



**SOUTH CAROLINA STATE UNIVERSITY  
COLLEGE OF GRADUATE AND 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. Lakeisa Tucker, Acting Dean  
College of Graduate & Professional Studies  
803-536-8584

Email: [ltucker3@scsu.edu](mailto:ltucker3@scsu.edu)

Mrs. Vernell W. Wolfe, Administrative Assistant

Office of the Dean 803-536-7133

Email: [vwolfe@scsu.edu](mailto:vwolfe@scsu.edu)

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Office of Graduate Services

803-536-8809

Email: [ehorton@scsu.edu](mailto:ehorton@scsu.edu)

Diamond Moorehead, Data Coordinator  
Office of Graduate Services 803-536-7064

Email: [dmoorehe@scsu.edu](mailto:dmoorehe@scsu.edu)

**Important Websites**

South Carolina State University: [www.scsu.edu](http://www.scsu.edu)

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

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

**Please save your completed [application and email it to dmoorehe@scsu.edu](mailto:dmoorehe@scsu.edu)**

*Thank you for your interest in South Carolina State University.*

*Graduate School Application Revised: May 16, 2022*

# GRADUATE DEGREE PROGRAMS & ADVANCED CERTIFICATES



Master of Arts Degree	Master of Arts in Teaching Degree	Master of Business Administration
<ol style="list-style-type: none"> <li>1. <b>Rehabilitation Counseling</b> <ul style="list-style-type: none"> <li>• Curriculum</li> </ul> </li> <li>2. <b>Speech Pathology &amp; Audiology</b></li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Early Childhood Education</b></li> <li>2. <b>Elementary Education</b></li> <li>3. <b>English Education</b></li> <li>4. <b>General Science/Biology</b></li> <li>5. <b>Mathematics</b></li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Entrepreneurship</b></li> <li>2. <b>Healthcare Management</b></li> <li>3. <b>General MBA</b></li> <li>4. <b>Innovation &amp; Entrepreneurship</b></li> <li>5. <b>Healthcare Management Certification</b></li> </ol>

Master of Education Degree		
Elementary Education	Secondary Education	Counselor Education
<ol style="list-style-type: none"> <li>1. <b>Basic Elementary Education</b></li> <li>2. <b>Early Childhood Education</b></li> <li>3. <b>Reading Education</b></li> <li>4. <b>Physical Education</b></li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Business Education</b></li> <li>2. <b>English Education</b></li> <li>3. <b>General Science/Biology</b></li> <li>4. <b>Industrial Education</b></li> <li>5. <b>Mathematics Education</b></li> <li>6. <b>Physical Education</b></li> <li>7. <b>Social Studies Education</b></li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Elementary Guidance Counselor</b></li> <li>2. <b>Secondary Guidance Counselor</b></li> </ol>

Master of Science Degree	Educational Specialist Degree	Doctor of Education Degree
<ol style="list-style-type: none"> <li>1. <b>Nutritional Sciences</b> <ul style="list-style-type: none"> <li>• Nutritional Health Care</li> <li>• Food &amp; Nutrition</li> </ul> </li> <li>2. <b>Transportation</b> <ul style="list-style-type: none"> <li>• Modal Systems</li> <li>• Business</li> <li>• Transportation Planning</li> <li>• Intelligent Transportation Systems</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Educational Administration</b> <ul style="list-style-type: none"> <li>• Principal and Superintendent Certification</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Educational Administration</b></li> </ol>

Certificate Programs		
<ol style="list-style-type: none"> <li>1. <b>Graduate Certificate in Addiction and Trauma</b></li> <li>2. <b>Human Development Consultant Certificate</b></li> </ol>	<ol style="list-style-type: none"> <li>3. <b>Environmental Monitoring &amp; Restoration Certificate</b></li> </ol>	

The College of Graduate & Professional Studies  
South Carolina State University  
Box 7098 – 300 College Street, NE  
Orangeburg, SC 29117-0001  
Office: 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<sup>th</sup>**

**Spring Semester – November 1<sup>st</sup>**

**Summer Term – April 1<sup>st</sup>**

**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 fee. (Form Enclosed).
- B. Transcripts.** Provide an official copy of your baccalaureate transcript showing degree earned and 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 now 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 of 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."

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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 504 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 program of activities.

Mail To: Graduate Admissions, South Carolina State University, Box 7098 – 300 College Street, NE – Orangeburg, SC 29117-000

# 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

Certificate Program: \_\_\_\_\_

Temporary Non-Degree (One Semester Only). Allows additional time to complete the application process for full admission. This option is not available 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 #

Address: \_\_\_\_\_  

Street/P.O. Box
City
State
Zip
Home Telephone

Resident State \_\_\_\_\_ Resident County \_\_\_\_\_ Citizenship-Country/Visa \_\_\_\_\_ Country of Birth \_\_\_\_\_ Work Telephone \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex:  Male  Female

Marital Status:  Single  Married  Widowed  Divorce

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     
  Hispanic  
 White (Non-Hispanic)     
  International (Non-Resident Alien)     
  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 \_\_\_\_\_

Name, City & State of all colleges and universities attended.	From Month/Yr.	To Month/Yr.	Degree Earned	Major	Final Cumulative 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 #: \_\_\_\_\_

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 \_\_\_\_\_

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-mattered 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 placing an "X" in the appropriate spaces:

	Top 5%	Top 10%	Top 25%	Bottom 50%	Unable to Rate
Preparation in chosen area					
Receptivity to new ideas					
Ability to think creatively					
Ability to work well with others					
Written communication skills					
Oral communication skills					
Ability to work independently					
Demonstrated research skills					

**I recommend the Applicant:**

\_\_\_\_\_ With Enthusiasm

\_\_\_\_\_ Without Reservations

\_\_\_\_\_ With Reservations

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: \_\_\_\_\_

1. Are you a U.S. citizen?  Yes  No
- a. If not a citizen, do you hold permanent resident status for the U.S.?  Yes  No
- b. 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 \_\_\_\_\_ Months
- b. County of Residence: \_\_\_\_\_ Years \_\_\_\_\_ 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 \_\_\_\_\_ Months
- d. County of Residence: \_\_\_\_\_ Years \_\_\_\_\_ 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 waive 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"> <li>A statement of your 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.</li> </ul>	<ul style="list-style-type: none"> <li>Copy of Voter's Registration Card</li> <li>Copy of Driver's License <i>or</i> SC Identification Card</li> <li>Copy of Vehicle Registration</li> <li>Copy of Visa or Resident Alien Registration Card (Front and Back)</li> </ul>	<ul style="list-style-type: none"> <li>Copy of State and/or Federal Income Tax Return(s) from previous year</li> <li>Copy of most recent W-2 Forms</li> <li>Copy of Military Orders</li> </ul>
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You may visit the following website for additional information regarding residency law, requirements, and visa classifications:  
<https://www.che.sc.gov/Students,FamiliesMilitary/PayingForCollege/ResidencyConsiderations.aspx>



## Request for Official Transcript

Complete this form and send it to the college/university you are requesting an official transcript.

Name of Institution: \_\_\_\_\_ Date: \_\_\_\_\_

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

1. NAME WHILE ENROLLED: \_\_\_\_\_

2. SOCIAL SECURITY NUMBER: \_\_\_\_\_

3. DATE OF BIRTH: \_\_\_\_\_  
Month Day Year

4. DEGREE EARNED AND DATE OF GRADUATION or LAST DATE OF ATTENDANCE

a. Degree Earned: \_\_\_\_\_

b. Graduation Year: \_\_\_\_\_

c. Last Attended: \_\_\_\_\_

5. 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 THE UNIVERSITY CALENDAR OR CALL 803-536-7064 FOR THE NEXT SCHEDULED DATE.**

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

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

**PLEASE PRINT OR TYPE. This form will be used to mail your results.**

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

<b>FOR OFFICE USE ONLY TEST RESULTS</b>	
<input type="checkbox"/> <b>PASSED</b>	<input type="checkbox"/> <b>FAILED</b>
By _____	
Date: _____	

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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 THE UNIVERSITY CALENDAR OR CALL 803-536-7064 FOR THE NEXT SCHEDULED DATE.**

- 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.
- 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.
- 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.)**
- 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 Graduate Services at 803-536-7064 for the exact date.
- How should I submit my application for this examination?** The cut-off application above should be completed and submitted to Graduate Services no less than **10 days before the scheduled examination date.** You may submit the application in person at the Graduate Services Office (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).
- Is a fee required to take the examination?** No; the examination is administered at no cost to the applicant.
- 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.
- 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 your results. **A COPY OF YOUR RESULTS WILL ALSO BE SENT TO GRADUATE ADMISSIONS to be place in your application file.**