CHAPTER 2 -- GRADUATE ADMISSIONS

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https://www.kysu.edu/academics/grad-studies/

Criteria for Admission

Admission to graduate study at Kentucky State University is open to all qualified applicants who meet the requirements stated in this catalogue. All students must meet the University requirements for admission and be accepted by Graduate Studies before they can be considered for a specific graduate program. Each program may have higher admission requirements and/or additional requirements for admissions to the specific program. After all required documents are received, applications are reviewed by the Office of Graduate Studies. If University requirements for acceptance to Graduate Studies are met, each application will be reviewed by the program for admission into the program of study. No applicant can be admitted if not accepted for admission by the program of study.

Prospective applicants should review the University and program criteria prior to applying for admission. Some programs may require additional test scores or other certification for admission, the specific program requirements are listed in the program sections of this catalogue. Note that meeting the minimum admission criteria does not guarantee acceptance into a graduate degree program. Additional requirements listed in the respective degree programs in the Academic Programs section of this catalogue as well as any program specific constraints may limit available enrollment positions. Applicants that are admitted will receive a letter signed by the Director of Graduate Studies informing them of their offer of admission.

To be eligible for admission to Graduate Studies, an applicant must:

1. Have earned a bachelor's degree, or higher, from a regionally accredited college or university or a foreign institution with comparable accreditation.
2. Possess an undergraduate cumulative Grade Point Average (GPA) of 2.50 or higher (on the 4.00 scale used in the US) from all colleges and universities attended to be considered for regular (unconditional) admission. Applicants who possess a cumulative undergraduate GPA of less than 2.50 but not below 2.30 and have a 3.00 or higher for the last 30 credit hours in their undergraduate program, may be considered for probationary admission. Students that have taken graduate level courses must have a 3.00 or higher in all courses taken for graduate credit to be admitted. The GPA may not be rounded up for admission.

3. Have satisfactorily completed certain minimum course work in designated areas specified by the discipline/program to which the student seeks admission. The specific courses are listed in the Academic Program area in this catalogue.
4. Send all application materials, through GradCAS or NursingCAS, in time to be received by the following deadlines (some programs may have earlier application deadlines, see specific program section for more information):
   - **July 1** for the fall semester (the DNP program only admits students for fall admission)
   - **November 15** for the spring semester
   - **April 15** for the summer semester
   - Applicant should complete their application in advance of the application deadline. These application deadlines apply to domestic students. Foreign applicants require longer processing time, so foreign applicants should complete their applications as early as possible, preferably at least three months prior to prospective enrollment. Applicants who seek financial aid, scholarships, internships, and/or assistantships need to refer to the program information for the process and any deadlines related to the funding source. Places in the entering classes will be reserved on a rolling basis, and so earlier applications may be favored for admission.
5. Kentucky State University uses GradCAS for applications to all graduate programs other than the DNP program; the DNP program uses NursingCAS as their application portal. Submit all the required documents through the proper CAS platform for admission to the degree of choice. The application material includes, but is not limited to:
   a. Personal Essay/Statement of Goals/Career Objectives, the statement should be a minimum of 800 words.
   b. Resume
   c. Official transcripts of all college course work (international students see j.2)
   d. Three recommendations
   e. Application Fee (for domestic students: $40 for master's program and $50 for DNP program, non-refundable, international students see j.2)

   Note:
   Applications will not be reviewed for admission until all required documents are received in GradCAS or NursingCAS, and the application is submitted as completed, including payment of the application fee. All applicants are encouraged to have official transcripts ordered through the respective universities and submitted to GradCAS or NursingCAS, Official Documents sent directly to Kentucky State University will be uploaded into the proper CAS. This may increase the time for your application to be considered complete, we encourage you to have documents submitted directly to GradCAS or NursingCAS.
6. Transcript

Each applicant must provide official copies of transcripts of all previous college/university credits showing all grades received and any degrees or certificates that have been awarded. It is the responsibility of each applicant to request the Registrar(s) of the issuing institution(s) to send the official transcript(s) directly to GradCAS or NursingCAS. Kentucky State University graduates are not required to provide an official Kentucky State University Transcript as it can be reviewed in the University system

by providing the appropriate information and notifying the office of Graduate Studies that they graduated from Kentucky State University. The student who has not completed their undergraduate degree at the time of application for admission to a graduate program must submit the current official transcript at the time of application as well as an official transcript upon completion of the undergraduate degree. Kentucky State University student or graduate can find additional information about transcript request at http://kysu.edu/administration-governance/academic-affairs/registrar/transcript-request/ (http://kysu.edu/administration- governance/academic-affairs/registrar/transcript-request/).

International applicants and domestic applicants that attended schools outside of the US, must request an accredited international evaluation agency (e.g., WES) to send verified and certified transcript evaluation report directly to GradCAS or Kentucky State University Graduate Studies. However, the University reserves the right to ask you to request the Registrar of the foreign institutions to send original copies of your transcript(s) directly to the Office of Graduate Studies.

1. Graduate Admission Test Scores (e.g., GMAT, GRE, PRAXIS, etc.)

Some graduate programs require graduate admission test, please refer to the specific program section for test requirements and minimum scores. If the program requires graduate admission test, the official test scores report must be sent directly by the testing agency to Kentucky State University or directly to GradCAS. Graduate admission tests must have been taken within the past five years leading to the application due date.

Certain **domestic applicants**, who may not have had the opportunity to take the test, but have good academic standing, may be admitted provisionally for one semester provided that they take the test during their initial semester in graduate school. It is the responsibility of the applicant or student to apply for and take the required graduate admission test and to have the testing agency send the official scores directly to Kentucky State University or the proper CAS system.

Information about each of the following graduate admissions tests is available from the corresponding website address:

- **GMAT** Test – http://www.mba.com/
- **GRE** Test – http://www.ets.org/gre (http://www.ets.org/gre/)
- **PRAXIS** Test – https://www.ets.org/praxis/

  The institutional code to use to request GRE test scores to be sent to Kentucky State University is **1368**. The institutional code to use to request GRE test scores to be sent to GradCAS **B886**.

  Please refer to the specific program for required minimum test scores.

1. Three Recommendations

  All applicants must have three recommendations supplied from instructors at previous institutions, individuals with academic credentials to make recommendation for graduate admission, or from previous and/or current employers. If employed, the applicant should request the work supervisor submit a recommendation. These requests should be made through GradCAS or NursingCAS and be sent directly to the proper CAS. If necessary, recommendations can be sent directly from the recommender to the office of Graduate Studies to be included in the packet if needed.

2. Additional Requirements

Please refer to specific graduate program description for additional requirements for admission to specific programs.

3. **Special Application Requirements and Procedures for International Applicants**

An international applicant is any individual that will require a student visa to study in the US. In addition to the general guidelines for admission, international students must submit:

  a. The International applicant must indicate that they will need a student visa in the appropriate question in GradCAS. Additional questions and requirements that are linked to this question.

  b. International student application fee is currently 50 USD and is not refundable. Payment is made through GradCAS before the application can be processed.

  c. Evaluation of Degrees and Courses from outside the US.

    For degree(s) obtained outside of the United States, request the Registrar of the foreign institutions you obtained your degree(s) from to send your transcript(s) to an Evaluation and Translation Agency (e.g., World Educational Services (WES).

    Request the agency to send official copies of the transcript evaluation report directly GradCAS or Kentucky State University, electronically is encouraged.

    We highly recommend WES for this service but accept reports from other agencies that are members of the National Association of Credential Evaluation Services. Information about other accredited evaluation services is available at their web site (http://www.naces.org/).

    WES contact information is as follows:

    World Educational Services Inc.
    P.O. Box 745 Old Chelsea Station
    New York, NY 10113-0745
    Tel: 212-966-6311
    Fax: 212-966-6395
    Toll free: 800-937-3895
    E-mail: info@wes.org

  d. English Language Proficiency Test (TOEFL, IELTS, etc.) scores.
    i. Request the testing agency to send official test score(s) directly to **GradCAS or** the **Office of Graduate Studies at Kentucky State University, electronically is encouraged.**
    ii. Satisfactory completion of an ESL program in the United States may fulfill the requirement of an equivalent English Language Proficiency Test. Applicants must provide proof of successful completion.
    iii. Students completing their undergraduate studies in the United States or at foreign universities where English is the principal language of instruction are exempt from submitting TOEFL or IELTS scores and may be admitted to the program with a cumulative grade-point average no less than the minimum required for regular admission to the desired program.
    iv. Minimum test scores and Contact:

      Information about TOEFL Test is available at http://www.ets.org/toefl (http://www.ets.org/toefl/)

      Minimum scores are 70 for internet based, 525 for paper based, and 194 for computer-based test

The institutional code to use to request your Test Scores to be sent to Kentucky State University is **1368.** The institutional code to use to request GRE test scores to be sent to GradCAS **B886**.

Information about IELTS Test is available at http://www.ielts.org/

Minimum score is 6.0.

e. Upon receipt of the official letter of acceptance, in order to obtain their I-20 or DS-2019, the international student must:

i. Prove their ability to meet college expenses. They must provide to the Office of International Affairs the official evidence of financial support to cover at least their first year expenses by one of the following means:

1. Evidence of an award of a full scholarship or similar financial aid such as student loan covering tuition, room, and board

2. Official statement from a sponsor or bank statement documenting financial support covering tuition, room, and board

3. Evidence of receiving an assistantship from the University providing sufficient funding to cover tuition, room, and board

4. deposit equivalent to the amount of their educational cost to cover their first year's study at KSU including tuition, room, and board

Detailed information on acceptable funding source is available at Global Studies (https://www.kysu.edu/academics/global-strategies-and-international-affairs/international-student-advising-and-transition-services/KSU-i20-DS-2019.php**).**

Application Procedures

Applicants are solely responsible for submitting all application materials and full credentials on or before the application deadline prior to the expected semester of matriculation. The application for graduate admission will only be reviewed and processed when all application materials and credentials are on record in the Office of Graduate Studies. Applications from seniors in their last year of undergraduate study will be evaluated on the basis of their course work through the first semester of their senior year. Admission will be withdrawn if the credentials remain incomplete or do not meet the standards of Graduate Studies or of the degree program by the start of the semester that the applicant seeks to enroll. Students submitting false or incomplete information when applying for admissions will be denied admission and may be barred from future applications and enrollment in Graduate Studies and Programs. Where the submission of false or incomplete information is discovered after a student has been admitted the student will be removed from Graduate Studies and Programs and may be subject to additional sanctions.

All documents provided for admission belong to the University and cannot be returned to the applicant.

Types of Admission

Kentucky State University offers several types of admission to Graduate Studies based on specific requirements and applicant needs. The following are different types of admission and the minimum standards for admission to graduate studies in each type at Kentucky State University. However, an applicant must be admitted into a specific graduate program in order to enroll in the program. The faculty of each graduate program may invoke additional requirements for admission to the graduate program. These additional requirements, higher than minimum requirements for graduate admission, or other variations are listed in the descriptions of program requirements in the sections devoted to individual programs.

1. **Regular Admission**

   General requirements for regular (unconditional) admission to Graduate Studies are:

   a. A baccalaureate or higher degree from a regionally accredited institution in the United States or from an equivalent foreign institution.

   b. An overall undergraduate minimum grade-point-average of 2.50 (on a 4.00 scale). Each degree program may set higher minimum grade-point-average. The GPA requirement cannot be rounded up.

   c. Official transcripts of all undergraduate and graduate work indicating all degrees awarded and courses taken. The baccalaureate degree must be verified with an official transcript.

   d. Students must meet the minimum scores set by the program for any graduate admission test(s) required for admission to a program. See the specific program for test that may be required and the minimum score.

   e. Additional evidence of appropriate work history or educational experience.

2. **Provisional Admission (domestic students only)**
   A domestic applicant that is unable to supply an official final transcript or required test score(s) for the program but other wises qualifies for regular admission may, be granted provisional admission for one academic semester regardless of credit hours taken. Complete and satisfactory credentials must be received by the Office of Graduate Studies before the end of the semester in which the student has registered in a provisional status. A student will not be permitted to enroll with a provisional status for more than one semester. Provisional admission does not guarantee, in any way, subsequent good academic standing (as would be granted by regular admission). The student will be informed of all documents required for achieving good academic standing (as would have been granted by regular admission) at the time the student is granted conditional admission status.

3. **Probationary Admission (domestic students only)**
   An applicant who does not meet conditions B or D of the admission requirements for regular admission, but has a minimum grade-point-average between 2.30 and 2.49 and 3.00 in the last 30 credit hours completed, may be granted probationary admission. The probationary status must be removed and converted to regular admission no later than an initial nine (9) semester graduate credit hours or the end of the first two (2) consecutive semesters, whichever comes first.

   The minimum condition for transfer from probationary status to regular status in good academic standing is the successful completion of at least nine (9) semester credit hours of graduate coursework that must be completed within two (2) consecutive regular semesters at Kentucky State University while maintaining a graduate grade-point-average of at least 3.00 and with no more than one grade (regardless of the number of course credit hours or overall GPA) of "C". The student will be informed of all conditions for achieving good academic standing (as would have been granted by regular admission) at the time the student is granted probationary

admission status. All students are responsible for tracking their academic performance and achieving, and maintaining, good academic standing. A student in probationary status may not hold an assistantship or be admitted to candidacy for degree without first achieving the status of good academic standing. Each program may specify a more stringent standard. Program accreditation requirements may establish other alternatives for probationary admission.

4. **Graduate (Post-baccalaureate) Certificate seeking Admission**
An individual wishing to pursue one of the specific postgraduate certificate degrees offered at Kentucky State University, but not a full graduate degree, may be admitted as Certificate Seeking. A certificate seeking student must hold a baccalaureate degree from a regionally accredited institution and must have the minimum GPA requirement for Probational Admissions. The individual must be admitted by the program offering the specific certificate and meet any specific requirements of the program. A non-refundable application fee of $30 applies.

A certificate seeking student must maintain the same GPA and grade standards while in the certificate program as a degree seeking student. Certificate seeking students that later choose to transition to the regular degree program must provide all necessary documents for regular admissions and meet the admission requirements at the time they apply to be admitted as degree seeking. Each program determines the number of hours that are allowed to apply from a certificate program to the regular degree program.

5. **Non-Degree Seeking Admission**
An individual wishing to take graduate courses, without a degree or certificate objective may be admitted as a non-degree seeking graduate student. A non-degree seeking graduate student must hold a baccalaureate degree from a regionally accredited institution and must have a minimum overall undergraduate grade-point average equivalent to the minimum for probationary admission to the program from which the individual wishes to take courses. A non-refundable application fee of $30 applies. Each program limits the number of credits earned in the non-degree status that may be transferred into the program if the student later applies for and is granted regular admission.

Courses taken as a non-degree seeking student with grades of "B" or "A" may transfer toward a degree at the discretion of the program, if admitted. For regular admission status, a non-degree seeking student must submit all graduate application forms and fulfill all graduate admission requirements at the time of application for degree seeking. Non-degree seeking status is not a guarantee of admission into a graduate degree program.

6. **Transient/Visiting Student Admission**
A student in good standing in other accredited institution may be admitted to the University as a Transient or Visiting student. In order for a student to be officially enrolled for graduate credit at Kentucky State University, the student must submit a graduate non-degree seeking application and an official letter of good standing from the home institution to the Office of Graduate Studies, and a $30.00, non-refundable, application fee.

Transient or Visiting Student status does not constitute admission or matriculation as a degree candidate. The student is, however, subject to the same fees and regulations as a regular student except for the continuation-in-residence requirements.

Special Admission Types
Transfer Student
A graduate student from a regionally accredited institution who is applying for graduate admission at Kentucky State University and intending or seeking to transfer graduate credits from the other accredited institution must submit all graduate application forms and fulfill all graduate admissions requirements. The policies regarding "Transfer Credits" apply (Part III of General Graduate Degree Requirements). Each program must evaluate and accept graduate credits from the other institution on a course-by-course basis. Each program can limit the number of credit hours that are accepted as transfer credits. Continuation-in-residence requirements must be met before a degree can be awarded.

Change of Graduate Program
Students currently enrolled in a Graduate Studies program at Kentucky State University who wishes to transition to another program within the University should discuss the plan with the coordinator of both graduate programs. The student must complete and submit the Graduate Program Transfer (GPT) Form to the Office of Graduate Studies. New recommendations may be required, depending on the graduate program. The student will be notified once the decision is made by the desired graduate program.

Dual Master's Degree Admissions
An applicant or a student wishing to pursue a joint or dual master's degree must apply and be offered regular admissions to the two masters programs. The applicant must specify the two programs of interest on the graduate application applying for each of the two desired programs in GradCAS. The dual degree interest must be explained in the personal essay/statement of career goals. The Master of Arts in Special Education cannot be selected as a dual degree program. Consult with each of the graduate programs you are interested in for any restrictions.

Senior Citizens
Kentucky residents, age 65 or older, may apply for graduate admissions. If admitted, all their tuition and fees will be waived. The University may limit the enrollment of these students if classes are filled or if their admission necessitates additional classes. Contact the Bursar's Office for additional information.

Pre-Graduate Programs Admission (PGP)
Pre-Graduate Programs (PGP) are designed to help students prepare for graduate level study at Kentucky State University. A student whose undergraduate overall GPA is between 2.0 and 2.29 may be considered for conditional or transitional admission.

There are two types of Pre-Graduate Programs (PGP). One type of PGP consists of Graduate Studies Foundation Courses. This include courses in academic writing, research methods, and theory construction, that offer essential skill sets for graduate level students to be academically successful. The second type of PGP consists of specific graduate program Foundation Courses, such as the MBA foundation courses and the Master of Science in Computer Sciences prerequisite courses. The PGP courses do not apply or count towards graduate degree completion.