

## ADMISSIONS

### Admission Requirements

Individuals seeking admissions to a graduate program must submit the information below to Albany State University Graduate School, Billy C. Black Building, Suite 389, and 504 College Drive, Albany, Georgia 31705:

1. A completed graduate school application.
2. A non-refundable application fee.
3. Official transcripts from ALL institutions attended (Bachelor's degree from a regionally accredited college or university is required; see "Categories of Admission" for Grade Point Average requirements).
4. Official and acceptable scores on the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or Georgia Assessments for the Certification of Educators Program Admission Test (GACE). Graduate Management Admission Test (GMAT) is not required. GRE and/or MAT scores more than five years old are not acceptable. Required test varies according to program of study.
6. Program specific supporting documents.

Students are responsible for contacting all institutions previously attended and currently attending for the purpose of requesting official transcripts to be sent to Albany State University's Graduate School. Albany State University's Graduate School will request the official Albany State University transcript for students who have previously attended and/or currently attending Albany State University. Students are responsible for contacting testing agencies for the transmittal of official test scores to Albany State University's Graduate School.

Note: Application records are maintained for only one year for students who do not enroll. Falsifying admissions information and related documentation will result in immediate termination from Albany State University's Graduate School.

### Official Acceptance

A letter from Albany State University's Graduate School verifies official acceptance or denial.

### Admission of International Students

Albany State University welcomes international students to its campus and is willing to assist students from other countries in achieving a successful educational experience at the University. International students, defined as citizens of countries other than the United States who require a visa in order to study in the United States, may contact:

Albany State University's Graduate School

504 College Drive

Billy C. Black Building, Suite 389

Albany, GA 31705

Telephone: (229) 430-1354

E-Mail: [graduateadmissions@asurams.edu](mailto:graduateadmissions@asurams.edu)

International students seeking admission to Albany State University's Graduate School must satisfy the following requirements:

1. A completed graduate school application.
2. A non-refundable application fee.
3. Get official transcripts of all non-U.S. colleges attended evaluated by an official U.S. Credential Evaluation Service. Send the results to ASU's Graduate School. International applicants must have the equivalent of an U.S. Bachelor's Degree. A course-by-course and grade point average (GPA) evaluation is required for college/university records. World Education Services is our preferred credential evaluator and they can be reached at 212-966-6311 or [www.wes.org](http://www.wes.org). A listing of all recognized credential evaluation services is available at [www.naces.org](http://www.naces.org).
4. Request that all U.S. colleges/universities that you have attended or are attending, send your official academic transcript to ASU's Graduate School.
5. Request that your official Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores be sent to ASU's Graduate School if your home country's official language is not English. Minimum score on the TOEFL Paper-based test is 523, Computer-based test is 193, and Internet-based test is 69. Minimum score on the IELTS test is 6.
6. Complete the Certificate of Finances Form and return with verification of financial support to ASU's Graduate School. Such verification can be an official bank statement or a signed letter from a bank officer dated within the past six months verifying that you have at least \$27,600 in U.S. funds or your country's equivalent available for one year of tuition and expenses while attending ASU.
7. Submit required documents for program of interest to ASU's Graduate School.
8. Once all required documents have been received, the completed application packet will be forwarded to the respective department for review.

9. If you are currently attending another college or university in the U.S. and wish to transfer to ASU, you will need to complete the items above that apply to you and send a copy of your current Form I-20, student visa, and I-94 to ASU's Graduate School. You will also need to have a Designated School Official (DSO) complete the ASU Transfer Clearance Form and have it returned to ASU's Graduate School.

10. After you have been approved for admission, a deposit to cover your first semester of fees in U.S. funds must be transferred into your ASU student account under your RAM ID before a Form I-20 will be released from Albany State University. The amount of the deposit will be determined after notification of approval and is based on the fee schedule for the academic term of enrollment.

11. Please provide proof of health insurance coverage that will cover you in the United States. You will be required to purchase health insurance in the U.S. if you do not have such insurance in your home country.

12. Required documents other than official transcripts, test scores, and credential evaluation reports may be imaged and emailed to [graduateadmissions@asurams.edu](mailto:graduateadmissions@asurams.edu) or mailed to Albany State University Graduate School, 504 College Drive Albany, GA 31705 USA. Our office phone number is 229-430-1354.

### Admission Application Deadlines

In order to ensure sufficient procession time, applicants have a greater likelihood of being accepted for the term in which they wish to enroll when the following deadlines are met:\*

Fall Semester -June 1 Spring

Semester-November 1

Summer Semester -April 1

The application should be complete by the last day as indicated.

*\*Note: International students must complete an application at least one month prior to the deadlines listed above.*

### Categories of Admissions

The admission status of applicants accepted into the Albany State University's Graduate School will be classified in one of the following categories.

#### Regular Admission

Applicants may be granted regular admission to a graduate program if they have met the minimum cumulative grade

point average at the undergraduate level for a specific graduate program and minimum standardized test scores (402 on the Miller Analogies Test (MAT) or 146 Verbal and 140 Quantitative on the Graduate Record Examination (GRE)) including the standard admission requirements. On the GRE, the verbal score and the quantitative score are considered separately and weighted depending on the particular program of study. Grade Point Average (GPA), test scores, recommendation letters, previous graduate work and interviews are used together to determine the candidate's overall likelihood of successful performance in Albany State University's Graduate School and eligibility for regular admission.

Only those with this status are eligible for graduate assistantships.

*Note: The Educational Specialist degree program requires a minimum 3.25 grade-point average on all coursework at the Master's level. The Master of Education in School Counseling degree program requires a minimum 2.8 grade-point average on all coursework at the undergraduate level. The Master of Business Administration degree program requires a minimum 3.0 grade-point average in the last 60 hours of undergraduate coursework. The Master of Business Administration in Supply Chain & Logistics Management degree program requires a minimum 3.25 in the last 60 hours of undergraduate coursework. The Master of Science in Nursing degree program requires a minimum 3.0 grade-point average on all undergraduate coursework. The Master of Public Administration degree program requires a minimum grade-point average of 3.0 on all undergraduate coursework.*

#### Provisional Admission

Applicants who do not fully meet the requirements for regular admission may be considered for provisional admission. The following criteria must be met in addition to admission requirements mentioned above:

1. An undergraduate degree from a regionally accredited college or university with an undergraduate major in, or prerequisites for, the planned field of study, where applicable.
2. A minimum undergraduate grade-point average of at least 2.2 on all coursework.
3. A score on the MAT of no less than 374 or a score on the Graduate Record Exam (GRE) of no less than 143 Verbal and 138 Quantitative, if applicable to specific program of study admission requirements.

A student satisfying nine semester hours of course work in provisional status with no grade of less than "B" may be admitted to regular admission. Otherwise, the student's enrollment is terminated from Albany State University's Graduate School. Individuals must achieve regular admission status before they are allowed to graduate.



*Note: Individual programs of study may have higher provisional admission standards. Students may not be in provisional status longer than two academic semesters.*

### Transient Admission

A full-time graduate student in good academic standing at another institution may enroll for one semester as a transient student. The student must complete a graduate school application and their home institution must provide written authorization for the student to enroll under this status. Copies of transcripts and standardized test scores are not required.

### Non-Degree Admission

Students who are not eligible for regular admission, provisional admission, or students who are interested in study for personal enrichment or job-related requirements may be admitted for non-degree admission. No student will be allowed to take more than nine (9) graduate hours in non-degree status. If a student has not gained eligibility for provisional or regular status by the time the nine (9) hours are completed, the student must then select a graduate degree program and submit necessary requirements for full admission.

A student admitted under non-degree status WILL NOT be eligible for financial aid.

### Readmission

Students who have not been in attendance for one or more semesters must apply to Albany State University's Graduate School for readmission.

Note: Summer Semester is not included as a semester of non-attendance.

### Certification Only Admission

Students interested in pursuing one of the certification programs offered by the College of Education must complete the following:

#### K-12 Initial Teaching Certification

#### Post Baccalaureate Certification Only

1. A completed post baccalaureate school application.
2. A completed application for evaluation for teacher certification (contact the College of Education).
3. A non-refundable application fee.
4. Official transcripts from ALL institutions attended (Bachelor's degree from a regionally accredited college or university is required).
5. Passing all required assessments of GACE (Program Admissions, Ethics-Entry, Ethics-Exit, Content Area(s), and edTPA).

### School Counseling Add-On Certification

1. A completed graduate school application.
2. A completed application for evaluation for teacher certification (contact the College of Education).
3. A non-refundable application fee.
4. Official transcripts from ALL institutions attended (Master's degree in an educational field with a cumulative graduate grade point average of at least a 3.0 from a regionally accredited college or university is required).
5. Valid Georgia Level 5 Clear Renewable Teaching Certificate or its equivalent per Georgia's Professional Standards Commission requirements.
6. Three (3) recommendation forms.
7. Complete a successful interview with the admissions committee, including completing a writing sample at the interview.

### Educational Administration and Supervision Add-On Certification

1. A completed graduate school application.
2. A non-refundable application fee.
3. Official transcripts from ALL institutions attended (Master's degree from a regionally accredited college or university is required).
4. 3 recommendation forms (1 must be from a current immediate supervisor).
5. Valid Georgia Level 5 Clear Renewable Teaching Certificate or its equivalent per Georgia's Professional Standards Commission requirements.
6. Official documentation indicating three years of professional education experience.
7. Superintendent's Assurance Form. *Note: A student admitted to a graduate certification program may earn more than nine credit hours; however, only nine hours will be accepted toward the master's degree.*

### Senior Policy

Albany State University undergraduate students with senior standing may be admitted to non-degree status in Albany State University's Graduate School and register for graduate courses if each of the following conditions is met:

1. Submission of admission requirements to enter Albany State University's Graduate School; seniors must apply and be formally accepted as non-degree seeking students in a specific graduate program.
2. Seniors in an undergraduate program can be admitted only as non-degree seeking students into Albany State University's Graduate School.

3. Seniors must be within twelve (12) hours of graduation to be admitted to a Graduate Program.
4. Seniors who have been approved by the Dean of the Graduate School are limited to a maximum of sixteen (16) total hours (graduate and undergraduate) per semester. Their enrollment must not exceed 16 hours per semester (i.e., up to a total of six (6) graduate and ten (10) undergraduate hours), the maximum number allowed without an overload approval.
5. Seniors are permitted to take a maximum of two graduate courses (6 hours) during any semester.
6. Seniors enrolled in a graduate program must have and maintain at least a 3.0 grade-point average.
7. Seniors must follow the same regulations that all non-degree status students in Albany State University's Graduate School must follow.
8. With the exception of seniors enrolled at Albany State University, all other applicants to Albany State University's Graduate School must have a bachelor's degree from a regionally accredited college or university before they can be admitted. Only a total of nine (9) semester hours taken under non-degree status will be accepted to fulfill the requirements for a subsequent master's degree.
9. Nine (9) semester hours taken under non-degree status will be accepted to fulfill the requirements for a subsequent master's degree.

#### **Admission Deferment**

Students who are admitted and do not enroll for the semester in which they were admitted must defer their admission if they desire to attend at a later date. Formal written documentation from the student indicating the semester in which they plan to defer will satisfy their deferment.

*Note: One deferment is allowed only for the academic semester following the semester for which the student was admitted.*

#### **Appeals of Admission Decision**

Applicants denied admission to Albany State University's Graduate School may appeal the decision but only on the grounds that the denial was based on an inaccurate evaluation of minimum program requirements or a violation of Albany State University's Equal Opportunity Statement listed below. Meeting minimum admission requirements does not guarantee admission to the graduate school.

The graduate school decision appeal must be in writing, must state specifically the grounds for the appeal, must be accompanied by supporting documentation, and must be directed and delivered to Albany State University's

Graduate School. Upon receipt of the appeal, the Graduate School will forward the applicant's file and appeal letter and communicate the decision rendered by the Appeals Committee of the Graduate Council. Students who submit an appeal will not be considered for the semester in which they were denied, instead, they will be considered for the following semester.

#### **Change in Status**

A student admitted to a graduate program remains in his or her original academic status until notified in writing by the Graduate Admissions Office of the approval of a change in status.

#### **Change of Degree Program**

Before an enrolled student can transfer from one-degree program to another, the student must apply in writing for admission to the new degree program and must satisfy all of the original conditions of admission to the new degree program. Applications must be submitted in accordance with admission deadlines and the Admission Requirements stated in this catalog.

Questions regarding transfer of credits and residency status to the new degree program will be resolved according to the existing academic standards of the new program.

#### **Equal Opportunity Statement**

Albany State University is an equal employment, equal access, equal educational opportunity and affirmative action institution which adhere to all federal and state civil rights laws banning discrimination in public institutions of higher education.

The University is committed to insuring equal opportunity to all students, employees, and applicants for employment or admission without regard to race, color, religion, sex, national origin, age, veteran status, physical or mental disabilities, or sexual orientation. It is the policy of Albany State University to comply with all federal laws, including the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) of 1990 (Title II), Title IX of the Education Amendments of 1972 (Title IX), Title VI of the Civil Rights Act of 1964 (Title VI), Executive Order (E.O.) 11246, and all subsequent amendments and implementing regulations which prohibit discrimination as above described. In accordance with the requirements above, Albany State University affirmatively states that it does not discriminate on the basis of race, color, religion, sex, age, veteran status, disability or national origin in its employment and/or educational programs and activities.

Albany State University is an Affirmative Action/Equal Opportunity Institution.

The University shall take action, to the extent allowed under state and federal law, to ensure fulfillment of this



policy. For questions or more detailed information regarding this policy, or to file a complaint regarding violation of this policy, please contact the Albany State University Office of Human Resources, 504 College Drive, ACAD Building, Room 382, Albany, Georgia 31705, Director of Human Resources, Steve A. Grant at 229-430- 4623. Students requiring disability related

accommodations for participation in any event or to obtain print materials in an alternative format, please contact the Student Disability Services Center, New Student Center, 2nd Floor, Green Zone (Room 2-140), Dr. Stephanie Harris-Jolly, Director of Counseling and Student Disability Services, 229-903-3610.