

Graduate Candidate Recruitment and Admissions

<http://www.nwmissouri.edu/graduate/index.htm>

Northwest Graduate School Welcome

We are proud to bring you 40 Masters-level programs, three Specialists in Education programs, and 5 graduate level certificate programs. Our programs provide opportunities for full-time, part-time, and distance education students, including online and off-site programs at the Kansas City Center (Liberty) and St. Joseph Center.

Students who wish to enroll full-time and meet eligibility requirements may compete for a Graduate Assistantship on campus in Maryville. There are over 130 Graduate Assistantships in a variety of academic departments and administrative offices. These assistantships provide a basic nine-month stipend of \$6,000 plus tuition waiver equal to 100% of the standard rate of tuition. We invite you to review our web page carefully and consider selecting a quality program at Northwest where you will become an important part of our community of learners. Experience the advantages of our small, friendly, and caring campus community.

Dr. Gregory Haddock
Vice Provost and Dean of the Graduate School

What Type of Student Are You?

Northwest Missouri State University is a traditional resident-based campus and the recent winner of four Missouri Quality Awards.

Northwest is a close family of roughly 7,200 diverse students who come from every region of the U.S. and around the world, representing 44 states and 30 countries.

Click on the appropriate image for more information related to you.

If you would like to apply for admission or learn more about admission requirements, you have come to the right place.

Learn more or apply as an Undergraduate by using the buttons below if you are:

- A first-time student coming out of high school
- Transferring from another college
- Returning to Northwest
- An adult student seeking a bachelor's degree
- Not seeking a degree but wish to take an undergraduate class

If you're working toward or hold a bachelor's degree from a regionally accredited institution in the United States or a recognized institution from another country and are interested in pursuing a master's or specialist degree, click the appropriate button below or contact us at 1.800.633.1175.

Admission Requirements

To be considered for admission to graduate studies at Northwest, an applicant should submit an application well in advance of enrollment date. Entrance to Graduate School requires a 2.50 undergraduate grade point average (GPA). The application along with official transcripts of all previous degree(s) and credits earned from all accredited institutions, and GRE, GMAT scores or

alternative requirements, if applicable, must be submitted to the Graduate Office. (See specific admission requirements for the program desired.)

Additional information for international students may be found [here](#).

Entrance to Graduate School requires a 2.50 undergraduate grade point average (GPA). Education Specialist enrollees must have an appropriate master's degree with a 3.25 GPA. Each graduate program has specific admission policies in addition to the policies for admission to graduate study. See the appropriate program section in the [Graduate Academic Catalog](#) for complete admission requirements.

Students desiring to enter the Guidance and Counseling program must complete all admissions requirements by March 1 of the year prior to the Summer or Fall of intended entry.

To be admitted to the MBA program, students must meet the following criteria:

- Minimum 2.5 GPA on undergraduate transcript.
- A satisfactory score on the GMAT, GRE, or Major Field Achievement Test (MFAT):
 - GMAT - the formula, $200 \times \text{undergraduate GPA} + \text{GMAT score}$ must be equal to or greater than 950, but the minimum score accepted is 440.
 - GRE - The minimum GRE score accepted is 143 verbal and 142 quantitative.
 - MFAT - Must have scored in the 70th percentile or higher on the Major Field Achievement Test.
 - OR Candidates with 5 or more years of experience may request a waiver of the graduate admissions test. Contact the department for details.
- Complete writing assessment. A writing assessment score on the GMAT or GRE of 3.5 or higher will meet this requirement. Candidates who are accepted by a MFAT score or managerial experience waiver must complete a separate assessment.
- Complete Approved Program Form with advisor.

Students applying to the MS. or certificate in GIS must complete all admission requirements by Nov 12 for Spring trimester and April 2nd for the Fall trimester. The GIS program does not accept new students for the Summer trimester.

All students must file an Approved Program Form to be considered for admission to candidacy. The Approved Program Form is to be completed by the student in consultation with their major advisor and forwarded to the Dean of the Graduate School as soon as possible after the student enrolls. Students receiving financial assistance or a Graduate Assistantship must submit the Approved Program Form at the time of first enrollment.

International Students

Why should you choose Northwest Missouri State University?

Success is all around us at Northwest and you can actually "feel" it when you walk through campus during a blue sky autumn day with cheers roaring from the stadium and students excelling academically in national competitions.

We understand travelling to a new country to study and live is a big challenge. We offer specialized international student support, a safe environment, excellent academic, living, and social amenities with reasonable prices as well as quality academic programs. We work hard to provide you with the tools you need to succeed in our university and in life afterwards.

Excellent faculty focused on your success

Ninety-five percent of our tenure track faculty have the highest degree in their fields, and our classes are taught by full-time professors, not by graduate assistants. Our faculty will challenge you academically while providing you the skills and knowledge necessary for a successful career.

The Right Size

Maryville and the campus of Northwest are located in a traditional "College Town." Northwest offers all of the same amenities as a large University in a friendly, supportive, safe environment. Currently, Northwest has about 7,200 students; with a student-to-faculty ratio of 22-to-1. You will never feel like a number. This size of campus offers great opportunities for students to succeed academically and socially. Northwest offers more than [124 undergraduate majors and 73 minors](#).

We are focused on your current and future success

Every student, every day: Our commitment to your success is our top priority and we truly believe our students will succeed in their lives if they become active and engaged learners and members of the Northwest family. We actually can prove it: roughly 95% of all of our graduates find work or continue studies within 6 months of graduation from Northwest. Our international alumni are especially successful. We have many Northwest alumni working in upper administration in some of their own country's top corporations as well as American corporations in the US and abroad.

What does this mean for you?

More of our students succeed in the classroom in their first year and feel that Northwest was the right fit for them. Our students are happy with their choice after they arrive and settle into their new home. More of our students finish their education and find jobs.

Graduate Degree Listing

Master of Business Administration (M.B.A.)

- [MBA \(General\)](#)
- [MBA \(Agriculture Economics Emphasis\)](#)
- [MBA \(Information Technology Management Emphasis\)](#)

Master of Arts (M.A.)

- [English](#)
- [English \(Pedagogy Emphasis\)](#)
- [English \(Speech Emphasis\)](#)
- [History](#)

Master of Science (M.S.)

- [Agriculture](#)
- [Applied Computer Science](#)
- [Applied Health & Sport Science](#)
- [Biology](#)
- [Geographic Information Science](#)
- [Higher Ed Leadership \(Fall 2013 cohort\)](#)

Master of Science in Education (M.S.Ed.)

- [Educational Leadership: Elementary](#)
- [Educational Leadership: Secondary](#)
- [Educational Leadership: K-12](#)
- [Elementary Mathematics](#)
- [Teacher Leadership](#)
- [English \(Speech Emphasis\)](#)
- [Guidance and Counseling](#)
- [Health and Physical Education](#)
- [Special Education](#)
- [Reading](#)
- [Teaching: Science](#)
- [Teaching: Agriculture](#)
- [Teaching: English](#)
- [Teaching: English Language Learners](#)
- [Teaching: Early Childhood](#)
- [Teaching: Instructional Technology](#)
- [Teaching: Elementary \(Self-Contained\)](#)
- [Teaching: Mathematics](#)
- [MME-Masters of Music Education](#)
- [Teaching: History](#)

- [Recreation](#)

Certificate Programs

Specialist in Education (Ed.S.)

- [Superintendency](#)
- [Secondary Principalship](#)
- [Elementary Principalship](#)

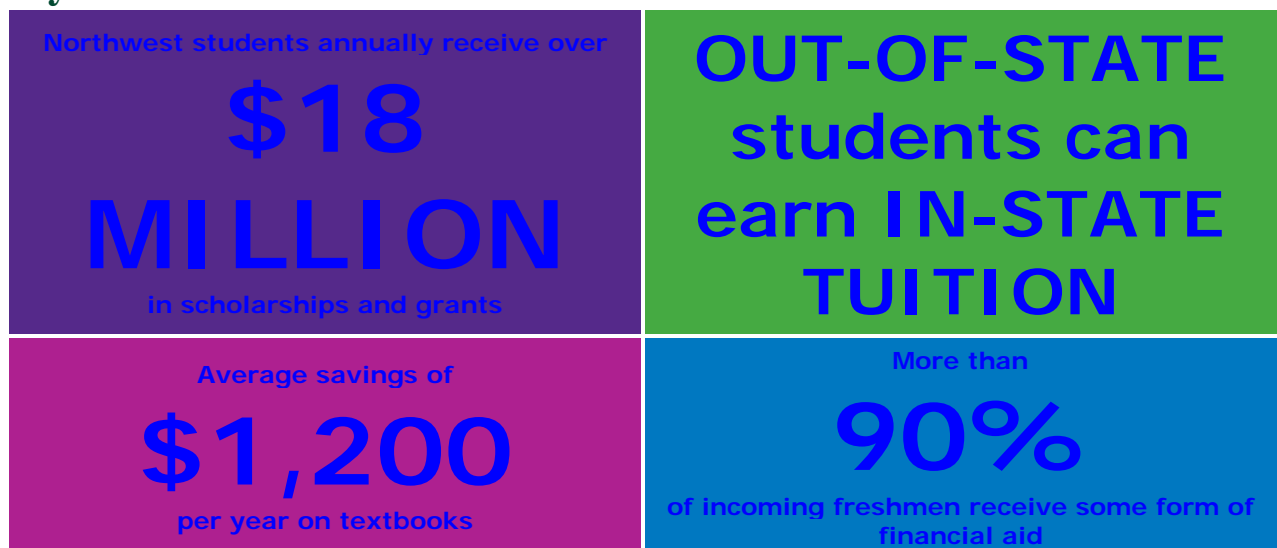
- [Geographic Information Science Certificate[±] \(Employment Disclosure\)](#)
- [Instructional Technology Certificate](#)
- [Alternative Certification](#)
- [ELL/ESOL Certificate](#)
- [e-Teaching Certificate](#)
- [Career and Technical Education Certificate \(Employment Disclosure\)](#)

[±] Gainful Employment Disclosure

Office of Scholarships and Financial Assistance

At Northwest Missouri State University, we know that the importance of a quality education in today's world is a major investment. We are committed to providing a high quality education at a competitively affordable cost.

By the Numbers



[Getting Started](#)

[Financial Aid Timelines](#)

[Student Scholarships](#)

[Student & Parent Loans](#)

Registration

For current pre-registration, verification and general registration dates, click [here](#).

Graduate Students:

- **Pre-Registration:** Students may enroll by computer, with a password obtained from their advisor.

- **Graduate Electronic Registration:** An electronic copy of the registration form can be obtained through your advisor or the Graduate Office. You will need to print, complete and return to the Graduate Office by snail mail, fax, or scan and return via [e-mail](#). This process is not recommended without advisor consultation.
- **General Registration:** Held on the third floor of the Administration Building. Advisors from each department will be available at this time. General Registration is not an option if you are enrolling in online coursework. For general registration dates, click [here](#).

Enrollment in online coursework is recommended at least two weeks prior to the beginning of class.

Please provide a drop/add form with signatures for coursework that is closed or has a pre-requisite requirement.

Outreach

To view course offerings, program availability, and directions to these locations, visit the Outreach websites.

- [Kansas City Center \(Liberty\)](#)
- [St. Joseph Center](#)
- [Missouri Southern State University Collaborative Programs](#)

Off-Site Enrollment (open to all students): The same registration options apply to off-site students as above, or you may contact the appropriate site coordinator listed below:

Kansas City Center 816-736-6600 nwkc@nwmissouri.edu

St. Joseph 816-364-5000 stjoe@nwmissouri.edu

On campus 660-562-1144 gradsch@nwmissouri.edu

Other Graduate Information





Textbooks are available at the Bearcat Bookstore on campus or [online](#). Please contact Textbook Services at 660-562-1150 for 500-level or undergraduate courses to determine textbook availability.

The academic load allowed for a full-time graduate student is 16 hours. This includes all off-campus coursework and workshop hours.

We hope this information will assist you in planning your registration process. If you have questions regarding the availability of classes or advisors, please contact your department or the Graduate Office at 660.562.1144. For the most up to date course offerings, please see our [Class Openings](#).

Forms & Applications

Applications

- [Online Final Application for Comprehensive Assessment and Graduate Degree](#)
- [Final Application for Comprehensive Assessment and Graduate Degree](#) 
- [Portfolio Evaluation](#) 
- [Online Application for Portfolio Evaluation](#)
- [Graduate School - Domestic Students](#) 
- [Graduate School - International Students](#) 

Forms

- [Research Component](#) 
- [Field Study](#) 
- [Excess Credit Petition](#) 
- [Petition for Dual Enrollment for Undergraduate Credit for Graduate Students](#) 
- [Petition for Dual Enrollment - Northwest Seniors](#) 
- [Petition for Dual Enrollment - Seniors from other Institutions](#) 
- [Petition for Dual Enrollment - Ed.S. Students](#) 
- [Petition to Supersede a Graduate Grade](#) 
- [Request for Thesis and Non-Thesis Research Funding](#) 
- [Paper Presentation Application for Funding](#) 

Steps Toward a Graduate Degree

1. [Request Graduate Information](#)
2. [Complete and submit a Graduate Application](#) (required GRE, GMAT/MFT score must be on file for MBA applications to be considered)
3. During the first trimester or term of Graduate Study
 - o Meet admission examination requirements as set by program (GRE or alternative requirement)
 - o Complete departmental writing sample (See Advisor)
 - o File Approved Program Form with Advisor Approval (Students receiving [Financial Assistance](#) or [Graduate Assistantship](#) must submit APF at time of enrollment)
4. Review for Candidacy
 - o Ensure that all requirements for candidacy are met within first 15 graduate hours
5. Beginning of final trimester or beginning of trimester prior to final trimester (if within 6 hours of completion of degree):
 - o File [Final Application for Comprehensive Assessment and Graduate Degree](#) with the Graduate Office by the end of the 3rd week of the trimester in fall and spring, and during the first week in summer.
 - IF NEW CERTIFICATION IS INVOLVED, see the Director of Certification.
 - Comprehensive Assessment - Students must have been admitted to candidacy to be eligible and must have at least a 3.0 GPA in all course work and in the major. If you are in the GIST program or earning certification, it is recommended that you take and pass the PRAXIS the trimester prior to taking the comprehensive exam and/or the trimester prior to graduation.
6. Comprehensive Assessment
 - o Take the comprehensive examination or present portfolio evaluation (Portfolio for Reading, Special Education, Teaching: Early Childhood, Teaching: Elementary(self contained), Educational Leadership (master's and specialist) and MA English only) on date set by the department. Students will be notified by their program director of comprehensive final dates.

7. Thesis or Scholarly Research
 - o Thesis or scholarly paper (original) due in Graduate Office by prearranged date. Thesis guidelines are available online or in the Graduate Office.
8. [Research Component](#)
 - o This form is required for research other than a thesis or Scholarly paper. Form must be filed with the Graduate Office no later than the term of degree completion.
9. During last trimester of graduate study
 - o Check with Graduate Office to ensure records are complete. Pay graduation fee to the Cashiering Office. This fee must be paid whether or not the student participates in commencement ceremony. The current fee is stated on the Final Application for Comprehensive Assessment and Graduate Degree.
10. Prior to commencement
 - o A schedule of commencement activities will be e-mailed from the Registrar's Office. Included will be the form and instructions for ordering cap, gown, and hood, if attending commencement exercises. Students interested in graduation announcements should contact the Bookstore. Contact the [Office of Career Services](#) at 660.562.1250, if you wish to establish a credential file.

Contact Information

For more information contact:

Graduate Office
Northwest Missouri State University
800 University Drive
Maryville, MO 64468-6001
Toll Free: 1.800.633.1175
Office: 660.562.1145
Fax: 660.562.1096
E-mail: gradsch@nwmissouri.edu

Meet the Staff

Nina Nickerson

Graduate Office Manager/Records Supervisor
Phone: 660.562.1145
E-mail: nicker@nwmissouri.edu

Terry Immel

Graduate Records Specialist
Phone: 660.562.1144
E-mail: timmel@nwmissouri.edu

Lauren Arens

Graduate Assistant

Kelsey Potter

Office Assistant

Kelly Critten

Vice Provost Office Assistant

Dr. Greg Haddock

Graduate Dean and Vice Provost
Phone: 660.562.1145
E-mail: haddock@nwmissouri.edu