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UNIVERSITY OF SOUTH ALABAMA



Graduate

Application for Admission

INSTRUCTIONS AND INFORMATION

Office of Admissions
University of South Alabama
2500 Meisler Hall
390 Alumni Circle
Mobile, AL 36688-0002
(251) 460-6141
(800) USA-JAGS
Fax (251) 460-7876
E-mail: admiss@usouthal.edu
<http://www.southalabama.edu>
Office Hours:
Monday - Friday
8 a.m. - 5 p.m.

General Information for Graduate Applicants

Priority Deadlines for Admission: Your Application for Admission will be processed as soon as it is received (along with the processing fee, if applicable) by the Office of Admissions. However, an admission decision cannot be made until all official required supporting documents are received. The priority dates for admission are listed below. **Some programs have special deadlines and supplemental application forms; refer to the appropriate sections of this publication for details. Early application is strongly encouraged.**

Semester of Entry

Fall (August)
Spring (January)
Summer (June)

Priority Deadline for New Graduates

July 15
December 1
May 1

Application Processing Fee: A processing fee of \$35 is required with the submission of an admissions application. The application fee is valid for one calendar year. Students reapplying to the University after an absence of longer than one year must submit a \$35 processing fee with their new application. New graduate students or graduate students who are changing their program or classification must submit the \$35 processing fee.

Supporting Documents: It is the responsibility of the student to request all required official supporting documents (i.e., transcripts, test scores, etc.) to be mailed directly from the institution(s) or testing agency to the Office of Admissions. A separate transcript is required from each institution attended. For former USA students, the Office of Admissions will automatically request documents from the student's permanent USA file; if all required documents are not available in the permanent file, the student will be notified to request the missing information. All prior enrollment information will be verified by the National Student Clearinghouse.

Financial Aid, Assistantships, and Fellowships: To be considered for financial aid, students must complete the Free Application for Federal Student Aid, which is available online at www.fafsa.ed.gov. Graduate students who are interested in assistantships or fellowships should contact the department of the program to which they are applying (telephone numbers are listed in the graduate information section of this publication).

Students with Special Needs: Students with special needs as defined under Section 504 of the Rehabilitation Act of 1973 should contact the Office of Special Student Services to schedule an appointment with the coordinator to determine special needs and accommodations. It is strongly recommended that contact be made prior to enrollment. Contact the Office of Special Student Services, 5828 Old Shell Road, USA, Mobile, AL 36688-0002, 251/460-7212.

Information About State Residency: Contact the Office of the Registrar for information about state residency requirements and applications to apply for in-state status. Information and residency applications are also available online at: <http://www.southalabama.edu/registrar/residency.htm>. Students must be admitted to the University before they can apply for residency reclassification.

Graduate Admission Guidelines

ADMIT TYPE	REQUIRED OFFICIAL DOCUMENTS	ADDITIONAL COMMENTS
Graduate applicants hold a bachelor's degree or higher and wish to seek a Master's degree, post-Master's or Ph.D.	Official transcripts from each institution attended since high school, regardless of whether credit was earned.	Test scores, letters of recommendation, and other documents may be required for some programs. Refer to the <i>University of South Alabama Bulletin</i> for details or contact the Office of Admissions.
Non-Degree applicants hold a bachelor's degree or higher and wish to enroll in graduate courses for credit but do not wish to obtain a degree at this time. <i>Note:</i> Because of limited class sizes and resources, academic divisions may limit the enrollment of Non-Degree Graduate students. Permission to enter each course must be obtained from the Graduate Coordinator/Director in the appropriate college, school, and/or department prior to registering for the course. Also note that Non-Degree Graduate students are not eligible for financial aid.	Official transcripts from each institution attended since high school, regardless of whether credit was earned.	Some graduate programs are closed to Non-Degree Graduate applicants. Some graduate programs require all official transcripts and other documents for admission consideration. Certain other restrictions apply to enrollment for Non-Degree Graduate students. Refer to the <i>University of South Alabama Bulletin</i> or contact the Academic Department for information. Non-degree applicants must meet provisional status for admission.
Transfer applicants are students pursuing a post-baccalaureate degree at another institution's graduate school and wish to have their graduate credits considered for transfer to one of USA's graduate programs.	Official transcripts from each institution attended since high school, regardless of whether credit was earned.	Test scores, letters of recommendation, and other documents may be required for some programs. Certain restrictions apply to transfer of graduate course work. Refer to the <i>University of South Alabama Bulletin</i> for details or contact the Office of Admissions.
Transient applicants are degree-seeking graduate students at another institution who wish to enroll at USA (usually for only one term) to transfer graduate course work back to their home institution. <i>Note:</i> Admission as a Graduate Transient student is for one term only. Continued enrollment requires completion of the Readmission procedure through the Registrar's Office. Also note that transient students are not eligible for financial aid.	Official Transient form. This form must be completed by the registrar or college dean at the student's home institution.	

Graduate Programs with Earlier Deadlines and Supplemental Applications

Allied Health:

Occupational Therapy - January 15
 Physical Therapy - December 15
 Physician Assistant Studies - November 1
 Speech and Hearing - February 15
 Audiology - February 15
 Communication Sciences and Disorders - February 15

Apply directly to each program.

Basic Medical Sciences:

March 31 - Fall semester admittance only.
 Apply through Office of Admissions.
 Also fill out forms with Basic Medical Sciences department.

Environmental Toxicology:

March 1 (for Fall semester priority).
 Apply through Office of Admissions.

Mitchell College of Business:

Master of Business Administration - July 15
 Master of Accounting - July 15
 Fall semester admittance only.
 Apply through Office of Admissions.

Marine Sciences:

February 1 (for Fall semester priority).
 Apply through Office of Admissions.

Nursing:

April 1- Fall, August 1- Spring, February 1- Summer
 Master of Science in Nursing - www.southalabama.edu/nursing/msn.html
 Post Master's Certification - www.southalabama.edu/nursing/postmsn.html
 Doctor of Nursing Practice - www.southalabama.edu/nursing/dnp.html
Apply directly to each program.

Psychology:

January 15 - Fall semester admittance only.
 Apply through Office of Admissions.
 Also complete departmental application.

Education:

The following College of Education programs have early priority deadlines:
 Master's programs in Community Counseling, School Counseling, Instructional Leadership and Instructional Design; and Ph.D. program in Instructional Design. **Contact the College of Education for specific deadlines.**
 Apply through Office of Admissions.

Departmental Contacts for Graduate Programs

Pat Capps Covey College of Allied Health Professions	251/445-9250
Department of Occupational Therapy	251/445-9222
Department of Physical Therapy	251/445-9330
Department of Physician Assistant Studies	251/445-9334
Department of Speech Pathology and Audiology	251/445-9378
College of Arts and Sciences	251/460-6280
Department of Biological Sciences	251/460-6331
Department of Communication	251/380-2800
Department of English	251/460-6146
Department of History	251/460-6210
Department of Marine Sciences	251/460-7136
Department of Mathematics/Statistics	251/460-6264
Department of Political Science (M.P.A.)	251/460-7161
Department of Psychology	251/460-6371
Department of Sociology	251/460-6347
Mitchell College of Business	251/460-6180
Environmental Toxicology	251/460-6181
College of Education	251/380-2738
College of Engineering	251/460-6140
College of Medicine	251/460-6153
College of Nursing	251/445-9400
School of Computer and Information Sciences	251/460-6390

Departmental Websites

College of Allied Health Professions	http://www.southalabama.edu/alliedhealth
College of Arts and Sciences	http://www.southalabama.edu/artsandsci/
Mitchell College of Business	http://www.southalabama.edu/mcob/
College of Education	http://www.southalabama.edu/coe/
College of Engineering	http://www.southalabama.edu/engineering
College of Medicine (PhD)	http://www.southalabama.edu/com/shtml
College of Nursing	http://www.southalabama.edu/nursing/
School of Computer and Information Sciences	http://www.cis.usouthal.edu
Environmental Toxicology	http://www.southalabama.edu/toxicology

Information About Graduate Admissions Tests

Most graduate programs require test scores before an admissions decision can be made. **Test scores must be received directly from the testing agency** which takes **approximately three weeks** from the time the test is taken until our office receives the scores. The Office of Admissions **DOES NOT** accept hand delivered test scores as official documents.

GRE: www.ets.org

View web site for complete information.

USA College code for GRE is 1880.

GMAT: www.mba.com

Contact the Pearson Professional Center in Mobile.

Contact number: (251) 343-2601.

USA College code for GMAT is QXN-FG-32.

MAT: <http://harcourtassessment.com>

Contact the USA Testing Services Office:

Alpha Hall East, Room 326

Phone: (251) 460-7051

Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

Note: The MAT is given by appointment at the USA Testing Services Office.

You can also contact Harcourt Assessment, Inc: (800) 622-3231

USA College code for MAT is 1019.

University of South Alabama
Graduate Application for Admission (U.S. Citizens)

University of South Alabama
Office of Admissions
2500 Meisler Hall, 390 Alumni Circle
Mobile, AL 36688-0002



Phone: (251) 460-6141 or
(800) USA-JAGS
Fax: (251) 460-7876
E-mail: admiss@usouthal.edu

Please PRINT or TYPE all of the information requested.

IDENTIFICATION INFORMATION

LEGAL NAME:

Last _____ First _____ Middle _____

Name Prefix: Mr. Mrs. Ms. Other _____ Name Suffix: (Ex: Jr., Sr., III, etc.) _____

Preferred First Name _____ Maiden/Other Name _____

ADDRESS (where USA should send your mail):

Address _____ Apt. _____

City _____ State _____ Zip _____ County _____

State of Legal Residence _____ County of Legal Residence _____

Phone Number (_____) _____ Check One: Current Work Cell Pager

Secondary Phone (_____) _____ Check One: Current Work Cell Pager

E-mail (your preferred e-mail address) _____

ADDITIONAL IDENTIFICATION INFORMATION

Gender: Female Male Date of Birth: ____/____/____ Social Security #* _____
Month Day Year

U.S. Citizen International Permanent Resident/ Resident Alien

Please choose one of the following ** Hispanic Non-Hispanic

Race** Choose any of the following: American Indian or Alaska Native Asian

Black or African American Native Hawaiian or Other Pacific Islander White

Marital Status: Unmarried Married Separated Widowed

Religious Preference (if applicable)*** _____

Did any of your family members graduate from USA? Yes No Relationship to applicant: _____

Are you a veteran? Yes No If yes: Vet. File Number _____ Vet. Type: _____

ENROLLMENT INFORMATION

Term and year you plan to enter or return at USA:

Fall (August) Spring (January) Summer (June) Year _____

For the following questions, please refer to the application instructions for a listing of programs and degrees offered.

TYPE OF DEGREE SOUGHT:

Graduate: Master's Alternative Master's (Education)

Educational Specialist Certificate

Post-Graduate: Doctorate

Non-Degree: No degree sought Transient

ADMIT TYPE: (check all that apply)

Graduate
(check if you are applying to graduate school for the first time or if applying to a different graduate program.)

College offering your planned degree: Arts and Sciences Mitchell Business Computer and Information Sciences Education Engineering
 Environmental Toxicology Medicine (Ph.D. only)

Planned Major _____

Allied Health applicants must apply directly to the department.
College of Nursing applicants must apply directly to the department.

Failure to answer all questions will prevent your application from being processed.

I declare that I am a United States Citizen. I understand that Alabama law provides that any person who knowingly makes a false, fictitious, or fraudulent statement or representation regarding U.S. citizenship shall be guilty of a criminal act, perjury in the second degree pursuant to Ala. Code 13A-10-102. Yes No

I declare that upon enrollment I will be an alien lawfully present in the United States. I understand that Alabama law provides that any person who knowingly makes a false, fictitious, or fraudulent statement or representation regarding lawful presence in the United States shall be guilty of a criminal act, perjury in the second degree pursuant to Ala. Code 13A-10-102. Yes No

Have you ever been found responsible for a disciplinary violation, academic or behavioral, at a college university or other postsecondary institution which resulted in your probation, suspension, removal, dismissal, or expulsion? Yes No

Have you ever been convicted of or plead guilty to a crime, other than a minor traffic offense, or are there any criminal charges pending against you? Yes No

If you answered yes to any of the above questions, please provide specific information about the charges and the status of the charges on a separate sheet of paper.

PREVIOUS COLLEGE INFORMATION

Please note: Applicants may not disregard any part of their educational history, and failure to report all institutions previously attended will be cause for cancellation of the admissions process or for dismissal from the University. *It is the responsibility of the applicant to request required official documents (test scores, transcripts, etc.) to be mailed directly from the institution or testing agency to the Office of Admissions by the application deadline.*

College Name	College City, State	Dates of Attendance		Degree Earned
		From (Month/Year)	To (Month/Year)	

If you have attended more than five colleges, list them all on a separate piece of paper.

TEST AND TEACHING CERTIFICATION INFORMATION

Please indicate any tests you have taken that are relevant to your admission:

Miller Analogies Test (MAT) GRE GMAT Other _____

If you have current teaching certification, please fill out the following information:

Type of Current Teaching Certification _____ State _____

Type of Current Teaching Certification _____ State _____

If you are seeking Teaching Certification, please indicate the type of certification sought:

Type of Teaching Certification _____ State _____

APPLICANT'S SIGNATURE

I certify that the above information is true and complete; I understand that withholding information requested, with the exception of information designated as optional, or giving false information may make me ineligible for admission and enrollment. I also certify that, if I am a male born on or after January 1, 1960, I comply with the provisions of the United States Military Selective Service Board or that I am not yet 18 years of age and I will register when required or that I am not required by law to register (this certification is required by State of Alabama Legislature Act 91-584).

Signature of Applicant _____ Date _____

Please sign and date your application and submit the **\$35 non-refundable processing fee** (only check or money order accepted, please no cash) with this application by the deadline.

****If you would like to make a payment by credit card, please complete our online application at: <http://www.southalabama.edu/admissions/apply.html>. Credit cards can not be accepted with the paper application.**

PRIORITY APPLICATION DEADLINES

Priority deadlines for admissions application and required supporting documents:

For New Graduates – Fall Semester: July 15 Spring Semester: December 1 Summer Semester: May 1

*Your Social Security Number is optional as an applicant to the University of South Alabama and is used for identification purposes to match and process your application with supporting documents, however the social security number is required when you apply for financial aid.

**Information relating to your ethnic background is requested for reporting requirements to the Department of Education. The data requested will be used only for the required reports to this agency and will not be used in any way in the admission process.

***Provision of this information is not mandatory. Information on religious affiliation will be reported to local churches. Its use is in the storage, retrieval, and reporting of information. Failure to provide this information will in no way affect your admission.

The University of South Alabama does not discriminate in its student and employment practices in violation of any applicable laws. The University of South Alabama is an Equal Opportunity/Equal Access education institution.

Receipt number _____

Graduate Academic Programs

PAT CAPPS COVEY COLLEGE OF ALLIED HEALTH PROFESSIONS

Graduate Majors:

Audiology (Au.D.)
 Communication Sciences & Disorders (Ph.D.)
 Occupational Therapy (M.S.O.T.)
 Physical Therapy (Ph.D.)
 Physician Assistant (M.H.S.)
 Speech & Language Pathology (M.S.S.L.P.)
 Speech Pathology Audiology (M.S.S.H.)

COLLEGE OF ARTS AND SCIENCES

Graduate Majors:

Biology (M.S.)
 Communications (M.A.)
 Clinical and Counseling Psychology (Ph.D.)
 English (M.A.)
 History (M.A.)
 Marine Sciences (M.S.; Ph.D.)
 Mathematics (M.S.)
 Public Administration (M.P.A.)
 Psychology (M.S.)
 Sociology (M.A.)

MITCHELL COLLEGE OF BUSINESS

Graduate Majors:

Accounting (M.A.C.)
 General Business (M.B.A.)

COLLEGE OF EDUCATION

Graduate Majors:

Alternative Master's (M.Ed.)
 Community Counseling (M.S.)
 Early Childhood Education (M.Ed.)
 Instructional Leadership (Cert.; M.Ed.; Ed.S.)
 Educational Media (Cert.; M.Ed.)
 Elementary Education (M.Ed.)
 Exercise Science (M.S.)
 Health Education (M.Ed; M.S..)
 Instructional Specialist (Ed.S.)
 Instructional Design & Development (M.S.; Ph.D.)
 Physical Education (M.Ed.)
 Reading Specialist P-12 (M.Ed.)
 School Counseling (Cert.; M.Ed.)
 School Leadership (M.Ed.)
 Secondary Education (M.Ed.)
 Special Education (M.Ed.; Ed.S.)

COLLEGE OF ENGINEERING

Graduate Majors:

Chemical Engineering (M.S.Ch.E.)
 Electrical Engineering (M.S.E.E.)
 Civil Engineering (M.S.C.E.)
 Mechanical Engineering (M.S.M.E.)

COLLEGE OF MEDICINE

Basic Medical Sciences (Ph.D.)
 Medical Doctor (M.D.)

COLLEGE OF NURSING

Graduate Major:

Nursing (M.S.N.; Post-Master's Cert.) (DNP)

SCHOOL OF COMPUTER AND INFORMATION SCIENCES

Graduate Majors:

Computer Science (M.S.C.I.S.)
 Information Systems (M.S.C.I.S.)

THE GRADUATE SCHOOL

Graduate Majors:

Environmental Toxicology (M.S.) (Interdisciplinary)

University Contacts

Office of Admissions	admiss@usouthal.edu	251/460-6141 or 800/872-5247
Office of Financial Aid	finaid@usouthal.edu	251/460-6231
Office of the Registrar	registrar@usouthal.edu	251/460-6251
Office of Student Accounting	studentaccounting@usouthal.edu	251/460-6195
Dining Services	questions@usadiningservices.com	251/460/6296
Department of Housing	housing@usouthal.edu	251/460-6185
Office of Veterans Affairs	vetaffrs@usouthal.edu	251/460-6230
International Student Services	bhinson@jaguar1.usouthal.edu	251/460-6050