



**SOUTH CAROLINA STATE UNIVERSITY COLLEGE OF
GRADUATE & PROFESSIONAL STUDIES
POST OFFICE BOX 7098 – 300 COLLEGE STREET, NORTHEAST
ORANGEBURG, SOUTH CAROLINA 29117-0001**

IMPORTANT CONTACT INFORMATION

Office: 803-536-7064

Fax: 803-536-8812

Dr. Frederick M.G. Evans, Dean
College of Graduate & Professional Studies
803-536-7133 or 803-536-7097
Email: fevans6@scsu.edu

Mrs. Vernell W. Wolfe, Office of the Dean
803-536-7133
Email: vwolfe@scsu.edu

Mr. Curtis J. Foskey, Graduate Services
803-536-8419
Email: cfoskey@scsu.edu

Mrs. Annette S. Russell, Graduate Services
803-536-7064
Email: arussell@scsu.edu

Important Websites

South Carolina State University: www.scsu.edu

Graduate School: <http://www.scsu.edu/schoolofgraduatestudies>

Graduate Catalog: <http://www.scsu.edu/admissions/registrarsoffice/universitycatalogs>

Federal Financial Aid Application: <http://www.fafsa.ed.gov>

Thank you for your interest in South Carolina State University.

GRADUATE DEGREE PROGRAMS & ADVANCED CERTIFICATES



Fifteen (15) DEGREE PROGRAMS

Master of Arts Degree

REHABILITATION COUNSELING
Basic Curriculum Orientation & Mobility

**SPEECH PATHOLOGY &
AUDIOLOGY**

Master of Arts in Teaching Degree

Early Childhood Education
Elementary Education
English Education
General Science/Biology
Mathematics

Master of Business Administration

Agribusiness
Entrepreneurship

Master of Education Degree

ELEMENTARY EDUCATION

Basic Elementary Education
Early Childhood Education
Reading Education
Physical Education

SECONDARY EDUCATION

Business Education
English Education
General Science/Biology
Industrial Education
Mathematics Education
Physical Education
Social Studies Education

COUNSELOR EDUCATION

Elementary Guidance Counselor
Secondary Guidance Counselor

SPECIAL EDUCATION

Learning Disabilities

Master of Science Degree

AGRIBUSINESS

**INDIVIDUAL & FAMILY
DEVELOPMENT**

NUTRITIONAL SCIENCES

Nutritional Health Care Food & Nutrition

TRANSPORTATION

Modal Systems Transportation Planning
Business Intelligent Transportation Systems

Educational Specialist Degree

EDUCATIONAL ADMINISTRATION
(Principal and Superintendent Certification)

Doctor of Education Degree

EDUCATIONAL ADMINISTRATION
(Principal and Superintendent Certification)

THREE CERTIFICATE PROGRAMS

**HUMAN DEVELOPMENT CONSULTANT
CERTIFICATE**

**ORIENTATION AND MOBILITY
CERTIFICATE**

**ENVIRONMENTAL MONITORING &
RESTORATION CERTIFICATE**

The College of Graduate & Professional Studies
South Carolina State University
Box 7098 - 300 College Street, NE - Orangeburg, SC 29117-0001
803.536.7064 FAX: 803.536.8812

Instructions for Completing the Application for Graduate Admission

Please observe the following application deadlines:
Fall Semester - June 15 Spring Semester - November 1 Summer Term - April 1

Application and application fee are valid for one year only. Applicants who do not enroll within one year after acceptance to Graduate School or who do not complete the application process within a one-year period will be required to file a new application, which will include submission of the application fee and new credentials.

Requirements

- A. Application & Application Fee.** Complete the enclosed Application for Graduate Admission and submit it with the \$25.00 nonrefundable application fee. (*Form Enclosed*)
- B. Transcripts.** Provide an official copy of your baccalaureate transcript showing degree earned and an official copy of ALL graduate credit transcripts. These must be MAILED from the transcript office of the institution where earned, to the above address. (*Caution: Be sure that any name change since your graduation is reflected on both the transcript and this application.*) Admission is not allowed without official transcripts. (*Form Enclosed, duplicate as many as needed.*)
- C. Enrollment Objective(s) and Current Resume.** Provide a detailed explanation (150-300 words) giving your degree or enrollment objective(s) and providing any information which you consider pertinent to your academic or research potential. Be sure that your name and Social Security Number are on all attached sheets. (*Form Enclosed*)
- D. Proof of Residency Questionnaire and Supporting Documents.** (*Form Enclosed*)
- E. English Proficiency Examination (EPE) Score.** Master's Degree Applicants ONLY. A copy of your graduate EPE report showing a passing score. If you have not satisfied this requirement nor taken the EPE at the undergraduate level, complete and return the top portion of the **enclosed form**. **NOTE:** Read the instructions to see if you may exempt this examination.
- F. Standardized Test Score Report.** Provide *official* standardized test score report. The Graduate Record Examination (GRE) General Test score *is preferred*; however, the Miller Analogies Test (MAT) *may* be substituted for all degree programs **EXCEPT** the M.S. & M.B.A. degrees in Agribusiness, Entrepreneurship & General MBA (GMAT required) and the M.S. degree in Transportation (GRE General Test only).
- G. Teaching Certificate.** Ed.D., Ed.S., & M.Ed. degree applicants (excluding Counselor Education) must submit a copy of their teaching (educator) certificate.
- H. Recommendation Forms.** M.A. and M.S. degree applicants are required to have two recommendation forms submitted. M.A.T., M.B.A., M.Ed., Ed.S. and Ed.D. applicants are required to have three recommendation forms submitted. It is **preferred** that you request former professors to serve as recommenders. (**Forms Enclosed**)

Additional requirements for International applicants. See enclosed sheet: "International Student Admission."

South Carolina State University offers equal opportunity in employment, admissions, and educational activities in compliance with Title IX and other civil rights laws. South Carolina State University, in compliance with Sections 503 and 504 of the Rehabilitation Act of 1973, affirms its policy as an institution that does not discriminate against any qualified handicapped person on the basis of handicap in any of its programs of activities.

South Carolina State University

APPLICATION FOR GRADUATE ADMISSION: DEGREE SEEKING

A \$25.00 nonrefundable application fee MUST accompany this application. PLEASE PRINT OR TYPE.

I plan to enter in the: (FALL) August (Year) ___ (SPRING) January (Year) _____ (SUMMER) May (Year) _____

Degree Seeking: M.A. M.A.T. M.B.A. M.Ed. M.S. Ed.S. Ed.D. Degree Program _____

Temporary Non-Degree (**One Semester Only**). Allows additional time to complete the application process for full admission.
Not eligible for Financial Aid.

****If you are not seeking a degree at this time, but wish to enroll, please request a Nondegree Only Application according to your enrollment objective: (a) Certificate Renewal/Add-on Certification (b) Transient (c) Graduate Certificate or (d) Personal/Professional Development**

PERSONAL DATA:

NAME _____
 Last First Middle/Maiden Social Security No. _____

Address _____
 Street/P.O. Box City State Zip Home Telephone () _____

Resident State Resident County Citizenship-Country/Visa Country of Birth Work Telephone () _____

E Mail Address _____

Date of Birth: ___ / ___ / ___ Sex: Male Female Marital Status: Single Married Widowed Divorced

If you require special accommodations, please note what type: _____

The following information is required by the U.S. Department of Education in compliance with Title VI of the 1964 Civil Rights Act.

Please check the appropriate category: Black (Non-Hispanic) American Indian/Alaskan Asian/Pacific Islander
 International (Non-Resident Alien) White (Non-Hispanic) Hispanic Other _____

EDUCATIONAL DATA:

Check the test(s) taken, date taken, and score. Please have your official score results sent to Graduate Admissions at the address above.

GRE GENERAL MAT GMAT NTE /PRAXIS TOEFL

Date Taken _____ Date Taken _____ Date Taken _____ Date Taken _____ Date Taken _____

Scores: V ___ Q ___ A ___ Raw Score _____ Score _____ Area _____ Paper Score _____

Score _____ Computer Score _____

List all institutions attended (including South Carolina State University), dates of attendance, and degree awarded. List latest first.

Name, City & State of all colleges and universities attended	From Month/Yr	To Month/Yr	Degree Earned	Major	Final Cum GPA

I hereby certify that the information given by me in this application is true. I understand that all required documentation must be received by the Graduate Admissions Counselor before the indicated deadlines and that it is my responsibility to ensure timely receipt. I also understand that it is my sole responsibility to read, understand and comply with the Graduate Catalog of South Carolina State University. I recognize that authority to register for graduate credit requires a letter of admissions signed by the dean of the College of Graduate & Professional Studies.

Signature of Applicant _____

Date _____

PRINT NAME: _____ Social Security No. _____

Signature _____ Date: _____

GRADUATE SCHOOL ENROLLMENT OBJECTIVE(S)

A personal statement of your background and goals that includes the degree and program of study you wish to pursue (300 words or less). Also enclose a copy of your resume.

Type or use black ink. (Include name and social security number on each page of your enrollment objective.)

South Carolina State University
COLLEGE OF GRADUATE & PROFESSIONAL STUDIES
Box 7098 - 300 College Street, NE - Orangeburg, SC 29117-0001

RECOMMENDATION FOR GRADUATE ADMISSION

Section I. Applicant. Please complete this section before giving this form and an addressed, stamped envelope to your recommender. Be sure that you have allowed at least *4 weeks prior* to the application deadline and that your recommender is aware of this deadline. Please type or print in **BLACK INK**.

Name _____ SSN _____
 Last First Middle/Maiden

Degree Sought _____ Proposed Subject-Matter Area _____

I do I do not waive my right to read this confidential recommendation.

Applicant's Signature **Date**

Section II. Recommender. Because of federal legislation giving students access to educational records, South Carolina State University cannot assure the confidentiality of your statement unless the applicant has waived his/her right as noted above. Your willingness to serve as a reference is appreciated.

A. Please provide your candid assessment of the applicant's potential to pursue full-time graduate study and research in the subject-matter area specified, continuing your remarks on the reverse side or another sheet, if needed.

B. How long have you known the applicant? _____ In what relationship? _____

C. Please rank the applicant by checking the appropriate spaces:

	Top 5%	Top 10%	Top 25%	Bottom 50%	Unable to Rate
Preparation in chosen area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receptivity to new ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to think creatively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated research skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I recommend the Applicant:

- With Enthusiasm
- Without Reservations
- With Reservations
- Not at all

Signature _____ Date _____

Printed Name _____ Title _____

Employer _____

Address _____

If an addressed envelope has not been provided, please mail to **Graduate Admissions** at the above address. Thank you.

South Carolina State University is required, under South Carolina Law 59-112, to determine residence classification of applicants and students for purposes of receiving in-state tuition and fees that requires substantiating documentation. Each applicant/student must also sign an *Oath of Residency*. If you have attended school and/or resided out-of-state, additional proof of residency may be required. Military personnel/dependents must submit proof of military assignment in South Carolina at each enrollment. Non-U.S. citizens must provide proof of immigration status.

PROOF OF RESIDENCY

QUESTIONNAIRE & OATH OF RESIDENCY

Attach two of the documents listed below to this completed form and return them to: **Graduate Admissions, South Carolina State University, Box 7098 - 300 College Street, NE - Orangeburg, SC 29117-0001.**

Name _____ SSN: _____

Address _____
P.O. or Street Address - Apt. No. City State Zip Code

1. Are you a U.S. citizen? Yes No
 If not a citizen, do you hold permanent resident status for the U.S.? Yes No
 Permanent resident card information: Date issued: _____ Number: _____

2. Do you consider yourself a resident of South Carolina for tuition purposes? Yes No
 If "Yes," answer the following:
 a. How long have you resided in South Carolina? _____ Years and _____ Months
 b. County of Residence: _____ Years and _____ Months
 c. Previous state or country of residence: _____

3. If your claim for residence status is based upon your SPOUSE or OTHER individual, answer the following questions:
 a. Full name of person upon whom claim is based: _____
 b. Relationship to self: Spouse Other (Specify) _____
 c. How long has this person resided in South Carolina? _____ Years and _____ Months
 d. County of Residence: _____ Years and _____ Months
 e. Previous state or country of residence: _____
 f. Is this person a U.S. citizen? Yes No
 g. Has this person claimed you as a dependent for U.S. federal income tax purposes for year preceding your registration? Yes No
 h. Will this person claim you for the current tax year? Yes No

4. Are you using a military waiver to pay in-state tuition? Yes No *(Copy of Military Orders Required)*

OATH OF RESIDENCY: My signature below certifies that the information on this application is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate penalties and disciplinary action. I authorize the University to verify the information I have provided.

Signature _____ Date _____

A minimum of two of the following documents must accompany your completed "Proof of Residency Questionnaire":

<ul style="list-style-type: none"> A statement of full-time employment from your personnel director or designee on employer's letterhead. Statement must include dates of employment and number of hours you work per week. 	<ul style="list-style-type: none"> Copy of Voter's Registration Card Copy of Driver's License <u>or</u> SC Identification Card Copy of Vehicle Registration Copy of Visa or Resident Alien Registration Card (Front and Back) 	<ul style="list-style-type: none"> Copy of State and/or Federal Income Tax Return(s) from previous year Copy of Most recent W-2 Forms Copy of Military Orders
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You may visit the following website for additional information regarding residency law, requirements, and visa classifications:
<http://www.che.sc.gov/StudentServices/Residency/Residency.htm>

Complete this form and send it to the college/university you are requesting a transcript from

TO: **REGISTRAR**

Date _____

Name of Institution _____

RE: TRANSCRIPT REQUEST

Please send an official copy of my academic record to:
College of Graduate & Professional Studies
Attn: Graduate Admissions
South Carolina State University
Box 7098 - 300 College Street, NE
Orangeburg, SC 29117-0001

STUDENT INFORMATION:

NAME WHILE ENROLLED: _____

SOCIAL SECURITY NUMBER: _____ - - DATE OF BIRTH: _____

Month Day Year

DEGREE EARNED AND DATE OF GRADUATION
OR

LAST DATE OF ATTENDANCE: _____
Degree Graduated Last Attended

CURRENT ADDRESS: _____

City State Zip Code

If there is a fee or additional information required, please bill me or notify me at the above address. It is important that the transcript be sent as soon as possible. Thank you.

Signature _____ Telephone _____

Email Address _____

Complete this form and send it to the college/university you are requesting a transcript from

TO: **REGISTRAR**

Date _____

Name of Institution _____

RE: TRANSCRIPT REQUEST

Please send an official copy of my academic record to:
College of Graduate & Professional Studies
Attn: Graduate Admissions
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Box 7098 - 300 College Street, NE
Orangeburg, SC 29117-0001

STUDENT INFORMATION:

NAME WHILE ENROLLED: _____

SOCIAL SECURITY NUMBER: _____ - - DATE OF BIRTH: _____

Month Day Year

DEGREE EARNED AND DATE OF GRADUATION
OR

LAST DATE OF ATTENDANCE: _____
Degree Graduated Last Attended

CURRENT ADDRESS: _____

City State Zip Code

If there is a fee or additional information required, please bill me or notify me at the above address. It is important that the transcript be sent as soon as possible. Thank you.

Signature _____ Telephone _____

Email Address _____

ENGLISH PROFICIENCY EXAMINATION (EPE) APPLICATION
Graduate Level (Master's Degree Applicants Only)

PLEASE REFER TO UNIVERSITY CALENDAR OR CALL 803.536.7064 FOR NEXT SCHEDULED DATE.

DEADLINE FOR RECEIPT OF THIS APPLICATION IS 10 DAYS BEFORE EXAM. MAIL TO:

College of Graduate & Professional Studies
South Carolina State University
Box 7098 - 300 College Street, NE - Orangeburg, SC 29117-0001

PLEASE PRINT LEGIBLY (This form will be used to mail your results)

Social Security No. _____	FOR OFFICE USE ONLY	
Name _____	TEST RESULTS	
Address _____	PASSED	FAILED
_____	By _____	
	Date _____	

.....
Cut along dotted line—keep bottom portion for your records—mail portion to above address.

THE ENGLISH PROFICIENCY EXAMINATION GRADUATE LEVEL.
(Master's Degree Applicants Only)

PLEASE REFER TO UNIVERSITY CALENDAR OR CALL 803.536.7064 FOR NEXT SCHEDULED DATE.

- 1. Why should I take the English Proficiency Examination (EPE)?** Effective July 1, 1987, a passing grade on the EPE became a requirement for full admission to work toward any master's degree.
- 2. I took the EPE at the undergraduate level: am I required to take it again?** **NO**; non-SCSU alumni must produce official written documentation, from their undergraduate institution, that they have satisfied this requirement either through coursework or examination.
- 3. May I be exempted from this requirement?** **YES!** If you scored **425 or higher on the GRE Verbal** or **39 or higher on the MAT** you may exempt this requirement. YOU must request exemption, in writing, and enclose a copy of your GRE/MAT test results. You may also exempt this requirement if you have an earned master's degree. (Degree transcript required.)
- 4. How often is the EPE administered?** The EPE is scheduled **once during each academic session (Fall, Spring, Summer)**. Refer to the University Calendar or contact the Graduate Services (803.536.7064) for the exact date.
- 5. How should I make application for this examination?** The cut-off application above should be completed and submitted to the Graduate Services not less than **10 days before the scheduled examination date**. You may submit the application in person at the Graduate Services (Room 205, B-Wing, Turner Hall) or by mail (Graduate Services, South Carolina State University, Box 7098 - 300 College Street, NE, Orangeburg, SC 29117-0001).
- 6. Is a fee required to take examination?** **No**; the examination is administrated at no cost to the applicant.
- 7. Will a reminder notice be sent to me?** **Yes, approximately 5 days before the exam you will be mailed a copy of the list of approved EPE applicants.** However, you should also mark your calendar! In addition, the list of applicants will be posted on the Graduate Student Bulletin Board adjacent to Room 205, B-Wing. Turner Hall at least 5 days prior to the examination date.
- 8. When will I receive my test results?** Your results will be recorded and mailed to you on the above pre-addressed application form. Please allow at least 30 days after the examination for receipt of results. **A COPY OF YOUR RESULTS WILL ALSO BE SENT TO GRADUATE ADMISSIONS to be placed in your application file.**