

**KANSAS STATE**  
**UNIVERSITY**

College of Education

Master of Science in  
**College Student  
Development**

August 2011

**Graduate Studies**



# Master of Science in College Student Development

Kansas State University  
College of Education

*The official title of this degree that was approved by the Kansas Board of Regents is MS in Counseling and Student Development.*

*This graduate program meets program curricular requirements established by the College Student Education International (ACPA) and the Council for the Advancement of Standards (CAS) guidelines for professional preparation programs.*

## 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.

## 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 the master's degree program in college student development 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](http://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](mailto: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.

For consideration for regular admission, applicants must have a 3.0 grade point average (GPA) in their junior and senior years of the bachelor's program. Those with GPA's between 2.65 and 2.99 may be considered for probationary admission if it can be demonstrated that there is potential for success in the graduate program. This potential is demonstrated, in part, on the basis of results from the Graduate Record Exam (GRE) or the 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 College Student Development;
- 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](mailto: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](mailto: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](http://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](http://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](http://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](http://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](mailto: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](http://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.

**Virtual Orientation for New Graduate Students.** The Graduate School recommends that all new graduate students complete the virtual orientation prior to coming to campus. The website for this orientation is [www.ksu.edu/grad/gsprospective/orientation/about.htm](http://www.ksu.edu/grad/gsprospective/orientation/about.htm). There is valuable information concerning housing options, orientation dates, registration and enrollment procedures, and many other aspects of the campus. By completing this virtual orientation, you should become familiar with what to expect when you arrive on campus.

**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](http://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](mailto:ksusfa@ksu.edu). For information regarding financial aid, you may go to [www.ksu.edu/sfa](http://www.ksu.edu/sfa).

## **Program Requirements for the Master of Science in College Student Development**

39 credit hours

*This graduate program meets program curricular requirements established by the College Student Education International (ACPA) and the Council for the Advancement of Standards (CAS) guidelines for professional preparation programs.*

This graduate program prepares professionals for careers in various student affairs offices within a college or university. Students complete 24 hours of core courses and 15 hours in one of three specialty options:

- The **advising option** is appropriate for persons who intend to provide developmental advising within college or university settings.
- The **administration option** is appropriate for persons who intend to work in student affairs in higher education or manage student services.
- The **student services in intercollegiate athletics** option prepares students to work with college student athletes.

A program of study is jointly developed by the student and advisor with the approval of two other graduate faculty members who comprise the student's supervisory committee.

### **A. Core Requirements (24 credit hours)**

EDCEP	812	History and Philosophy of Higher Education
EDCEP	816	Research Methods in Education
EDCEP	818	Principles of College Student Personnel Services
EDCEP	823	Counseling Theory
EDCEP	829	Learning Principles
EDCEP	838	The College Student and The College Environment
EDCEP	858	Group Processes
EDCEP	863	Trends in Career Development

### **B. Options (Select one)**

#### **1. Advising Option (15 credit hours)**

EDCEP	835	Foundations of Academic Advising
EDCEP	851	Multicultural Aspects of Academic Advising
EDCEP	877	Practicum in Counseling
EDCEP	885	Practicum in College Student Personnel Work (6 hours required over two semesters)

#### **2. Administration Option (15 credit hours)**

EDCEP	830	Diversity in Higher Education
EDCEP	831	Current Issues in Higher Education
EDCEP	885	Practicum in College Student Personnel Work (6 hours over two semesters)

An elective approved by the student's committee.

**3. Student Services in Intercollegiate Athletics Option (15 credit hours)**

EDCEP 752 College Student Athletes

EDCEP 761 Intercollegiate Athletics and the College Student Athlete

EDCEP 885 Practicum in College Student Personnel Work (6 hours over two semesters)

An elective approved by the student's committee.

## Graduate Faculty

For more information on this program, contact any of the faculty members listed below. The area code is 785.

<b>Graduate Faculty</b>	<b>E-mail / Phone</b>	<b>Research and Teaching Interests</b>
Fred Bradley, PhD Professor	<i>fbradley@ksu.edu</i>	Counseling supervision, group process, alcohol/drug abuse prevention, ethics
Aaron Carlstrom, PhD Assistant Professor	<i>acarlstr@ksu.edu</i>	Assessment, testing in counseling, multiculturalism in advising and counseling, experimental design, career/vocational development
Doris Carroll, PhD Associate Professor	<i>dcarroll@ksu.edu</i> 532-5941	Multicultural counseling, student development theory, ethics
Christy Craft, PhD Associate Professor	<i>craft@ksu.edu</i> 532-5940	Spirituality and religion in higher education, campus judicial affairs
Michael Holen, PhD Professor and Dean	<i>mholen@ksu.edu</i>	Educational measurement
Judy Hughey, EdD Associate Professor	<i>jhughey@ksu.edu</i>	Educational psychology, career education, school counseling/ academic and learning consultation
Kenneth Hughey, PhD Professor & Chair	<i>khughey@ksu.edu</i> 532-6445	Career development, career advising, school counseling
Carla Jones, PhD Assistant Professor	<i>cjones@ksu.edu</i>	Ethical decision making, student life
Charlie Nutt, EdD Assistant Professor	<i>cnutt@ksu.edu</i>	History and philosophy of higher education, academic advising
Fred Newton, PhD Professor	<i>newtonf@ksu.edu</i>	Co-dependency patterns, academic assistance strategies
Chuck Werring, PhD Adjunct Instructor	<i>werring@ksu.edu</i>	Student personnel services
Dan Wilcox, PhD Assistant Professor	<i>dwilcox@ksu.edu</i>	Career development, student development, counseling, academic advising

**Department Contact Information.**

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