

Graduate Admission

Graduate Admission Procedures

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 at Kennesaw State University. The 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. Students are accepted to one graduate program specifically and must reapply in order to change programs.

Admissions Requirements for Degree Programs:

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 (verbal, quantitative, and analytical) on the Graduate Management Admissions Test (GMAT). (Test requirements may be waived for applicants who have earned an advanced degree from an institution accredited in a manner accepted by Kennesaw State University.)
- Minimum of two years of significant business related experience.
- Consideration is given to the applicant's academic record, scores on the GMAT, professional résumé, and GMAT Analytical Writing Assessment results. Additional supporting documents may be required.
- 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, two letters of recommendation and a personal statement of objectives

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will be required to determine the appropriateness of an exception.

- GMAT scores may not be more than five years old at the application date deadline for the desired semester/term of entry.
- International Students (see page 23).

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.
- Minimum total score of 500 (verbal, quantitative, and analytical) on the Graduate Management Admissions Test (GMAT). (Test requirements may be waived for applicants who have earned an advanced degree from an institution accredited in a manner accepted by Kennesaw State University.)
- Minimum of two years of significant business related experience.
- Consideration is given to the applicant's academic record, scores on the GMAT, professional résumé, and GMAT Analytical Writing Assessment results. Additional supporting documents may be required.
- 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, two letters of recommendation and a personal statement of objectives will be required to determine the appropriateness of an exception.
- GMAT scores may not be more than five years old at the application date deadline for the desired semester/term of entry.
- International Students (see page 23).

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 (verbal, quantitative, and analytical) on the Graduate Management Admissions Test (GMAT). (Test requirements may be waived for applicants who have earned an advanced degree from an institution accredited in a manner accepted by Kennesaw State University.)
- Minimum of two years of significant business related experience.
- Consideration is given to the applicant's academic record, scores on the GMAT, professional résumé, and GMAT Analytical Writing Assessment results. Additional supporting documents may be required.
- 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, two letters of recommendation and a personal statement of objectives will be required to determine the appropriateness of an exception.
- GMAT scores may not be more than five years old at the application date deadline for the desired semester/term of entry.
- International Students (see page 23).

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.
- International Students (see page 23).

Master of Science in Applied Computer Science (MSACS)

- An undergraduate degree from an accredited institution is required. The program is open to various majors with appropriate backgrounds who can master the foundations, and is not restricted to undergraduate degrees in science and engineering.
- Minimum cumulative undergraduate adjusted GPA of 2.75 on a 4.0 scale.
- At least 2 years of experience in the computing industry is required. This can include both part-time and full time experience.
- Coursework in the following prerequisite foundations are required:
 - a. applied calculus
 - b. physics
 - c. computer programming
 - d. computer architecture
 - e. data structures

Work experience and other coursework can selectively replace certain prerequisite knowledge foundations at the discretion of the program director with demonstration of student competency in the knowledge area.

- Official GRE score. Although no minimum is required, the applicant's GRE score will be considered in the competitive review process.
- Other criteria will be considered by the MSACS Admissions Committee for applicants, including:
 - course work
 - major area coursework GPA
 - professional certifications in computing areas
 - relevant work experience
 - professional activities
- Valid Immunization Certificate for measles, mumps, and rubella.
- International Students (see page 23).

Master of Science in Conflict Management (MSCM)

- A baccalaureate degree from an accredited college or university with a minimum grade point 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 Admission Test (LSAT).

(Test requirement may be waived for applicants who have earned an advanced degree. Scores which 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 Students (see page 23).

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 MAT or GRE scores. Although no minimum score is required, the applicant's GRE or MAT 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

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service accomplishments, and record of leadership.

- Two letters of recommendation that address applicant's success in teaching and ability for success in grades 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 Students (see page 23).

Master of Education (MEd) in Early Childhood Education

- A baccalaureate degree from an accredited institution.
- An undergraduate cumulative grade point average of 2.75 (on a 4.0 scale).
- A professional resume 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 Students (see page 23).

Master of Education (MEd) in Educational Leadership

- A baccalaureate degree from an accredited institution
- An undergraduate cumulative grade point average of 2.75 (on a 4.0 scale)
- A professional resume 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 a district level administration
- International Students (see page 23).

Master of Education (MEd) in Special Education

- A baccalaureate degree from an accredited institution.
- An undergraduate cumulative grade point average of 2.75 (on a 4.0 scale).
- 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.
- A 1 - 2 page Teaching Experience Essay outlining and reflecting on a significant teaching event that has personal meaning to student (form available in application packet)
- Valid Georgia certificate (clear renewable) in a teaching field.
- Proof of completion of courses in Human Growth and Development, Teaching of Reading, and Education of Exceptional Students.
- International Students (see page 23).

Master of Science in Information Systems (MSIS)

- Baccalaureate degree from an institution accredited in a manner acceptable 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 Admission 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 total score of 1425 on the General Test of the Graduate Record Examination (GRE) with a minimum score of 400 in the verbal and 400 quantitative categories and 3.0 in the analytical writing category.
- Other criteria will be considered by the MSIS Admissions Committee for applicants, including:
 - performance on previous computer science, information systems, and management coursework;
 - GPA attained in other junior/senior level course work; certificates of attainment in computing-related training/self-study programs;
 - accomplishment in professional activities;
 - 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 Students (see page 23).

Master of Science in Nursing (MSN)

- Baccalaureate degree in nursing from a nationally accredited institution with a satisfactory GPA of at least 3.0.
- A minimum of three years full-time professional experience as a registered nurse as documented in a professional resume. **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.

- 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 Students (see page 23).

Master of Arts in Professional Writing (MAPW)

- A baccalaureate degree from an accredited college or university with a minimum 2.5 grade point average (GPA).
- A 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 1350 (verbal, quantitative, and analytical); or a minimum of 550 verbal score. 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.
- Representative writing samples from both the concentration and the support areas.
- A letter of recommendation is optional.
- International Students (see page 23).

Master of Public Administration (MPA)

- Baccalaureate degree from an accredited college or university with a 2.5 grade point average.
- A minimum combined score of 800 on the verbal and quantitative portions with a 3.5 minimum score on the analytical writing section of the Graduate Record Examination (GRE) or a combined score of 400 on the Graduate Management Admissions Test (GMAT); international students must also provide satisfactory TOEFL scores. (Students submitting scores for the GRE taken prior to October 1, 2002, must submit a minimum combined score of 1200 on the verbal, quantitative, and analytical portions of the Graduate Record Examination.)
- An application letter that states the applicant's interest and goals for the MPA Program and the potential use of the degree.

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- A current résumé.
- Two letters of recommendation that address the applicant's potential for graduate study and use of an MPA degree.
- International Students (see page 23).

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.

How to Apply

Applicants for the MAcc, Career Growth MBA, MEd in Education, MEd in Special Education, MAPW, MSN, MPA, MSACS, MSIS, and WebMBA degrees may apply using the form included in this catalog, or on-line at www.kennesaw.edu. Applicants for the MBA-EP, MSCM, MSACS, MEd in Early Childhood Education, and the MEd in Educational Leadership should contact the graduate program office for each program for application materials.

Graduate Program Office	Phone Number
Master of Accounting	(770) 423-6087
Career Growth MBA	(770) 423-6087
MBA -EP	(770) 420-4622
WebMBA	(770) 423-6087
Master of Science in Applied Computer Science	(770) 423-6005
Master of Science in Conflict Management	(770) 423-6299
Master of Education	(770) 423-6043
Master of Science in Information Systems	(770) 423-6005
Master of Science in Nursing	(770) 499-3230
Master of Arts in Professional Writing	(770) 423-6297
Master of Public Administration	(770) 423-6631

The files of applicants who do not enroll after a period of one year become inactive. Since files are destroyed, these applicants must file new applications and documents. All documents become the property of Kennesaw State University and cannot be forwarded or returned.

All applications received must be accompanied by a nonrefundable \$40.00 application

processing fee. Checks should be made payable to Kennesaw State University. Note: On-line application fee is \$30.00. To apply on-line go to: <http://www.kennesaw.edu/admissions/gradadm/>

After an applicant's file is completed, it will be reviewed for an admission decision. A letter will be sent 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.

Application Documentation for Degree Programs

Specific documentation required as well as to whom/what office this documentation should be sent is shown below.

Master of Accounting (MAcc)

Apply on-line at:
www.kennesaw.edu/admissions/gradadm

OR

Mail to Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from each institution attended. Proof of baccalaureate degree should be on one transcript.
- International applicants must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations, equivalence to an accredited U.S. degree or number of years toward completion, and grade point average equivalents are required.
- Official GMAT test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps, and rubella.
- \$40.00 application fee if mailed in - (online application fee is \$30.00 collected electronically).

E-Mail to the MAcc Graduate Program Director - go to: <http://coles.kennesaw.edu/gbo>

- Professional résumé documenting business-related work experience.

Career Growth Master of Business Administration (MBA)

Apply on-line at:

www.kennesaw.edu/admissions/gradadm

OR

Mail to the Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from each institution attended. Proof of baccalaureate degree should be on one transcript.
- International applicants must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations, equivalence to an accredited U.S. degree or number of years toward completion, and grade point average equivalents are required.
- Official GMAT test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- \$40.00 application fee if mailed in - (online application fee is \$30.00 collected electronically).

E-mail to the Career Growth MBA Program Director - go to <http://coles.kennesaw.edu/gbo>

- Professional résumé documenting business-related work experience.

WebMBA

Apply on-line at:

www.kennesaw.edu/admissions/gradadm

OR

Mail to the Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from each institution attended. Proof of baccalaureate degree should be on one transcript.
- International applicants must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations,

equivalence to an accredited U.S. degree or number of years toward completion, and grade point average equivalents are required.

- Official GMAT test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- \$40.00 application fee if mailed in - (online application fee is \$30.00 collected electronically).

E-mail to the WebMBA Program Director - go to <http://coles.kennesaw.edu/gbo>

- Professional résumé documenting business-related work experience.

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

Contact (770) 420-4622 or visit

<http://coles.kennesaw.edu> to request application materials.

Master of Science in Applied Computer Science (MSACS)

Apply on-line at:

www.kennesaw.edu/admissions/gradadm

OR

Mail to the Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from each institution attended. Proof of baccalaureate degree should be on one transcript.
- International applicants must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations, equivalence to an accredited U.S. degree or number of years toward completion, and grade point average equivalents are required.
- Official GRE test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- \$40.00 application fee if mailed in - (online application fee is \$30.00 collected electronically).

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Mail to the MSACS Program Director:

- Current résumé.
- Personal statement of goals.

Master of Science in Conflict Management (MSCM):

To be considered for admission to the MSCM program, the following application materials must be submitted to the *MSCM Graduate Director, Department of Political Science and International Affairs, Kennesaw State University, Bldg. #23, Rm. 222, 1000 Chastain Road, MB# 2302, Kennesaw, GA 30144-5591:*

- Application Form: A special MSCM application and information packet may be requested by calling 770-423-6299 or from the website at: www.kennesaw.edu/pols/mscm.
- An official transcript sent directly to the MSCM program from each institution attended. Proof of baccalaureate degree should be on one transcript.
- Official GRE, LSAT, or GMAT test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- An application letter that states the applicant's interest and goals for the MSCM and the potential use of the degree.
- A current resume.
- Two letters of recommendation that address the applicant's potential for graduate study and use of the MSCM degree from employers, supervisors, or professors familiar with the applicant's ability.

Master of Education (MEd) in Adolescent Education:

Apply on-line at:
www.kennesaw.edu/admissions/gradadm

Or request an application packet from the Office of Graduate Studies in Education:
<http://www.kennesaw.edu/education/gradstud/>

Mail to the Office of Graduate Studies in Education:

- Departmental application form.

- An official transcript sent directly from each institution attended. Proof of baccalaureate degree should be on one transcript.
- Proof of current teaching certification;
- International applicants must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations, equivalence to an accredited U.S. degree or number of years toward completion, and grade point average equivalents are required.
- Valid Immunization Certificate for measles, mumps and rubella.
- \$40.00 application fee if mailed in - (online application fee is \$30.00 collected electronically).
- Professional résumé that address applicant's success in 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.
- Proof of current teaching certification.

Mail to the Office of Graduate Admissions:

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

Master of Education (MEd) in Early Childhood Education:

Contact the Office of Graduate Studies in Education at (770) 423-6043 to request application materials and/or for further information. Special instructions for applying online and a checklist of required materials to be submitted is available at: <http://www.kennesaw.edu/education/gradstud/>

Master of Education (MEd) in Educational Leadership:

Contact (770) 423-6043 to request application materials and/or for further information.

Master of Education (MEd) in Special Education

Apply on-line at:

www.kennesaw.edu/admissions/gradadm

Or request an application packet from the Office of Graduate Studies in Education:
<http://www.kennesaw.edu/education/gradstud/>

Mail to the Office of Graduate Studies in Education:

- Departmental application form.
- An official transcript sent directly from each institution attended. Proof of baccalaureate degree should be on one transcript.
- International applicants must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations, equivalence to an accredited U.S. degree or number of years toward completion, and grade point average equivalents are required.
- Valid Immunization Certificate for measles, mumps and rubella.
- \$40.00 application fee if mailed in - (online application fee is \$30.00 collected electronically).
- A 1 - 2 page Teaching Experience Essay outlining and reflecting on a significant teaching event that has personal meaning for student (form available in application packet)
- Professional résumé documenting education, teaching experience, volunteer and service accomplishments, and record of leadership.
- Proof of current teaching certification.

Mail to Office of Graduate Admissions:

- Official GRE test scores. No minimum score is required, but the applicant's GRE scores will be considered in the review process.

Master of Science in Information Systems (MSIS)

Apply on-line at:

www.kennesaw.edu/admissions/gradadm

OR

Mail to the Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from each institution attended. Proof of baccalaureate degree should be on one transcript.
- International applicants must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations, equivalence to an accredited U.S. degree or number of years toward completion, and grade point average equivalents are required.
- Official GRE or GMAT test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- \$40.00 application fee if mailed in - (online application fee is \$30.00 collected electronically).

Mail to the MSIS Program Director:

- Current résumé.
- Personal statement of goals.

Master of Science in Nursing (MSN)

Apply on-line at:

www.kennesaw.edu/admissions/gradadm

OR

Mail to the Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from each institution attended. Proof of baccalaureate degree should be on one transcript.
- International applicants must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations, equivalence to an accredited U.S. degree or number of years toward completion, and grade point average equivalents are required.

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- Official GRE test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- \$40.00 application fee if mailed in - (online application fee is \$30.00 collected electronically).

Mail to the MSN Program Director:

- Professional résumé documenting at least three years full-time experience in nursing in the past five years.
- Copy of current RN licensure in the State of Georgia.
- Two letters of reference addressing qualifications for graduate nursing program.
- A formal statement of personal goals for the program not to exceed one typed page.

Master of Arts in Professional Writing (MAPW)

Apply on-line at:

www.kennesaw.edu/admissions/gradadm

OR

Mail to the Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from each institution attended. Proof of baccalaureate degree should be on one transcript.
- International applicants must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations, equivalence to an accredited U.S. degree or number of years toward completion, and grade point average equivalents are required.
- Official GRE test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- \$40.00 application fee if mailed in - (online application fee is \$30.00 collected electronically).

Mail to the MAPW Program Director:

- 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.

Master of Public Administration (MPA)

Apply on-line at:

www.kennesaw.edu/admissions/gradadm

OR

Mail to the Office of Graduate Admissions:

- Application form.
- An official transcript sent directly from each institution attended. Proof of baccalaureate degree should be on one transcript.
- International applicants must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations, equivalence to an accredited U.S. degree or number of years toward completion, and grade point average equivalents are required.
- Official GRE or GMAT test scores (test requirements may be waived for applicants with an advanced degree).
- Valid Immunization Certificate for measles, mumps and rubella.
- \$40.00 application fee if mailed in - (online application fee is \$30.00 collected electronically).

Mail to the MPA Program Director:

- Current résumé.
- Letter of application and intent.
- Letters of recommendation.

Provisional Standing

Provisional standing is allowed only in the M.Ed. programs of study in Adolescent Education, Educational Leadership, and Special Education. An individual whose credentials do not meet the requirements for full admission 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 while in provisional standing may be applied toward the requirements of a degree program. Because the provisional requirements may vary among programs, the student should be knowledgeable of any additional requirements within the degree program.

Appealing an Admission Decision

Students may appeal an admissions decision by contacting, in writing, the Dean of Graduate Studies. Applicant 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. 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.
2. Minimum undergraduate grade-point average of at least 2.5 on a 4.0 scale; (please see specific requirements).
3. GMAT is required for Career Growth MBA classes.
4. Any specific program requirements, including applicable prerequisites.
5. 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.
- GMAT scores (for MBA classes only).

Students admitted to non-degree study must be admitted to a graduate degree program in order to change degree 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. Those interested in the Creative Writing or Professional Writing for International Audiences certificate programs should contact Dr. Susan Hunter at 770-499-3335 or 770-423-6468. For program and course information, see Graduate Certificate Programs section of this catalog.

Transient Student Status

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

- Application form.
- A transient letter from the applicant's home institution stating that the applicant is in good academic standing.
- Valid Immunization Certificate for measles, mumps and rubella.
- \$40 application fee.

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A Kennesaw State graduate student who wishes to attend another institution as a transient student must be in good academic standing and receive written approval from the program director and the registrar prior to enrolling elsewhere in order for the courses to transfer to the degree program. 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 program MBA 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.) All 36 hours of the MAcc degree must be taken at Kennesaw State University.

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.

A student 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 coursework 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 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 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.

Application materials should be submitted to the Dean of Graduate Studies no later than the following dates:

July 15	for Fall term admission
November 15	for Spring term admission
April 15	for Summer term admission

For application materials, contact the Dean of Graduate Studies at 770-423-6738.

This 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. For information on the integrated study option for the MSN degree, please contact the School of Nursing at 770-499-3230.

International Students

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

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. If the student graduated from a college in the United States, the TOEFL may be waived.

In addition, international students 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.

Graduates of foreign schools of higher learning must be able to document the fact their degree is the equivalent of a bachelor's degree awarded by an accredited United States College or University. International applicants must have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations, equivalence to an accredited U.S. degree (or number of years toward completion), and grade point average equivalents are required.

Readmission to Graduate Study

Any graduate student who has a break in attendance of one calendar year, must apply for readmission to the graduate program.

A student must apply for readmission 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. The application is available in the Office of Graduate Admissions. If the student has taken course work at another institution during the period of non-enrollment, the course work will be considered as transfer credit and, upon receipt of an official transcript, reviewed accordingly. Any student who exceeds the six-year 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 requirements regarding readmission.

KSU on the World Wide Web

Visit KSU's home page at:

<http://www.kennesaw.edu>.

[Online Web Link for Students](#) to check the status of your application or view the graduate catalog.

Click on [Academics](#) and then click on [Graduate Studies](#) to access sites to apply on-line or to acquire more information about admission requirements, degree programs, and the faculty.

