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# GRADUATE SCHOOL

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The commitment of Albany State University to the continuous economic, educational and cultural advancement of Southwest Georgia is evidenced by its diverse curricular and extracurricular offerings. The University utilizes its Graduate School courses and degree programs to further develop qualified students to assume positions of leadership and responsibility within the Southwest Georgia Community at large as well as within the individual’s chosen career field. The Graduate School is the fifth academic unit of the University and grants the master’s degree in education (M.Ed.), nursing (M.S.N.), public administration (M.P.A.), business administration (M.B.A.), criminal justice (M.S.), social work (M.S.W.) and the educational specialist degree (Ed.S.) in Education Leadership. (See specific departments for brief program descriptions and the Graduate Catalog for complete details.)

## DEGREE OFFERED

**MASTER OF BUSINESS ADMINISTRATION (M.B.A.)**

The M.B.A. is a general degree program offered by the College of Business with courses in accounting, economics, finance, management, marketing and water resources management and policy.

**MASTER OF SOCIAL WORK (M.S.W.)**

The M.S.W. degree is offered by the College of Arts and Humanities to prepare students for clinical practice with vulnerable children, families and adults throughout the lifespan. Students can take additional courses that will prepare them academically for state clinical licensure examination for social workers (LCSW).

**MASTER OF SCIENCE (M.S.)**

The M.S. degree in criminal justice is offered by the Criminal Justice Department with concentrations in law enforcement, corrections, forensic science and public administration.

**MASTER OF SCIENCE IN NURSING (M.S.N.)**

The M.S.N. degree is offered by the College of Sciences & Health Professions with concentrations to produce clinical nurse specialists, nurse administrators, family nurse practitioners, and clinical nurse educators.

**MASTER OF EDUCATION (M.Ed.)**

The M.Ed. degree is offered by the College of Education with concentrations in business education, early childhood education, educational leadership, English education, health and physical education, mathematics education, middle grades education, music education, science education (biology, chemistry, physics), school counseling, and special education.

**MASTER OF PUBLIC ADMINISTRATION (M.P.A.)**

The M.P.A. degree is offered by the Department of History, Political Science and Public Administration. Concentrations are offered in human resources management, general management, fiscal administration, public policy, community and economic development, health administration and policy, criminal justice administration and water resources management and policy.

**EDUCATIONAL SPECIALIST PROGRAM IN EDUCATIONAL LEADERSHIP (Ed.S.)**

The Ed.S. is designed to prepare professional personnel for positions such as superintendents, associate or assistant superintendents, principals and policy planners.

**GRADUATE ADMISSION**

General admission requirements are established for all graduate degree programs. Students applying for admission must satisfy the following minimum criteria.

**BACCALAUREATE DEGREE**

Applicants must have received a baccalaureate degree from an accredited college or university with an undergraduate major in (or prerequisite requirement satisfied for) the planned graduate field of study.

**GRADE POINT AVERAGE**

Applicants for regular admission status must have earned a minimum 2.5 undergraduate grade point average calculated on all work attempted. The Education Specialist degree program requires a minimum 3.0 grade point average on all work at the master’s level. The Master of Science in Nursing degree program requires an earned undergraduate grade point average of 3.00.

**STANDARDIZED TESTING REQUIREMENT**

Standardized testing required for admission varies according to the degree program.

## ADMISSION

Students enrolling in the graduate school will enter under one of the six categories described below.

**REGULAR ADMISSION**

Applicants are granted regular admission to the Graduate School if they have met the minimum degree program requirements of grade point average and standardized test score [44 on the Miller Analogies Test (MAT), 800 on the Aptitude Test of the Graduate Record Examination (GRE) or 450 on the Graduate Management Admission Test (GMAT)].

**READMISSION**

Applicants must submit a readmission application for readmission to the Graduate School.

**PROVISIONAL ADMISSION**

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

• 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,

• An undergraduate grade point average of at least 2.2, and

• A score on the MAT of no less than 27, or a score on the Aptitude Test of the GRE of no less than 700. A student satisfying nine semester hours of coursework with no grade of less than a “B” may be admitted to regular status. Otherwise, the student is terminated from the program. ***Individual programs of study may have higher provisional admission standards.***

**TRANSIENT ADMISSION**

A full-time graduate student in good academic standing at another institution may enroll for one semester as a transient student. The regular 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**

Applicants interested in studying for personal enrichment or for job-related requirements are admitted under this status. While a student may enroll for an unlimited number of courses in the non-degree status, he/she must be fully aware that a Master’s degree is not awarded at the completion of any number of hours in this status. Only nine semester hours of coursework taken in this status may apply to a master’s degree at Albany State University.

**SPECIAL ADMISSION**

Albany State University students with senior standing may register for graduate courses if each of the following conditions are met:

1. The student has an overall 3.0 (or better) grade point average.

2. The Vice President for Academic Affairs approves the academic department’s recommendation for the student to enroll in graduate courses. (Such approval is granted on a semester-by- semester basis; continued enrollment is not provided.)

3. The student limits his/her graduate enrollment to a total of twelve (12) semester hours of study. No more than nine (9) semester hours of graduate study may be undertaken in a given semester.

4. During the semester in which graduate enrollment is allowed, the student’s registration is limited to a total of fifteen (15) semester hours (combined graduate and undergraduate hours). Undergraduate students from other institutions are not admitted to graduate studies at Albany State University. (This policy is currently under review).

A student admitted to the Graduate School remains in the original academic status until notified in writing of the approval of a change in status by the dean of the School. Decisions regarding the student’s admission status may be appealed. Information regarding appeal procedures may be secured from the Graduate School Office. Such appeals and their associated documentation are referred to the Graduate Council Appeals Committee for consideration. The student has the right of further appeal to the Vice-President for Academic Affairs and the President of the University. 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 the “Admissions Policies” stated in this catalog.

Questions regarding transfer of credits to residency status in the new degree program will be resolved according to the existing academic standards of the new program. In the event a student discontinues graduate enrollment for one or more semesters, a reentry application is required for readmission to the Graduate School. A student who has been accepted into the Graduate School but has never attended must submit a reactivation application for readmission. (Please note that documents on students are retained for a period of

one year only.)

**FOLLOWING SCHOLASTIC TERMINATION**

A graduate student who has been excluded from the institution for academic reasons will not ordinarily be readmitted. A student who petitions this rule must not have been enrolled at the University for at least twelve months. Said petition must be approved by the Graduate Council Appeals Committee, the Graduate Dean and the Vice President for Academic Affairs. Any graduate student who has been excluded twice for scholastic reasons will not be readmitted to the University.

## DEGREE REQUIREMENT

Although specific academic requirements exist for each master’s degree program, several general requirements are common to all degree programs. The general academic requirements for the master’s degree are as follows:

1. Admission to regular degree standing in a specific master’s degree program must be granted by the University.

2. A minimum of 36 semester hours prescribed curriculum must be completed with an overall grade point average of 3.0 or better.

3. All coursework applicable toward the degree must be completed within six years of the date of graduation.

4. Transfer credits must be approved in advance and must meet the required criteria of the program.

5. A comprehensive examination must be successfully completed. A thesis may also be required.

6. Application for graduation must be submitted at least one semester in advance of the anticipated semester of graduation.

Within the first 18 semester hours of study, the regular status student is required to complete a planned degree program of study with the advice and approval of his/her academic advisor. Copies of this program will be filed with the Graduate School, the academic department from which the degree is to be awarded and the Registrar’s Office.

Any adjustments or corrections of this approved program must be approved by the departmental chairperson and filed with the Graduate School. A final planned program is submitted at the time that the student files for graduation. Adjustments to the final planned program are not permitted.

