

PITTSBURG STATE UNIVERSITY
INSTRUCTION SHEET FOR GRADUATE APPLICATION

APPLICATION FEE

The Kansas Board of Regents has approved a non-refundable \$35 graduate application fee for Masters and Specialist in Education degree-seeking students.

DEGREE-SEEKING STUDENT

A degree seeking student is one who is applying for admission to the Graduate School for the purpose of obtaining a graduate degree. If you are not in this category, refer to the instruction sheet for non-degree seeking students.

Carefully read the entire instruction sheet before completing the application. Answer all questions on the application.

The Application for Admission will not be complete until all official transcripts are on file and the application fee is paid. The graduate application fee is non-refundable and supporting application materials are non-returnable. Students must submit an **official** transcript from each institution attended. Transcripts are considered official only if they are received directly from the institution in a sealed envelope. Students who received their undergraduate degree at Pittsburg State University do not need to submit a copy of their PSU undergraduate transcript. Students who enroll in graduate courses without having been admitted to graduate study by a department risk the possibility that their course work may not be applicable toward a degree.

Page 2 of the application must be complete and accompany the application. Failure to provide this information may delay the application process.

NON-DEGREE SEEKING STUDENTS

A non-degree seeking student is a student who has earned a baccalaureate degree from an accredited institution who desires to enroll in the Graduate School to earn credit for the purpose of licensure or simply to engage in additional studies.

Non-degree students must complete all items on the graduate application. Student must submit transcript, teaching license, or copy of diploma to verify completion of a Bachelor's Degree.

Non degree enrollment does not constitute formal admission to Pittsburg State University graduate studies. The Graduate Faculty reserves the right to decide whether the credit earned in course(s) enrolled in while a non-degree student will apply toward a degree program. A maximum of twelve (12) approved hours earned under this status may be applied to a degree program.

PITTSBURG STATE UNIVERSTIY
APPLICATION FOR ADMISSION TO GRADUATE STUDY
Office of Continuing and Graduate Studies

Name: (print) _____
Last
First
MI
Other legal name of record

Address _____
Street/Box Number
City
State
Zip

In what state do you claim residency? _____ County _____

If claiming residency, how long have you resided in Kansas? _____

Date of Birth _____ Social Security Number (###-##-####) _____

Disclosure of your social security number is voluntary. Your social security number may be provided to the Kansas Division of Accounts and Reports for the use in detection of fraudulent or illegal claims against the state monies in accord with general authority of K.S.A. 75-3728b

Telephone: _____ Email _____

Questions regarding gender and race are optional. This information is used to ensure educational opportunity:

Gender: Male Female

Ethnicity: American Indian African American White/Caucasian Other Asian American
 Hispanic Non U.S. Citizen Choose Not to Declare

Term and year to begin graduate study _____ **Please select a degree program from the list below**

- I am requesting: Admission as a Non-Degree Seeking student
 Admission to the major leading to the degree of (circle one below):

- | | |
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| <ul style="list-style-type: none"> Accounting Concentration, MBA Art Studios, MA Art Education, MA Biology, MS Chemistry, MS Communication, MA Counseling (Community), MS Counseling (School), MS Counseling (Community), EDS Counseling (School), EDS Educational Leadership, MS Educational Technology (Tech Facilitator Ind), MS Educational Technology (Tech Facilitator Ed), MS Educational Technology (Library Media), MS Engineering Technology, MET English (Literature Emphasis), MA English (Pro Writing & Rhetoric Emphasis), MA English (Teaching College in CC Emphasis), MA English (Creative Writing Emphasis), MA General Administration, MBA General School Administration, EDS Health, Human Performance, and Recreation, MS History, MA Human Resource Development, MS Mathematics, MS Music (Performance - Winds), MM Music (Performance - Strings), MM Music (Performance - Percussion), MM Music (Performance - Organ), MM | <ul style="list-style-type: none"> Music (Performance - Piano), MM Music (Performance - Harpsichord), MM Music (Vocal Performance), MM Music (Instrumental Education), MM Music (Vocal Education), MM Music (Choral Conducting), MM Music (Piano Pedagogy), MM Music (Wind Conducting), MM Nursing (Family Health Education), MSN Nursing (Family Health Gerontology), MSN Nursing (Family Health Administration), MSN Nursing (Family Nurse Practitioner), MSN Physics, MS Psychology (General), MS Psychology (Clinical), MS Reading (Reading Specialist Certification Emphasis), MS Reading (Classroom Reading Teacher Emphasis), MS School Psychology, EDS Special Education Teaching, MS Teaching (Elementary Emphasis), MS Teaching (Secondary Emphasis), MS Teaching (Early Childhood Emphasis), MS Teaching (English for Speakers of Other Languages), MS Technical Teacher Education, MS Technology, MS Technology (Graphic Communication Management Emphasis), MS Technology Education, MS Workforce Development & Education, EDS |
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**** In order to apply for an EdS program, you must have a Master's Degree**

List all colleges/universities attended (even if no credit was earned):

Name of College, City and State	Dates Attended	Degree Granted	Date Conferred

NOTE: If you are beginning work towards an advanced degree, you must submit an official transcript from each institution attended. Transcripts are considered official only if they are received directly from the institution in a sealed envelope. Admission cannot be acted upon until all official transcripts are received. The graduate application fee is non-refundable and supporting application materials are non-returnable. Please check with the department you are applying to for information regarding additional admission requirements.

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Pittsburg State University is committed to a policy of educational equity. Accordingly the University admits students and grants financial aid and scholarships, conducts all educational programs, activities, and employment practices without regard to race, color, religion, sex, national origin, sexual orientation, age, marital status, ancestry or disabilities.

Sections 503 & 504 of the Rehabilitation Act of 1972 and the Americans With Disabilities Act (ADA): As provided by both legislations, Pittsburg State University provides necessary services for students with disabilities. The University will provide reasonable accommodations for students with identified physical, mental, emotional, multiple and learning disability limitations. Your acceptance by Pittsburg State University will not be affected by a disability (ies). If you have a disability, you must identify your needs and work with University personnel to meet those needs. Contact Teresa R. Massa, Director of Equal Opportunity, Pittsburg State University, Pittsburg, KS 66762, telephone 620/235-4185 or 4189. For hearing impaired call 1-800-766-3777

By submitting this application, I certify that the information provided is complete, accurate and true, and agree to abide by the admission policies and requirements of Pittsburg State University. I understand that information given falsely or withheld could affect the decision on my application and may make me ineligible for admission and/or enrollment. Verification of responses may be requested for any applicant.

By signing below, the applicant agrees that any academic relationship between him/herself and Pittsburg State University began and was entered into in the state of Kansas, county of Crawford. In addition, the applicant agrees that the laws of the state of Kansas shall apply to any litigation that may result from his/her academic relationship with Pittsburg State University and the Crawford County Kansas District Court shall have the exclusive jurisdiction over any such resulting lawsuit.

Signature of Applicant

Date