

KANSAS STATE

UNIVERSITY

College of Education

Master of Science in
**Academic
Advising**

August 2011

Graduate Studies



Master of Science in Academic Advising

Kansas State University
College of Education

MISSION STATEMENT

The College of Education is dedicated to preparing educators to be knowledgeable, ethical, caring decision makers through excellence in the:

- delivery of exemplary instruction to students at the undergraduate and graduate levels;
- production, interpretation, and dissemination of sound and useful research and scholarship;
- provision of leadership, collaboration, and service within the profession; and promotion, understanding, and celebration of diversity.

PROGRAM DESCRIPTION

The Master of Science in Academic Advising is designed for advising professionals and future professional advisors seeking to enhance their knowledge and ability to work more effectively with postsecondary students in their academic and career planning. All courses are offered online, which serves graduate students in Kansas and students both across and outside the country.

Courses in the program address topics such as interpersonal relations, needs and characteristics of specific groups of students, research methods, learning principles, advising strategies, college student development, career development, and multicultural aspects of academic advising.

ADMISSION REQUIREMENTS

Admission to graduate study is granted by the Dean of the Graduate School upon the recommendation of the faculty in the graduate program. Applicants seeking admission to this master's degree program must submit the information noted below. *All materials must be received before review will begin.*

- A. A Completed Graduate School Application.** The application may be completed online by going to www.k-state.edu/grad/gsprospective/apply/index.htm. It is highly recommended that the application for admission be submitted online.

Application Deadlines. The College of Education accepts applications throughout the year. However, the deadlines noted below have been established for admission to start in a particular semester. Failure to meet the deadline for a particular semester could delay admission into the program. *The Graduate School application and all additional documentation must be received by the following deadline dates for admission in a particular semester.*

Domestic Students	Fall Semester	—	March 1
	Spring Semester	—	October 1
	Summer Semester	—	February 1
International Students	Fall Semester	—	February 1
	Spring Semester	—	August 1
	Summer Semester	—	December 1

B. Graduate School Application Fee.

Domestic Students—A \$40 application fee is required for all domestic students; *your application will not be processed without this fee.* When applying online, you may pay by credit card. If mailing a paper copy of the completed application, please make a check payable to the KSU Graduate School and include it with your application.

International Students—A \$55 application fee is required; *your application will not be processed without this fee.* When applying online, you may pay by credit card. If mailing a paper copy of the completed application, please pay with an international cashier's check or money order (in U.S. funds) payable to the KSU Graduate School and include it with your application. Cash or personal checks cannot be accepted from international students.

C. OFFICIAL transcripts.

Paper Transcripts—Send TWO official transcripts from the institution awarding the bachelor's degree and TWO official transcripts from all the institutions attended since completion of the bachelor's degree. If you have credits from K-State, we will obtain a copy of your K-State transcript at no cost to you. *Copies of transcripts that are stamped "issued to student" will not be accepted.*

Digital Transcripts—Send any digital transcripts to the following email address: ddeam@ksu.edu. Some institutions are now sending transcripts in a digital format (e.g., a PDF). The digital transcript must be sent directly from the college or university you attended to the email address indicated above.

In general, an applicant with a bachelor's degree with a cumulative grade point average of at least 3.0 from an accredited institution can expect to be admitted to the master's degree program. Students who have successfully completed the Graduate Certificate in Academic Advising would, upon application, be admitted to the proposed master's degree program. Students who have completed only a bachelor's degree and have a cumulative grad point average below a 3.0 would be required to submit the results from the Graduate Record Examination (GRE) or Miller Analogies Test (MAT).

D. Statement of Goals and Professional Experience. Submit a 1-2 page statement that includes the following information:

- Career and professional goals and aspirations, and how being accepted to the program will benefit the goals and aspirations;
- The reason for interest in seeking the master's degree in Academic Advising;
- Evidence of motivation, leadership, and strong work ethic; and

- Professional experiences that support application.

The paper is to be well written, thoughtfully presented, and organized. For resources to help with writing the paper, see the Purdue Online Writing Lab (OWL) at <http://owl.english.purdue.edu/>.

Send your Statement of Goals as an electronic file to ddeam@ksu.edu or as a hard copy to the address for the Office of Graduate Studies provided below.

E. A Professional Resume or Vitae. Send your resume or vitae as an electronic file to ddeam@ksu.edu or as a hard copy to the address for the Office of Graduate Studies provided below.

F. TOEFL.

Applicants whose native language is not English must submit a current TOEFL score (Test of English as a Foreign Language). The TOEFL is offered several times a year throughout the world by the Educational Testing Service (www.ets.org/toefl). The TOEFL school code for Kansas State University is **6334**. International applicants are advised to take the TOEFL as early as possible to avoid delays in the processing of their applications for admission. An applicant who has received a degree in the last two years from a United States college or university is exempt from this requirement

There are three types of TOEFL scores: paper-based TOEFL, computer-based TOEFL, and TOEFL IBT (internet-based TOEFL taken in real time). TOEFL scores are valid for two years from the initial test date. A score of at least **550** (paper-based test), **213** (computer-based test), or **79** (IBT-internet-based test) on the TOEFL is required to be considered for admission to the Graduate School.

- *For Regular Admission*—Applicants with scores of 600 (paper-based), 250 (computer-based), or 100 (IBT-internet based) or above may be considered for regular admission.
- *For Possible Provisional Admission*—Applicants with scores between 550/213/79 and 599/249/99 may be admitted provisionally and must at the time of their enrollment demonstrate proficiency in reading and writing English and in understanding spoken American English to the satisfaction of the Graduate School. Those who do not meet the minimum proficiency standard will be required to complete specified courses offered by the English Language Program (ELP) at Kansas State University. For additional information about the English Language Program, go to www.ksu.edu/elp.

For additional information about admission requirements for international students, go to Chapter 1 of the Graduate Handbook at www.ksu.edu/grad/gscurrent/handbook/chap1.htm and to the International Students section of the Graduate Viewbook at www.ksu.edu/grad/gsprospective/viewbook/intrnl.htm.

Complete the Graduate School Application online and pay the application fee. All other materials must be sent either as an electronic file or as a hard copy to:

Office of Graduate Studies
College of Education
18 Bluemont Hall
1100 Mid-Campus Drive
Kansas State University
Manhattan, KS 66506-5301
785-532-5595
ddeam@ksu.edu

ADDITIONAL INFORMATION

Non-Degree Status. In some cases, a student may wish to take a course(s) prior to being admitted in a degree program. In these cases, a person must be admitted as a non-degree student. Students may take *up to nine graduate credit hours* as a non-degree student in the Graduate School prior to being admitted into a graduate degree program. However, *successful completion of any hours taken as a non-degree seeking student does not guarantee admission into the program.* Non-degree students are not eligible for financial assistance.

Graduate Handbook. Once admitted, students should become familiar with the Graduate Handbook at www.ksu.edu/grad/gscurrent/handbook/index.htm. This handbook includes policies and procedures about advising, the program of study, enrollment, transfer credits, the final oral/written exam, required approval forms, and other aspects of the graduate program.

Program Blog. Information relevant to graduate students in the program is provided on the program blog at <http://academicadvising.wordpress.com/>. Information provided includes deadlines, courses offerings, the student handbook, faculty biographies, links, and academic advising articles.

Advisor and Program of Study. Once admitted to the program, an advisor is assigned. The advisor assists the student in developing the program of courses the student will take to earn the master's degree. A program of study listing the courses the student intends to take is submitted to the Graduate School upon completion of nine hours (part-time students) or during the second semester (full-time students).

Graduate Assistantships. A limited number of graduate assistantships are available in the College of Education. Go to www.coe.ksu.edu/grad/assistantships.htm for detailed information and application procedures. Assistantships are commonly available for the academic year (fall and spring semesters). To apply for a graduate assistantship, a letter of application and a resume should be submitted by April 1 to each department for which the applicant would like to be considered. It is helpful to talk with the appropriate department chair as early as possible to learn of assistantships available in the department.

Financial Aid. Questions about financial assistance should be directed to the Student Financial Assistance Office, 104 Fairchild Hall, Manhattan, KS 66506, 785-532-6420, ksusfa@ksu.edu. For information regarding financial aid, you may go to www.ksu.edu/sfa.

Program Objectives for the Master of Science in Academic Advising

Candidates will:

1. Know and apply advising strategies to institutional advising programs and individual advising.
2. Assess psychosocial factors that impact student learning.
3. Design interventions to assist students in overcoming learning barriers and enhancing learning approaches to improve their academic performance.
4. Know and apply student development theories to academic advising.
5. Know and apply theories of career development and related constructs to assist students with their academic and career planning.
6. Understand the influence of multicultural factors on the advising relationship and the content of advising with students.
7. Understand the needs and characteristics of specific groups of students (e.g., students with learning disabilities, student athletes, adult students, exploratory students) and apply this to academic advising.
8. Know and demonstrate skills and strategies needed to enhance communication and relationship building in advising.
9. Apply strategies for assessing academic advising programs and services.
10. Develop and implement advisor training programs.
11. Evaluate the performance of academic advisors.

**Program Requirements for the
Master of Science in Academic Advising**

30 credit hours

Core Courses (27 credit hours)

EDCEP	752	College Student Athletes
EDCEP	816	Research Methods in Education
EDCEP	829	Learning Principles
EDCEP	835	Foundations of Academic Advising
EDCEP	836	Interpersonal Relations for Academic Advising
EDCEP	838	The College Student and the College Environment
EDCEP	851	Multicultural Aspects of Academic Advising
EDCEP	863	Trends in Career Development
EDSP	853	College Students with Special Needs

Restricted Elective (3 credit hours)

EDCEP	761	Intercollegiate Athletics and the College Student Athlete, or
EDCEP	837	Administration of Academic Advising

For information regarding the Master of Science in Academic Advising offered online through the Kansas State University Division of Continuing Education, go to <http://www.dce.ksu.edu/education/advising>.

Faculty of Academic Advising

For additional information on this program, contact any faculty member listed with telephone and email information.

Doris Carroll, PhD, Associate Professor
Aaron Carlstrom, PhD, Assistant Professor
Christy Craft, PhD, Associate Professor
Judy Hughey, EdD, Associate Professor
Kenneth Hughey, PhD, Professor and Department Chair, *khughey@ksu.edu*, 785-532-6443
Marilyn Kaff, PhD, Associate Professor
Ann Knackendoffel, PhD, Assistant Professor
Fred Newton, PhD, Professor
Charlie Nutt, EdD, Assistant Professor, Executive Director, NACADA, *cnutt@ksu.edu*, 785-532-5742
Rich Robbins, PhD, Adjunct Assistant Professor
Dan Wilcox, PhD, Assistant Professor

For Additional Information about the program, contact one of the following:

Ken Hughey
Professor and Chair
khughey@ksu.edu
785-532-5541

Pam McGlynn
Program Assistant
pmglynn@ksu.edu
785-532-6103

Department Contact Information:

Department of Special Education, Counseling, and Student Affairs
369 Bluemont Hall
1100 Mid-Campus Drive
Kansas State University
Manhattan, KS 66506-5312
785-532-5541
cjwalker@ksu.edu