to the application deadline. The scores are reported directly to the Office of Graduate Admissions when you select Kennesaw State University code #5359 on the exam registration menu. Official test results must be received from the Educational Testing Service (ETS) before your file is considered complete; however, a photocopy of your personal test report may

be submitted to verify that the exam has been taken. Some departments may use this unofficial report for review purposes and may admit applicants contingent upon receipt of official scores.

- Request that official transcripts from each institution attended be sent to you in a sealed envelope for inclusion in your admission packet. Do Not Open Any Envelopes or the transcript will not be considered official.
- Prepare any additional supplemental documents that may be required by the academic department as indicated on the program checklist (i.e., recommendation letters, résumé, writing samples, etc.)
- International applicants should consult the program checklist for additional documents that must be submitted.
- All required documents, including the program checklist and official transcripts, should be compiled in one large envelope and mailed directly to:

**Office of Graduate Admissions
Kennesaw State University
1000 Chastain Road
BOX #0132
Kennesaw, GA 30144-5591**

Program checklists and other information can also be obtained by contacting the academic departments at the following:

Master of Accounting
(770) 423-6087
<http://coles.kennesaw.edu/gbo/macc.htm>

Career Growth MBA
(770) 423-6087
<http://coles.kennesaw.edu/gbo/mba.htm>

MBA—Experienced Professionals
(770) 420-4622
<http://coles.kennesaw.edu/lapd/index.htm>

WebMBA
(770) 423-6087
<http://coles.kennesaw.edu/webmba/webmba.html>

Master of Science in Applied Computer Science
(770) 423-6005
<http://msacs.kennesaw.edu>

Master of Science in Conflict Management
(770) 423-6299
<http://www.kennesaw.edu/pols/mscm>

Master of Education
(770) 423-6043
<http://www.kennesaw.edu/education/grad>

Master of Science in Information Systems
(770) 423-6005
<http://science.kennesaw.edu/csis/msis>

Master of Science in Nursing
(770) 499-3230
<http://www.kennesaw.edu/chhs/schoolofnursing/MastersPrograms.htm>

Master of Arts in Professional Writing
(770) 423-6297
<http://mapw.kennesaw.edu>

Master of Public Administration
(770) 423-6631
<http://www.kennesaw.edu/pols/mpa>

Master of Social Work
(770) 423-6630
<http://www.kennesaw.edu/humanservices>

All documents become the property of Kennesaw State University and cannot be forwarded or returned. Incomplete files and files of accepted applicants who never enroll in classes are destroyed after one year. Applicants wishing to apply again must file a new application and resubmit all documents, and meet current admissions criteria for the desired program.

Once an applicant's file is complete, the respective department will review the file. Then the Office of Graduate Admissions will send a letter informing the applicant of the admission decision. Admission to graduate studies does not imply that the student is a candidate for a degree. No commitment is made on this matter until the student is admitted to candidacy. Refer to the Academic Policies section in this catalog for more information about candidacy.

Additional Graduate Admission Policies

Provisional Standing

Provisional standing is allowed only in the M.Ed. programs of study in Adolescent Education, Educational Leadership, and Special Education. If an applicant's grade point average (GPA) is between 2.5 and 2.75, they may be considered for provisional admission if, in the opinion of the program director or graduate admissions committee, the applicant demonstrates strong potential to complete a graduate degree. A program to make up the deficiencies will be designed by the program director or advisor. No more than nine semester hours of graduate course work completed while in provisional standing may be applied toward the requirements of a degree program. Because the provisional requirements may vary among programs, the applicants should be knowledgeable of any additional requirements within the degree program.

Appealing an Admission Decision

Applicants may appeal an admissions decision by contacting, in writing, the Dean of Graduate Studies. Applicants may appeal denial of admission only if additional relevant information is provided for review.

Non-Degree Admission

An individual who is interested in earning graduate credit, but who is not an applicant for a graduate degree at Kennesaw State University, may be admitted as a non-degree student into these programs only: MAcc, MPA, and all MEd programs. Students with non-degree status are not permitted in the MAPW, Career Growth MBA, WebMBA, MBA-EP, MSCM, MSN, MSACS, MSIS, or MSW programs.

Non-degree students must meet the following requirements:

1. An earned baccalaureate degree (or higher, as may be required by individual programs) from an institution accredited in a manner accepted by KSU.

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2. Minimum undergraduate grade-point average of at least 3.0 on a 4.0 scale; (please see specific requirements).
3. Any specific program requirements, including applicable prerequisites.
4. Permission of the appropriate graduate program director.

Individual degree programs may impose additional or more stringent requirements. Students with non-degree status are not permitted to enroll in courses in the MSCM, MSN, MBA-EP, MSACS, or MSIS programs. Students wishing to apply for non-degree status should submit the following to the Office of Graduate Admissions:

- Application form.
- An official transcript from the undergraduate institution from which baccalaureate or other required degree was awarded sent directly to the Office of Graduate Admissions from that institution.
- Valid Immunization Certificate for measles, mumps and rubella.
- \$40 application fee.

Students admitted to non-degree study must be admitted to a graduate degree program in order to change to degree-seeking status. Refer to the chosen degree program in this catalog for all requirements for admission and additional credentials to submit. No more than nine semester hours taken under the non-degree status may be applied toward a degree program at a subsequent time and then only after the credit is approved and evaluated by the program director at the time of admission to the degree program.

Certificate Programs

Kennesaw State University offers Graduate Certificates in the following areas:

- Gerontology
- Creative Writing
- Professional Writing for International Audiences

Individuals wishing to apply for a certificate in Gerontology should contact Dr. Christine Ziegler at 770-423-6225 or cziegler@kennesaw.edu. Those interested in the Creative Writing or Professional Writing for International

Audiences certificate programs should call 770-499-3335 or 770-423-6468. For program and course information, see the Graduate Certificate Programs section of this catalog.

Transient Student Status

Applicants who are enrolled in a recognized graduate program at another institution may seek temporary admission to graduate study at Kennesaw State University. Applicants must submit the following to the Office of Graduate Admissions:

- Application form: <https://www.apply-web.com/apply/ksu/menu.html>
 - A transient letter from the applicant's home institution stating the following:
 1. The applicant is in good academic standing
 2. The specific KSU course(s) in which the applicant wishes to enroll; and
 3. The home institution will accept the credit from KSU as transfer credit toward the applicant's degree.
- Mail the letter to the Office of Graduate Admissions, Kennesaw State University, 1000 Chastain Road, #0132, Kennesaw, GA 30144-5591, or email to ksugrad@kennesaw.edu or fax to 770-420-4435.
- Nonrefundable application fee (\$30 for online application, \$40 for the hard copy).

Kennesaw State graduate students may attend another institution as a transient student. KSU students must seek written approval from their program director and registrar prior to applying to or enrolling in classes at another institution. Students must be in good academic standing and have a cumulative GPA of at least 3.0. Individual programs may have additional criteria. Transient work shall be considered as transfer credit.

Transient work is not permissible for any part of the last 27 hours of credit toward any KSU MBA degree or 24 hours of MAcc degree, except under unusual circumstances and then only with written permission of the MBA program director prior to enrollment in transient work. (Student must not be on probation and must have a cumulative GPA of at least 3.0.)

Accelerated Bachelor's-Master's Degree Option:

The Accelerated Bachelor's-Master's Degree Option provides qualified KSU undergraduate students the opportunity to begin graduate studies at KSU in their senior year and to simultaneously satisfy some remaining requirements for the bachelor's degree and the beginning requirements of an advanced degree.

Students may use up to nine credit hours of graduate-level courses offered within a single degree program in meeting the requirements of both a bachelor's degree and a master's degree. Students applying for this program must:

- (1) Have completed at least 18 hours of course work at Kennesaw State.
- (2) Have a KSU GPA of 3.5 or better.
- (3) Be within 21 semester hours of graduation.
- (4) Have written permission of the chair of the department of the undergraduate major to use the graduate level courses as acceptable substitutes to fulfill related requirements of the bachelor's degree (students must satisfy all prerequisites for those graduate courses).
- (5) Meet all requirements for admission (including tests such as GMAT or GRE) into the specified graduate program (except for receipt of the undergraduate degree); and
- (6) Submit an application for admission to the Accelerated Bachelor's-Master's Degree Program, along with all necessary admissions documentation to the Dean of Graduate Studies by the deadline dates listed below.

No more than nine semester hours of graduate credit may be completed prior to the completion of the baccalaureate degree and admission to a graduate degree program. An undergraduate student enrolled in graduate classes is limited to six semester hours of graduate course work per term and a total academic course load of 12 semester hours per semester.

For students who work closely with their advisors in planning their course of study at KSU, this option offers the opportunity of simultaneously satisfying partial degree

requirements for a bachelor's and a master's degree in an accelerated program of study. Upon completion of the undergraduate degree, with a satisfactory undergraduate grade point average and a grade of "B" or better in all graduate courses completed, the student may move to full graduate status in the same graduate program, and the graduate courses taken as an undergraduate can be applied toward the graduate degree.

Many combinations of undergraduate and graduate programs are possible and are not restricted to the confines of a single discipline or major. For example, integrated undergraduate/graduate programs have been developed for a Bachelor of Science in Psychology leading to a Master's Degree in Business Administration and a Bachelor of Arts in English leading to a Master of Arts in Professional Writing. Students interested in this option must meet with the department chair responsible for the undergraduate major.

For application materials, contact the Dean of Graduate Studies at 770-423-6738 or www.kennesaw.edu/graduate. Submit application materials to the Dean of Graduate Studies no later than the following dates:

July 9	for Fall term admission
November 12	for Spring term admission
April 8	for Summer term admission

The accelerated option is not available for students wishing to take courses in the M.Ed. program unless the student has the required certification for admission to the graduate program. Contact the Bagwell College of Education for more information at (770) 423-6043; <http://www.kennesaw.edu/education/grad>. For information on the accelerated study option for the MSN degree, please contact the School of Nursing at (770)-499-3230; <http://www.kennesaw.edu/chhs/schoolof-nursing/MastersPrograms.htm>.

International Applicants

In addition to meeting specific requirements for each degree program, international students must meet the following additional requirements:

TOEFL - Any student whose native language is not English must have earned a minimum score of 550 on the written Test of English as a Foreign Language (TOEFL) or 213 on the computer-based TOEFL test. The TOEFL may be waived for any applicant who has graduated from a college or university in the United States accredited in a manner accepted by Kennesaw State University or who is a U.S. citizen.

Immigration Documents - International applicants who are requesting an I-20 for an F-1 visa must submit an affidavit of support from the sponsor and a certified financial statement from the sponsor's bank showing that funds are available for one year of study. Students must have a valid passport and must be in current, valid immigration status in order to enroll at Kennesaw State University.

Evaluation of Foreign Credentials -

Graduates of foreign schools of higher learning must be able to document the fact that their degree is the equivalent of a four-year bachelor's degree awarded by an accredited United States college or university. International applicants, regardless of their country of origin or their native language, must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Each evaluation must include the following: course-by-course description, equivalence to an accredited four-year U.S. undergraduate degree (or number of years toward completion), and grade point average. (See <http://www.kennesaw.edu/admissions/gradadm/gradintl.htm> for a list of accredited evaluation services.)

Include the following in your application packet: a copy of TOEFL scores, immigration documents, and an original evaluation of foreign credentials (in a sealed envelope).

Readmission to Graduate Study

Any graduate student who has a break in attendance of one calendar year or more, must apply for readmission to the graduate program by completing an Application for Readmission and submitting it to the Office

of Graduate Admissions. The application and a \$25.00 nonrefundable application processing fee must be received by the established deadline for the semester of re-enrollment. Complete the online application at www.kennesaw.edu/admissions/ or in the Office of Graduate Admissions. If the student has taken course work at another institution during the period of non-enrollment at KSU, the course work may be considered as transfer credit and, upon receipt of an official transcript, reviewed accordingly. All students requesting readmission to the CGMBA or MAcc programs must meet the admissions criteria (GMAT scores and GPA) in place at the time of readmission. The six-year time limit for degree completion applies.

Six-Year Time Limit

Any student who exceeds the six-year time limit for completing a degree must apply for admission to the degree program as a new student and begin a new planned program of study. Course credit over six years old will not be accepted in the new program. Other previous course work will be evaluated on the basis of its applicability to the new program of study. Individual degree programs or departments may add additional requirements regarding readmission.

Immunization Requirement

All students are required to satisfy immunization requirements for measles, mumps, and rubella (MMR) before registering for courses. The Board of Regents of the University System of Georgia has instituted this policy in order to minimize potential outbreaks of measles, mumps, and rubella on college campuses. This requirement applies to all admissions classifications (i.e. Freshmen, Transfer, Joint Enrollment, Adult Non-traditional, Graduate, Transient, and Non-degree). Exemption categories are available for circumstances regarding medical conditions or religious convictions. Proof of immunization must be submitted to:

KSU Health Clinic
1000 Chastain Road House #52
Kennesaw, GA 30144-5591
Mailstop #5200
http://www.kennesaw.edu/col_hhs/hc