

Thank you for considering Northern Kentucky University for your graduate studies. The information in this application will provide you with the general admission requirements for all graduate students who plan to attend NKU. If you are applying for a degree program, you will need to contact your program of interest for its specific requirements.

## APPLICATION DEADLINES

Prior to taking graduate classes at Northern Kentucky University you must submit an official application for graduate admission to the Office of Graduate Programs. Please note the dates below for your program of interest.

<b>Domestic Students</b>			
	<b>Fall Deadline<sup>1</sup></b>	<b>Spring Deadline<sup>1</sup></b>	<b>Summer Deadline<sup>1</sup></b>
<b>General University Deadline</b>	August 1	December 1	May 1
<b>Program</b>			
<b>College Arts and Sciences</b>			
Master of Arts in English	July 1	November 1	NA <sup>2</sup>
Master of Arts in Integrative Studies	August 1	December 1	May 1
Master of Public Administration	July 1	December 1	April 15
Master of Science in Industrial-Organizational Psychology	June 1	November 1	March 1
<b>College of Business</b>			
Master of Accountancy	August 1	December 1	May 1
Master of Business Administration <sup>3</sup>	August 1 (Final)	December 1 (Final)	May 1 (Final)
Executive Leadership and Organizational Change	August 1	NA <sup>2</sup>	NA <sup>2</sup>
<b>College of Education and Human Services</b>			
Alternative Certification in Special Education	NA <sup>2</sup>	NA <sup>2</sup>	May 1
Master of Arts in Education	August 1	December 1	May 1
Master of Arts in Instructional Leadership	August 1	December 1	May 1
Master of Arts in School Counseling	August 1	December 1	May 1
Master of Arts in Teaching <sup>3</sup>	June 1 (Final)	NA <sup>2</sup>	NA <sup>2</sup>
Master of Science in Community Counseling <sup>3</sup>	July 1 (Final)	NA <sup>2</sup>	May 1 (Final)
<b>College of Informatics</b>			
Master of Arts in Communication	February 1	July 1	NA <sup>2</sup>
Master of Science in Computer Science	August 1	December 1	May 1
Master of Science in Business Informatics	August 1	December 1	May 1
Master of Science in Health Informatics	August 1	December 1	May 1
<b>School of Nursing and Health Professions</b>			
Master of Science in Nursing	April 15	October 15	February 15
<sup>1</sup> The deadlines listed are "priority," meaning programs will accept applications on a space available basis after these dates. <sup>2</sup> Applications not accepted for this semester. <sup>3</sup> The deadlines for the MAT, MBA and MSCC program are "final," meaning applications will not be accepted after these dates.			
<b>International Students</b>			
<b>Fall semester</b>	June 1	<i>If you are considered an International Student, you must contact the Office of International Student Affairs for information necessary for your application process. You may call them at (859) 572-6517 or e-mail isa@nku.edu. Please note the application deadlines.</i>	
<b>Spring semester</b>	October 1		

## APPLICATION FEE

There is an application fee assessed each time an application is submitted. This will occur if you are changing programs, changing student classification (e.g. non-degree to degree, Master's to Rank I) or reapplying for admission. The fee is applicable also if you applied for admission for one semester but have not enrolled within one year of that semester. No application will be considered complete unless this fee has been paid. This fee can be paid directly to the Office of Graduate Programs by check, credit card or money order. The paper application fee is \$40.00 and web application fee is \$25.00. Apply online at <http://apply.nku.edu>. **Exception:** You do not have to pay the application fee if: (1) you received a bachelor's or master's degree from NKU; (2) you are a full-time employee of NKU (please submit copy of ID with application).

## ADMISSION REQUIREMENTS

### Regional Accreditation

Applicants to all graduate programs at NKU must be graduates of regionally accredited schools of higher education.

### Grade Point Average

Your undergraduate GPA may be no lower than 2.5 on a 4.0 scale for you to be eligible for admission. You must have earned at least a 3.0 on all graduate work that is applicable to the degree for which you are applying. Please check the admission criteria for your program of interest; it may have a higher GPA requirement.

### Standardized Admission Tests

Many of our graduate programs require a standardized test for admission, such as the Graduate Record Exam (GRE), Graduate Management Admission Test (GMAT) or Miller's Analogy Test (MAT). Be certain to note which specific test (if any) is required for your program. A test accepted by one program may not be acceptable for another.

Applicants holding previously earned graduate or professional degrees may be exempt from this requirement. Please check with the director of your graduate program.

## Transcripts

All transcripts submitted to NKU must be official and should be sent directly to the Office of Graduate Programs from the issuing institution. Transcripts must have the registrar's signature and/or official seal of the institution to be considered official. Official transcripts in envelopes sealed by the institution's registrar with stamp or signature across the flap and sent with the application are acceptable. Transcripts from every institution attended must be sent. A summary of credit transferred from one institution and recorded on the transcript of another institution is not acceptable.

**Do I need to send my transcripts again?** If you have submitted your transcripts of previous undergraduate work to NKU, you may not need to do so again if: (1) you sent them when you transferred into NKU as an undergraduate and they are still in your permanent record; (2) you submitted them with a previous graduate application, you attended at least one class, and they are still in your permanent record; or (3) you submitted them less than one year ago. If you don't know if we still have them, give us a call; we will check for you.

Final transcripts from degree-granting institutions must show date of graduation and the degree awarded.

### Should I reapply?

If you have applied before, you must reapply for admission if you meet any of the following criteria:

- a) You are changing status from non-degree to degree.
- b) You are changing from one degree to another.
- c) You were admitted for a particular semester but did not matriculate within a year of that acceptance.
- d) You have attempted coursework at NKU but have not been enrolled in the four years preceding the semester in which you are returning. You must submit a new application for graduate admission and official transcripts for additional coursework taken elsewhere since the last attendance at NKU.
- e) You were dismissed from a program. When you reapply for admission, you must document in writing the reasons for re-entry into the program.

## References

Applicants who are required by their programs to submit references must use the official form posted on the Graduate Programs website. Follow instructions located at that website (<http://gradschool.nku.edu/>).

## APPLICANT STATUS

### Full Admission (all items are in and requirements are met)

Full admission may be awarded to applicants who have submitted all required materials and have met all program and University admission requirements. Meeting admission requirements is not a guarantee of admission into the program.

### Conditional Admission - (all items are in, but you don't meet the requirements)

Conditional admission is reserved for those applicants who fail to meet one or more of the requirements for regular admission but who, in the judgment of the graduate program director, hold promise of pursuing a graduate degree successfully. If you are offered conditional admission, you will be required to prove your suitability for graduate study by successfully completing criteria established by your graduate program. If you would like to be considered for conditional admission, please write a letter to your program director stating the reasons you think an admission requirement should be waived for you. If your director agrees to your request, he/she will forward your request to the Director of Graduate Programs for approval. Conditional admission is not available in all graduate programs. Please consult the information on your program of interest.

### Provisional Admission (your application is missing an item, but you meet all other requirements)

At the discretion of the graduate program director, provisional admission may be extended to you as an applicant if, in the director's opinion, you would be regularly admitted if all application materials were received. **This status may be used for one semester only.** If you have not met the requirements for regular admission during the initial semester and you want to continue in the graduate program, you may be required to reapply, pay another application fee (for exception, see Application Fee section above) and meet all requirements for regular admission prior to re-enrollment. Provisional admission is not available in all graduate programs. Please consult the information on your program of interest.

### Unclassified Graduate Student (you are not seeking a degree or you cannot meet program requirements)

If you hold a bachelor's degree from a regionally accredited institution and desire to pursue graduate study without a degree objective, or you are unable to meet entrance requirements for degree-seeking students into a graduate program, you may enroll as an unclassified graduate student if you submit the following:

- a) An Application for Graduate Admission with the application fee attached (for exception, see Application Fee section above).
- b) An official transcript for the highest degree earned. You must have earned a minimum undergraduate GPA of 2.5 or a 3.0 graduate grade point average.
- c) A separate Unclassified Application Form, which you must sign (please request directly from the Office of Graduate Programs or download from our website).

You may complete any number of graduate semester hours as an unclassified graduate student, but a **maximum of 9 of the graduate hours may be used toward a degree if you are subsequently admitted into a graduate degree program at NKU(8 hours in the College of Business)**. Acceptance of semester hours earned is at the discretion of the program director in the appropriate program. Some programs have a lower limit on the number of hours that can be applied to their program.

Unclassified graduate students are not eligible for federal government financial aid or veterans' benefits. You are eligible for the metropolitan tuition rate. You will be required to submit a new application if you decide to pursue a degree rather than remain unclassified.

**MPA Special Requirements:** Unclassified students must receive written permission from the MPA program director before registering for Public Administration courses.

**MBA and MAcc Special Requirements:** Enrollment in 600-level College of Business courses normally is restricted to students admitted into the MBA or MAcc program. If you are in the unclassified graduate student status, however, you may enroll in MBA Level 1 or Cohort courses if: 1) the Office of Graduate Programs has on file official copies of all your undergraduate and graduate transcripts; 2) you meet all stated prerequisites for the courses in which you wish to enroll; 3) you have received written permission from the appropriate graduate director (MBA or MAcc). As an unclassified graduate student, **you may take no more than 8 hours of graduate business courses.**

**College of Education and Human Services Special Requirements:** Students who wish to pursue graduate work in education and do not wish to seek a degree cannot register as unclassified graduate students. You must enroll in the non-degree fifth-year program if you have a Rank III certificate or in the Rank I program if you have a Rank I or a Rank II certificate.

**Special Tuition Rates for Teachers in Kentucky:** If you are a non-resident of Kentucky but teach in a Kentucky school and are enrolled in an education program, you are eligible to receive a special tuition scholarship that allows you to pay in-state tuition. A statement of employment by your school superintendent is required each contract year of enrollment.

#### **Visiting Students**

You may be admitted as a visiting student if you are enrolled in a graduate program at another regionally accredited institution and want to take a course from NKU for the purpose of transferring that credit to your home institution. The following materials must be submitted for consideration:

- a) The Application for Graduate Admission with application fee attached.
- b) The Visiting Student Application (please request directly from the Office of Graduate Programs or download from our website). The Visiting Student Application must be signed by the director of the graduate program at your home institution.
- a) If you plan to take a course in the College of Business, a transcript is also required.

#### **RESIDENCY FOR TUITION PURPOSES/METROPOLITAN RATE**

You will be notified of your residency status for tuition purposes when you are admitted to the University. Residency status is determined in accordance with the Council on Post-Secondary Education's Administrative Regulation on Classification of Residency for Admission and Tuition Assessment Purposes. This policy may be obtained from [www.cpe.state.ky.us/pubs/res/res.htm](http://www.cpe.state.ky.us/pubs/res/res.htm). The Office of the Registrar administers the affidavit and appeal procedure.

Students from the following Ohio/Indiana counties are eligible for our **Metropolitan Tuition Rate**, which is significantly lower than the general out-of-state tuition (see website for details: [gradschool.nku.edu](http://gradschool.nku.edu)). Ohio: Adams, Brown, Butler, Clermont, Fayette, Highland, Hamilton and Warren. Indiana: Dearborn, Franklin, Jefferson, Ohio, Ripley and Switzerland.

#### **SUBMISSION OF APPLICATION MATERIALS**

All application materials should be submitted to:

Northern Kentucky University  
Office of Graduate Programs  
Lucas Administrative Center 302  
Nunn Drive  
Highland Heights, KY 41099

## PROGRAMS AND CONCENTRATIONS

Below is a list of programs and, where appropriate, concentrations within those programs. Using this list, please check your program (degree or non-degree) on the enclosed application. You also need to write in your area of concentration as listed below.

### DEGREE/\*CERTIFICATE

#### Master of Accountancy

##### Areas of Concentration

- Professional
- Accounting Practice and Reporting
- Tax

#### \* Certificate in Advanced Taxation

#### Master of Business Administration

##### Areas of Concentration and Certificates\*

- Business Administration
- Entrepreneurship
- Finance
- Industrial Psychology/Human Resources Management
- International Business
- Marketing
- Project Management

#### Juris Doctor/Master of Business Administration (JD/MBA)

##### Areas of Concentration

- Select an area of concentration from the MBA
- You must also submit an application to Chase College of Law

#### Master of Science in Executive Leadership and Organizational Change (Please call (859) 572-6310 for program application)

#### Master of Arts in Communication

#### Computer Science

##### Master of Science in Computer Science

##### Areas of Concentration (NA)

- \* Certificate in Secure Software Engineering

#### Education

##### Master of Arts in Education

##### Areas of Concentration

- Elementary Education
- Middle and Secondary Education

##### MA in Instructional Leadership

##### Master of Arts in Teaching

##### Areas of Concentration

- P-12
- Middle grades
- Secondary grades

- \* Alternative Certification in Special Education (LBD, P-12)

#### \* Rank 1 Education

##### Areas of Concentration

- Elementary Education
- Middle and Secondary Education
- Instructional Leadership
- Instructional Supervisor
- Supervision of Instruction

#### \* Fifth-Year Program

##### Areas of Concentration

- Elementary Education
- Middle and Secondary Education

#### Counselor Education

##### Master of Science in Community Counseling

##### Areas of Concentration

- College Student Development

##### Master of Arts in School Counseling

#### Informatics

##### Master of Science in Business Informatics

##### Areas of Concentration

- Information Technology Management
- Information Systems Development
- Information Technology Audit
- Information Technology - Entrepreneurship

#### \* Certificate in Business Informatics

#### \* Certificate in Corporate Information Security

#### \* Certificate in Enterprise Resource Planning

##### Master of Science in Health Informatics

#### \* Certificate in Health Informatics

#### Industrial-Organizational Psychology

##### Master of Science in Industrial-Organizational Psychology

- \* Certificate in Industrial Psychology

- \* Certificate in Organizational Psychology

- \* Certificate in Occupational Health Psychology

#### Master of Arts in Liberal Studies

#### Nursing

##### Master of Science in Nursing

##### Areas of Concentration

##### Administration Tracks

- Acute Care
- Case Management
- Education
- Long Term Care

##### Nurse Practitioner Tracks

- Adult
- Family
- Geriatric
- Pediatric
- Psychiatric
- Nursing Education

- \* Nurse Practitioner Advancement  
(See above for concentrations)

- \* Post Master of Nursing Program  
(See above for concentrations)

#### Public Administration

##### Master of Public Administration

- \* Non-Profit Management

#### Unclassified Student

Not working towards a degree

You must also submit an *Unclassified Application Form*

#### Visiting Student

You are taking courses to transfer to another institution

You must also submit a *Visiting Student Application*

\*Denotes a certificate program. You will need to check that status on the application form. Note: You will not be eligible for financial aid if you are in this category.

#### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

This publication was prepared by Northern Kentucky University and printed with state funds (KRS 57.375). Northern Kentucky University is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status and will not discriminate on the basis of race, color, sex, marital status, beliefs, age, national origin or disability.

# APPLICATION FOR GRADUATE ADMISSION

Northern Kentucky University • Office of Graduate Programs • Highland Heights, Kentucky 41099  
(859) 572-1555 or e-mail [gradprog@nku.edu](mailto:gradprog@nku.edu)

This application for admission to the University must include a NON-REFUNDABLE \$40.00 PAPER APPLICATION FEE.  
(\$25.00 IF YOU APPLY ONLINE AT <http://apply.nku.edu/>.)

Students who received a bachelor's or master's degree from NKU do not need to pay additional application fees when continuing their educations.  
Make check or money order payable to Northern Kentucky University and include the student's social security number on the check.  
See program requirements for specific application deadlines.

1. Social Security Number  -  -   
E-mail Address \_\_\_\_\_  
2. Preferred First Name \_\_\_\_\_

3. Name \_\_\_\_\_  
Last First Middle Prior Last Name

Please thoroughly complete items 4 - 7 and 12 - 13 for residency determination.

4. Permanent Address \_\_\_\_\_  
Number and Street City County State ZIP Code  
How long has this been your permanent address? \_\_\_\_\_  
From (Mo/Yr) To (Mo/Yr)

5. Previous Address \_\_\_\_\_  
Number and Street City County State ZIP Code  
How long did you reside at this address? \_\_\_\_\_  
From (Mo/Yr) To (Mo/Yr)

6. Previous Address \_\_\_\_\_  
Number and Street City County State ZIP Code  
How long did you reside at this address? \_\_\_\_\_  
From (Mo/Yr) To (Mo/Yr)

7. Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_  
Area Code Area Code  
8. Date of Birth  -  -   
month day year

9. Sex (Circle one) Male Female

10. Applying for (Indicate one) Fall-August year \_\_\_\_\_ Spring-January year \_\_\_\_\_ Summer-May/June/July year \_\_\_\_\_

11. Degree status requested (Check one) (See list on last page of wrap or if on the web, the previous page.)

Master's degree  
Program \_\_\_\_\_  Check if Web Program  
Area of Concentration \_\_\_\_\_  
Those interested in the Executive Leadership and Organizational Change program should contact the program directly for an application [(859) 572-6310].

Certificate  
Program \_\_\_\_\_  Check if Web Program  
Area of Concentration \_\_\_\_\_

Non-degree (Unclassified)  
Please check from which area you plan to take courses  
 Accountancy  Business Administration  Communication  
 Community Counseling  Computer Science  Education  
 Industrial-Organizational Psychology  Information Systems  Liberal Studies  
 Nursing  Public Administration  School Counseling  
 Other \_\_\_\_\_

Remember to submit the Graduate Unclassified Application

Visiting Student  
Please check your category  
 Pursuing a degree from another university  
 Taking courses through the Greater Cincinnati Consortium of Colleges and Universities  
 Please check here if taking courses in the College of Business  
Remember to submit the Visiting Student Form with your adviser's signature (unless through the consortium)

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12. Citizenship status (Check applicable items):
- a. U.S. citizen \_\_\_\_\_ ;
  - b. Alien, non-immigrant \_\_\_\_ (attach copy of I-94 form)
  - c. Alien, permanent resident\_\_\_\_\_ (attach copy of Resident Alien card and list your Alien Registration Number \_\_\_\_\_ )
  - d. If not a U.S. citizen, list country of citizenship \_\_\_\_\_

13. Armed Forces Veteran (Circle one) Yes No Dates of Military Service From \_\_\_\_\_ To \_\_\_\_\_

<b>OPTIONAL</b>	14. Ethnic Background (Check one)			
	<input type="checkbox"/>	African-American (Black, Non-Hispanic Origin)	<input type="checkbox"/>	Caucasian
	<input type="checkbox"/>	American Indian or Alaskan Native	<input type="checkbox"/>	Hispanic or Latino
	<input type="checkbox"/>	Asian	<input type="checkbox"/>	Native Hawaiian or Pacific Islander

15. Will you be attending \_\_\_part-time (fewer than 9 hours) \_\_\_full-time (9 or more hours)

16. Educational background: List **all** colleges and universities attended as an undergraduate and graduate (including NKU).  
**An official transcript from each institution (except NKU) attended must be submitted to the Office of Graduate Programs.**

Name of Institution	City/State	Degree (if any)	Dates Attended From To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

17. Do you plan to transfer any graduate credit? [ ] Yes, from \_\_\_\_\_ [ ] No

*If yes, please see Graduate Catalog for regulations.*

18. Have you taken the GRE/GMAT/MAT? (Circle one) [ ] Yes [ ] No

When did or will you take the test? \_\_\_\_\_ (month) \_\_\_\_\_ (year)

19. If applying for EDUCATION, what type of teaching certificate do you currently hold?

- Elementary
- Kentucky
- Middle Grades
- Out-of-state
- Secondary

Area of certification \_\_\_\_\_

20. Applicant's current or most recent employment

Employer	State	Position	Dates	Phone Number
_____	_____	_____	_____	_____

21. Please read the following information and sign and date your application below.

I understand that it is my responsibility to submit all necessary credentials by the application deadline to be admitted. If I do not matriculate within a year after being accepted to a graduate program, I must reapply to that program.

Northern Kentucky University shall provide equal opportunity in all aspects of education and activities without regard to race, color, sex, religion, national origin, age, disability or veteran status. NKU is handicapped accessible and is an equal opportunity/affirmative action institution.

I understand that withholding information on this application, giving false information or submitting false documentation will make me ineligible for admission. If discovered after enrollment, there is the possibility of suspension and/or billing for financial restitution due to the providing of false information. With this in mind, I certify that the above statements are correct and complete.

22. Signature \_\_\_\_\_ Date of Application \_\_\_\_\_