

DISCLAIMER

The admission information contained in this publication most accurately describes the admission policies, regulations, requirements and procedures of the University and the Board of Trustees of Institutions of Higher Learning. The University reserves the right to delete, substitute, change or supplement any statement in this publication without prior notice

Domestic Applications—Graduate applicants are encouraged to apply on-line. The electronic application is available at <http://www.msstate.edu/dept/grad>.

Supporting documents must be submitted by mail. Applicants should request official transcripts from all institutions where undergraduate or graduate course work has been attempted. The student should ask that the official transcript be in a sealed envelope bearing the institution's return address with the Registrar's signature or stamp across the envelope flap.

Self-managed applications **must** contain the required materials listed below in one envelope.

Domestic Application Checklist	
✓	Application (if not applying electronically)
✓	\$30 (non-refundable) Application Fee
✓	Statement of Purpose
✓	Three Letters of Recommendation
✓	GRE or GMAT scores (if applicable)
✓	Official Academic Records (transcript from each school attended)
✓	Signed Computer Certification Form (if applying electronically)

Completed applications received on or prior to the deadline dates above will receive consideration for the desired academic term. Completed applications received after the final deadline dates will not guarantee admission consideration for the desired academic term. It is the applicant's responsibility to ensure that all supporting materials are received. Some programs may have earlier deadlines for application that override these deadlines. These may be found in the description of the specific programs.

The administrative offices that **directly handle self-managed applications** are:

- College of Engineering
P.O. Box 9544
Mississippi State, MS 39762-9544
- Department of Geosciences-Distance Learning

P.O. Box 5448
Mississippi State, MS 39762-5448

If you are NOT submitting your application to one of these colleges directly, return the required materials listed above in one envelope to:

Office of Graduate Studies
P.O. Box G
Mississippi State, MS 39762

Instructions for Reporting Grade Point Averages—Please compute grade point averages (GPA) using one of the following:

A-F system—Multiply the total number of credit hours of As by 4, Bs by 3, Cs by 2, Ds by 1 and Fs by 0. Total these results for the cumulative number of grade points. Add all of the credit hours of As, Bs, Cs, Ds and Fs. Divide the total number of grade points by the total number of credit hours. All courses taken must be included, even if a course was taken again for a higher grade. For schools using a system of plus or minus grades, ignore the plus/minus when computing the GPA. Courses graded on the Pass/Fail or S/U scale should not be included in the GPA.

Numerical system (0-100 scale 0-10 scale, etc.)—Report the numerical grade point average and supply official documentation of the grading scale used by each institution.

A statement from the school should accompany international transcripts giving the student's class rank, the number of students in the class, and where the student placed among them.

REGULAR ADMISSION

Any person admitted for graduate study must hold a bachelor's degree. Normally the undergraduate degree must be awarded by an institution having regional accreditation. But a prospective applicant who holds a bachelor's degree from an educational institution without regional accreditation may request consideration from the dean of the appropriate college before applying for admission. In either case, the graduate coordinator of the academic program may prescribe specific undergraduate level courses as prerequisites to admission.

In addition to holding an undergraduate degree, an applicant who receives regular admission status must satisfy one of the following minimum graduate admissions requirements based on the level of work completed at the time of the application:

- a. 2.75 GPA on the last two years (approximately 60-70 semester hours or 90-

- 100 quarter hours) of undergraduate academic course work
- b. 2.75 GPA on 30 or more semester hours undergraduate credit **after** earning the first bachelor's degree
- c. 2.75 GPA on the last two years (approximately 60-70 semester hours or 90-100 quarter hours) of undergraduate academic course work **and a 3.00 GPA on less than 24 hours graduate course work, or**
- d. 3.00 GPA on **24 or more** graduate hours
- e. An earned master's degree or higher level degree.

Applicants not satisfying the minimum grade point average may be admitted to a degree program as a provisional student if approved by the graduate coordinator of the academic unit offering the degree program. The minimum acceptable undergraduate grade point average for admission as a provisional student is 2.50. (See section on Provisional Admission in this publication.)

Meeting minimum requirements for admission does not necessarily guarantee admission into a program. Each applicant must compete with all other applicants for availability in the respective program.

Requests for exceptions to these requirements for either "regular" or "provisional" admission must be made by the appropriate academic dean who will notify the Office of Graduate Studies in writing. Exceptions will be processed in the Office of Graduate Studies, and a copy will be forwarded to the Office of the Provost.

Graduate program areas may prescribe requirements in addition to the above conditions described for regular admission. Special admission requirements for each program are listed under "Graduate Courses" in this publication. See the specific program for this information.

PROVISIONAL ADMISSION

Students who have not fully met the requirements stipulated by the University and the appropriate program for admission to graduate study may be granted admission as a degree-seeking graduate student with provisional status. Such students must have as their initial objective advancement to regular status.

Students admitted to provisional status are eligible for advancement to regular status after receiving a 3.00 GPA on the first nine hours of regular graduate level courses taken at Mississippi State University. Neither transfer credits nor credits earned while in Unclassified

status can be used to satisfy this nine-hour requirement. Normally, it is expected that students will remove their provisional admission status during their initial semester of enrollment. If a 3.00 is not attained, the provisional student may be dismissed from the graduate program. Academic departments may set higher standards for students admitted provisionally into their programs of study; students admitted with a provisional status should contact the graduate coordinator for the program's specific requirements. **While in the provisional status, students are not eligible to hold a graduate assistantship.**

CONTINGENT ADMISSION

A student may be admitted with a University contingency, usually the final transcript recording the bachelor's degree. In this case, the applicant has met all admissions requirements and is in the final semester of bachelor's degree work; the student is admitted contingent on the completion of that degree. When the Office of Graduate Studies receives the final transcript, the contingency is removed from the student's record.

An applicant may also be admitted with one or more departmental contingencies, requirements the department expects the student to fulfill by a certain deadline. Departmental contingencies are monitored by the department and usually are prerequisite courses, standardized tests, or another similar requirement.

UNCLASSIFIED ADMISSION

Unclassified admission is available to students desiring graduate level study for purposes other than an advanced degree, such as for teacher certification. An official transcript showing the student's bachelor's degree must be submitted with the application. **Students admitted in unclassified status must remain unclassified for one semester before being admitted to a degree program.** Nine graduate hours of work received as an unclassified student may be transferred to a degree program with the approval of the department. However, hours completed in this status may not be used to satisfy provisional admission requirements.

In order to be admitted in unclassified status, an international student who does not meet criteria under English Language Requirements for International Students must submit an appropriate TOEFL score for admission.

Current and retired faculty from Mississippi State University will not be required to submit a

transcript in order to enroll in a graduate course as an Unclassified Graduate student. Applicants desiring unclassified admission to take graduate level courses in business and economics must have a GPA of 3.00 out of 4.00.

Steps for application and registration as an Unclassified Graduate student are as follows:

1. The student must submit an Unclassified Graduate Application and an official transcript showing proof of an earned baccalaureate degree from an accredited institution to the Office of Graduate Studies, P.O. Box G, Mississippi State University, MS 39762. All applicants must submit a \$30 application fee. The Office of Graduate Studies will issue a letter of admission to the student.
2. To register for classes, the student will first obtain an Enrollment Agreement form from the Office of Graduate Studies, Room 116 Allen Hall. For newly-admitted Unclassified Graduate students, a copy of the student's official transcript will be attached.
3. The student seeks permission from the academic department in which she/he wishes to take a course(s) and approval of the schedule. The student also obtains a "Student Major" override for each course from the department offering the course(s).
4. The student returns to the Office of Graduate Studies to obtain a Registration Access Code (RAC). The director of the Office of Graduate Studies serves as the official advisor for Unclassified Graduate students. The student will be advised that no more than nine semester hours of unclassified graduate work may be applied to an advanced degree at Mississippi State University.
5. The student uses the RAC to register for each course via the web.

READMISSION

Once enrolled in graduate study, a student who subsequently fails to enroll for a fall or spring semester must complete an Application for Readmission before he or she will be permitted to continue enrollment. This form may be obtained in the Office of Graduate Studies or accessed online at <http://www.msstate.edu/dept/grad/>. Each applicant must submit a \$30.00 non-refundable application fee along with the readmission application. If the student has attended another college or university since leaving MSU, an official transcript must be submitted. Readmission to a program requires departmental approval only if the student is not in

good standing or if the student requires an extension of time to complete the program. However, academic departments may set higher standards for readmission to specific programs. A student seeking readmission to an academic program should contact the graduate coordinator for specific departmental requirements prior to completing a readmission application.

For readmission to any graduate degree program in the department of Counselor Education and Educational Psychology, the department requires that students who have not been enrolled for one regular semester (fall or spring) submit a readmission form. The graduate coordinator for the department of Counselor Education and Educational Psychology must approve the readmission. If a student has not been enrolled at Mississippi State University for one calendar year, he or she must submit a new application and statement of purpose and be reconsidered for readmission into his or her respective program of graduate study.

UNIVERSITY FACULTY AND STAFF ADMISSION

A staff member of the University who holds an academic rank beyond that of an instructor or the equivalent normally will not be permitted to earn an advanced degree at this institution. This means that assistant professors, associate professors, and professors normally cannot become candidates for an advanced degree at Mississippi State. An instructor who enrolls in an advanced degree program at Mississippi State should not expect promotion beyond that rank as long as he/she is working for the advanced degree.

UNDERGRADUATE ENROLLMENT IN GRADUATE COURSES

An undergraduate student at Mississippi State University who has 12 or fewer hours of undergraduate credit remaining to complete the requirements for the undergraduate degree may seek approval for enrolling in courses for graduate credit in the semester or term he/she is graduating. The undergraduate student should meet the grade point average requirement for regular admission to the particular graduate program. Prior to enrollment, the head of the department of the undergraduate student's major must seek approval of the college dean by written request endorsed by the instructor or appropriate administrator of the unit in which graduate courses are to be taken. An undergraduate student may take up to nine graduate credit hours. The combination of undergraduate and graduate credit hours may not exceed 13 hours. Any exception to the stated criteria must be

approved by the Associate Provost. (Per Graduate Council, effective May 2004.)

ADMISSION TESTS

Graduate admissions tests available at MSU are the Graduate Record Examination (GRE), the Graduate Management Admissions Test (GMAT), and the Miller Analogies Test (MAT). The Test of English as a Foreign Language (TOEFL) is also available.

The computer-based tests offered are the GRE, the GMAT, the MAT, and the TOEFL. Information can be obtained from the Computer-Based Testing Center located at 54 Magruder Street or by calling 662-325-6610. The mailing address is Computer-Based Testing Center, Mail Stop 9747, Mississippi State, MS 39762.

Paper-based testing is available for the GRE subject area only. For information concerning paper-based tests, contact the Counseling and Testing Services located in Room 100, Lee Hall or by calling 662-325-2091. The mailing address is Director of Testing, P.O. Box NL, Mississippi State, MS 39762.