



**Master's Program
Admission & Graduate Assistantship Process
Higher Education Administration and Student Personnel**

Contact Person

The contact person for the admission process and graduate assistant process is Dr. Mark Kretovcis, Professor and Admissions Coordinator of the Higher Education Administration and Student Personnel Program. He can be reached at (330) 672-0642 or mkretov1@kent.edu.

Master's Application Process

Admission decisions are made throughout the year once a student's application file is complete. If the student meets all published standards, or has sufficient documentation to otherwise merit further consideration, an interview is scheduled. Most interviews are held at KSU, although phone interviews may be conducted for out-of-state or out-of-country applicants. Following a review of an applicant's file and completion of the interview (when merited and conducted), a decision is made regarding admission and a recommendation (either supporting or rejecting admission) is forwarded to the Graduate School of Education. In most instances, the student will know whether he or she is being admitted following the interview and will receive official written notification within approximately 7-10 days.

NOTE: Applicants to the master's program who have an undergraduate GPA below 3.0 on a 4-point scale are required to take the Graduate Record Exam.

Graduate Assistantship Process

Students who have been admitted to the Higher Education Administration and Student Personnel Program also may interview for graduate assistantships. To assist students in this effort, GA Interview Days is coordinated each year (for applicants who plan to begin Fall 2006, the GA Interview Days dates will be March 5 and 6, 2006). These days consist of interviews with on and off-campus assistantship sites, a campus tour, and an opportunity to meet and socialize with current students, staff, administrators, and faculty. The cost for the interview day is \$30 (this amount includes most meals and several materials). If a student cannot attend the interview day, a list of remaining available sites will be made available upon request. In the past, nearly all higher education students who wanted a GA position receive one. Moreover, a few assistantships each year are available beginning in January, but options are limited.

Deadline

There is no application deadline for admission. Applications are reviewed throughout the year. However, in order to be considered fully for an assistantship it is highly recommended that completed applications be on file by early February of the application year.

Financial Aid

All applicants should contact the financial aid office (see additional information in this admission packet, or the website for links) for application information. Application for aid is not required for admission, but will determine eligibility for a number of graduate assistantships on campus (i.e., a few campus GA positions require eligibility for financial aid). Even if you did not qualify for aid as an undergraduate, you may qualify as a graduate. Accordingly, completion of the necessary forms is highly recommended, even if you do not intend to apply for loans or grants.

Application Materials Checklist

The following materials should be sent to the Graduate School of Education, Health, and Human Services (GSEHHS), P.O. Box 5190, 418 White Hall, Kent State University, Kent, OH 44242. You may call (330) 672-2576 to ensure the materials have arrived. It also is recommended that you follow up with the people writing your references. Materials to be mailed to the GSEHHS include:

- _____ One copy of College of Education Application (check M.Ed. on top of form)
- _____ \$30 application fee
- _____ Two letters of recommendation
- _____ Goal statement
- _____ Transcripts from institutions attended for 8 semester hours or more (two official copies)

If you are interested in a GA position, the following materials should be mailed to Dr. Mark Kretoivics, 150 Terrace Drive, Room 404 White Hall, Kent State University, Kent, OH 44242

- _____ Resume
- _____ Graduate Assistantship application (form available in pdf)
- _____ Goal statement (form available in pdf)
- _____ Check for \$30 made out to Kent State University