



**KENTUCKY STATE
UNIVERSITY**

GRADUATE ADMISSION

Admission to graduate study at Kentucky State University is open to all qualified applicants who meet the requirements stated in this catalog. 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 before applying for admission. Some programs may require additional test scores or other certifications for admission, the specific program requirements are listed in the program sections of this catalog. 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 catalog as well as any program-specific traits may limit available enrollment positions. Applicants who 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-%20governance/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.

• 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.

• Additional Requirements

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

• **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>).