

August 2014

# Master of Science

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# Academic Advising

# 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 for a diverse and changing world 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;
- 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 to prepare academic advising professionals to work more effectively with postsecondary students in their academic and career planning. The degree is intended for practicing advisors and administrators desiring more formal education relating to academic advising, for faculty seeking advising knowledge beyond their discipline, and for students anticipating academic advising roles. All courses are offered online, which serves graduate students in Kansas and students both across and outside the country.

## 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. Before starting the online application, gather all information and documents for all of the admission requirements so that they can be uploaded into the application system. *All materials must be received before review will begin.*

### A. **A Completed Online Graduate School Application.**

Go to the Kansas State University Graduate School home page <http://www.k-state.edu/grad/> and click on "Apply Now." Follow the prompts for completing the application process.

### *Application Deadlines.*

*U.S. Citizens and Permanent Residents:* Applications are accepted throughout the year.

*International Students:* The online application, application fee, test scores, transcripts, financial documents, and all required application materials need to be submitted by the following dates:

- **January 1** for fall (August) enrollment
- **August 1** for spring (January) enrollment
- **December 1** for summer (June) enrollment

**B. Graduate School Application Fee.**

*Domestic Students*—A \$50 application fee is required for all domestic students; *the application will not be processed without this fee*. The fee can be paid by credit card when completing the online application.

*International Students*—A \$75 application fee is required; *the application will not be processed without this fee*. The fee can be paid by credit card when completing the online application.

**C. Official Transcripts.**

You must upload into the online application system a scanned copy (PDF preferred) of the official transcript(s) from each college or university where you received your bachelor's degree(s) and completed any post baccalaureate course work or degrees. Transcripts become part of your records at Kansas State University and cannot be returned. Please be aware that printouts from university student portals are not considered a copy of your official transcript.

If you are admitted, you will be required to submit an official transcript for GPA and degree conferral verification from the institution(s) where you received your degree(s) and completed any post-baccalaureate credits.

Students whose transcripts are not in English must furnish a translation by an appropriate authority. Failure to list any colleges or universities attended may result in dismissal from the university.

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 master's degree program. Students who have completed only a bachelor's degree and have a cumulative grade point average below a 3.0 would be required to submit the results of the Graduate Record Examination (GRE) or Miller Analogies Test (MAT).

**D. Statement of Goals and Professional Experience.**

You must upload into the online application system a 1-2 page, double-spaced 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 and thoughtfully presented. For resources to help with writing the paper, see the Purdue Online Writing Lab (OWL) at <http://owl.english.purdue.edu/>.

**E. A Professional Resume or Vitae.**

You must upload into the online application system a professional resume/vitae that includes previous academic degrees, past and present employment, professional activities and roles, and other pertinent information.

**F. English Language Proficiency.**

To demonstrate competence in the English language, an official report of scores on the Test of English as a Foreign Language (TOEFL), International English Language Testing System - academic exam (IELTS) or Pearson Test of English (PTE) must be sent to Kansas State University for all applicants whose primary language is not English. Enter your scores in the online application and upload the report of your scores.

Learn more about English proficiency requirements at:

<http://www.k-state.edu/grad/admissions/application-process/international/>

## **INTERNATIONAL APPLICANTS**

International applicants must meet the same academic standards for admission as those required of domestic students. When applying for admission, international applicants must provide an **Affidavit of Financial Support** and documentation of **English language proficiency**. Detailed information about these issues is provided at the following website:

<http://www.k-state.edu/grad/admissions/application-process/international>

## **THE REVIEW PROCESS**

These are the steps in the application and review process:

- First, the applicant completes the online graduate application. This includes paying the application fee and uploading all required documentation.
- Second, once the online application has been completed and all needed additional documentation has been provided, the graduate program to which the student is applying will review the application and make an admission recommendation to the Graduate School.
- Third, the Graduate School reviews the application and the recommendation from the department. The Graduate School then sends an official decision letter to the applicant.

## **ADDITIONAL INFORMATION**

**Nondegree 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 nondegree student. No more

than nine credit hours earned as a nondegree student may be applied toward an advanced degree. However, *successful completion of any hours taken as a nondegree student does not guarantee admission into the program*. Nondegree students are *not* eligible for financial assistance. A faculty advisor is *not* assigned to nondegree students.

**Financial Aid.** Questions about financial assistance should be directed to the Office of Student Financial Assistance, 104 Fairchild Hall, Manhattan, KS 66506, 785-532-6420, [finaid@k-state.edu](mailto:finaid@k-state.edu). For information regarding financial aid, you may go to [www.k-state.edu/sfa](http://www.k-state.edu/sfa).

**Graduate Assistantships.** A limited number of graduate assistantships are available in the College of Education. Go to [www.coe.ksu.edu/grad/assistantships.html](http://www.coe.ksu.edu/grad/assistantships.html) for detailed information and application procedures. It is helpful to talk with the appropriate department chair as early as possible to learn of assistantships available in the department.

**Graduate Handbook.** Once admitted, students should become familiar with the Graduate Handbook at <http://www.k-state.edu/grad/graduate-handbook/>. 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.

**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 before completion of nine hours (part-time students) or during the second semester (full-time students).

## **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	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	854	College Student Athletes
EDCEP	863	Trends in Career Development
EDSP	853	College Students with Special Needs

**Restricted Elective** (3 credit hours)

EDCEP	837	Administration of Academic Advising, or
EDCEP	864	Current Issues in Intercollegiate Athletics

For information regarding the Master of Science in Academic Advising offered online through the Kansas State University Global Campus, go to:

*<http://global.k-state.edu/education/academic-advising/masters/>*

## Faculty of Academic Advising

Doris Carroll, PhD, Associate Professor  
Christy Craft, PhD, Associate Professor  
Sheryl Hodge, PhD, Assistant Professor  
Judy Hughey, EdD, Associate Professor  
Kenneth Hughey, PhD, Professor and Department Chair  
Marilyn Kaff, PhD, Associate Professor  
Ann Knackendoffel, PhD, Assistant Professor  
Donna Menke, PhD, Assistant Professor  
Charlie Nutt, EdD, Assistant Professor, Executive Director, NACADA  
Rich Robbins, PhD, Adjunct Assistant Professor  
Lisa Rubin, PhD, Assistant Professor  
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**For Additional Information** about the program, contact one of the following:

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### Department Contact Information

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