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)-536-7097
Email: ltucker3@scsu.edu

Mrs. Vernell W. Wolfe, Administrative Assistant
Office of the Dean (803)-536-7133
Email: v wolfe@scsu.edu

Ms. Elizabeth B. Horton, Director
Office of Graduate Services
(803)-536-8809 or (803) 747-9452
Email: ehorton@scsu.edu

Mrs. Sharon Stokes, Coordinator of Graduate Admission
Phone (803) 536- 8419 or (803) 878-9358
Email: sstokes7@scsu.edu

Ms. Shanira Carter, Graduate Enrollment Specialist
Phone: (803) 536-7064 or (803) 878-9787
Email: scarte31@scsu.edu

Important Websites
South Carolina State University: www.scsu.edu
Graduate School www.graduateschool@scsu.edu
Graduate Catalog: https://www.scsu.edu/admissions/registraroffice/universitycatalogs.aspx

Please save your completed application and email it to scarte31@scsu.edu

Thank you for your interest in South Carolina State University.

Graduate School Application Revised: March 22, 2023
# GRADUATE DEGREE PROGRAMS & ADVANCED CERTIFICATES

<table>
<thead>
<tr>
<th>Master of Arts Degree</th>
<th>Master of Arts in Teaching Degree</th>
<th>Master of Business Administration</th>
</tr>
</thead>
</table>
| 1. Rehabilitation Counseling  
  • Curriculum  
  2. Speech Pathology & Audiology | 1. Early Childhood Education  
  2. Elementary Education  
  3. English Education  
  4. General Science/Biology  
  5. Mathematics | 1. Agribusiness  
  2. General MBA  
  3. Healthcare Management  
  4. Innovation & Entrepreneurship  
  5. Healthcare Management Certification |

## Master of Education Degree

<table>
<thead>
<tr>
<th>Elementary Education</th>
<th>Secondary Education</th>
<th>Counselor Education</th>
</tr>
</thead>
</table>
| 1. Basic Elementary Education  
  2. Early Childhood Education  
  3. Reading Education  
  4. Physical Education | 1. Business Education  
  2. English Education  
  3. General Science/Biology  
  4. Industrial Education  
  5. Mathematics Education  
  6. Physical Education  
  7. Social Studies Education | 1. Elementary Guidance Counselor  
  2. Secondary Guidance Counselor |

## Master of Science Degree

<table>
<thead>
<tr>
<th>Educational Specialist Degree</th>
<th>Doctor of Education Degree</th>
</tr>
</thead>
</table>
| 1. Nutritional Sciences  
  • Nutritional Health Care  
  • Food & Nutrition  
  2. Transportation  
  • Modal Systems  
  • Business  
  • Transportation Planning  
  • Intelligent Transportation Systems  
  1. Educational Administration  
  • Principal and Superintendent Certification | 1. Educational Administration |

## Certificate Programs

1. Graduate Certificate in Addiction and Trauma  
2. Human Development Consultant Certificate  
3. Environmental Monitoring & Restoration Certificate
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 15th   Spring Semester – November 1st   Summer Term – April 1st

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. 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).

F. Teaching Certificate. Ed.D, Ed.S., & M.Ed. degree applicants (excluding Counselor Education) must submit a copy of their teaching (educator) certificate.

G. 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 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
Admission Standards

An applicant for full admission in Master's Program, Doctor of Education and Educational Specialist Degree are required to complete a Graduate School Application Form. The following credentials are required and **MUST** be submitted directly to the College of Graduate and Professional Studies.

- Application fee
- Degree Objective
- Resume
- Residency Questionnaire
- Letters of recommendation
  - M.A and M.S Degree applicants are required to have to 2 letters.
  - M.A. T, M.B. A, M.Ed., E.Ds., and Ed.D are required to have 3 letters.
- Official transcripts
- Test score, Graduate Record Examination (GRE) General Test or Miller Analogies (MAT) Test must have been taken within the last 5 years.

Applicants for the **Master's Program** **MUST** submit all above requirements along with the following,

- A GPA of 2.5 or higher on a 4.00 scale.
- Official graduate Record Examination (GRE) General Test (Verbal, Quantitative, and Analytical Writing)
- A low GRE score is considered to fall around the 25th percentile or lower. In terms of GRE verbal percentiles, this would equate to a GRE scaled score of 145; and, for the quantitative percentiles, this would equal a 147 scaled score. The lowest GRE score is 130 while the max score is 170.

Applicants for the **Doctor of Education Degree Program** who have submitted the above documents and meets all the standards below will be admitted to the Graduate School in full admission status, pending acceptance and approval by the Department of Education.

- A combined Verbal/ Quantitative GRE score of 1,000 or a MAT score of 410.
- A GPA of 3.50 on all previous graduate work and.
- At least five years of certified contractual educator experience, K-12.

Applicants for the **Educational Specialist Degree Program** who have submitted all required credentials will be admitted to the Graduate School in full admission status if they meet the following standards.

- A combine Verbal/ Quantitative GRE score of 850 or a MAT score of 391.
- A GPA 3.25 or higher on all previous graduate work and.
- Three years of certified contractual educator experience, K-12.

**International Student Admissions.**
For graduates of non-English-speaking universities, a minimum TOEFL (Test of English as a Foreign Language) score of 550 (paper), 213 (computer-based) or 79-80 (internet-based), GRE General Test Score reports with a verbal score not less than 425, official degree transcripts, a statement of financial support, and all supporting credentials must be received before admission will be granted.
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  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: ____________________________
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.)
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-matter 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:

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<thead>
<tr>
<th></th>
<th>Top 5%</th>
<th>Top 10%</th>
<th>Top 25%</th>
<th>Bottom 50%</th>
<th>Unable to Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation in chosen area</td>
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<tr>
<td>Receptivity to new ideas</td>
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<td>Ability to think creatively</td>
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<td>Ability to work well with others</td>
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<td>Written communication skills</td>
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<td>Oral communication skills</td>
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<td>Ability to work independently</td>
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<tr>
<td>Demonstrated research skills</td>
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</table>

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

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”:

- 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.
- Copy of Voter’s Registration Card
- Copy of Driver’s License or SC Identification Card
- Copy of Vehicle Registration
- Copy of Visa or Resident Alien Registration Card (Front and Back)
- Copy of State and/or Federal Income Tax Return(s) from previous year
- Copy of most recent W-2 Forms
- Copy of Military Orders

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: __________________________
Method of Payments

- Money Order
- Cashier Check
- Pay By Phone (Cashier 803-536-8529 or 803-747-9613) Via Credit or Debit Card (Copy of Receipt Required)

If you have any additional questions, please contact our office:

Shanira Carter, Graduate Enrollment Specialist
(803) 536-7064 or (803) 878-9787
scarte31@scsu.edu

Sharon Stokes, Coordinator of Graduate Admission
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