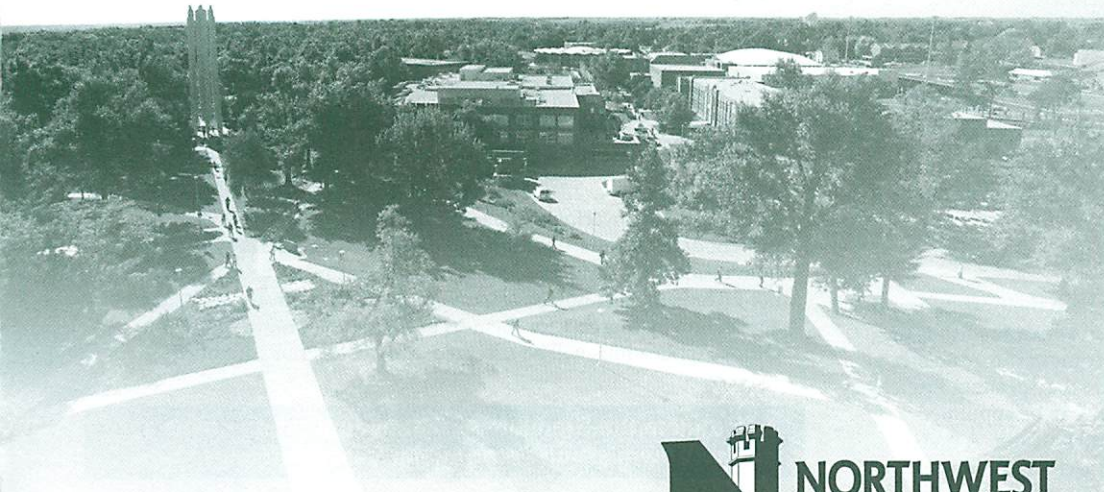


# Graduate Study Application



To be admitted to graduate studies at Northwest, an applicant should request an admission form well in advance of enrollment date. The admission form along with official transcripts of all previous degree(s) and credits earned from all accredited institutions, must be submitted to the Graduate Office prior to enrollment. Each graduate program has specific admissions policies in addition to the policies for admission to graduate study. These may include the GRE or GMAT test scores, or alternative admission requirements. Applications for some programs will not be reviewed until all required materials are received. 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 of intended entry. Students seeking admission to the M.B.A. program must submit application, official transcripts and GRE, GMAT or MFT requirements by July 1 for fall trimester, Dec. 1 for spring trimester and March 1 for summer trimester. Applications for the M.S. or Certificate in Geographic Information Science program must be completed by April 1 for the fall trimester and Nov. 15 for the spring trimester. The M.S. Geographic Information Science and M.S. Applied Computer Studies programs do not admit 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 students 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.

## Financial Assistance

The MSEP (**Midwest Student Exchange Program**) is available for students from Kansas, Michigan, Minnesota, Nebraska or North Dakota. The student must be enrolled full-time (not receiving a graduate assistantship from Northwest) and have completed a bachelor's degree with a cumulative GPA of 3.25. If all requirements are met, please contact the Graduate Office.

Information regarding other financial assistance or loans may be obtained by contacting the Office of Scholarships and Financial Assistance at (800) 633-1175.

## Applying to Northwest

Northwest Missouri State University welcomes applications from individuals interested in master's and specialist's degrees. Minority students are encouraged to apply. Criteria for graduate program admission is listed in this application; however, be assured that each applicant is given individual consideration. Northwest admits students whose ability, preparation and character indicate potential for success in the programs of study offered.

To apply, read this material, fill out the application, remove and mail to:

Graduate Office  
Northwest Missouri State University  
800 University Drive  
Maryville, MO 64468-6001

## Programs of Study

### Certificate Programs

Alternative Certification  
ELL/ESOL Certificate  
Geographic Information Science Certificate  
Instructional Technology Certificate  
eTeaching Certificate  
Special Education Administrator

### 30 Master of Arts (M.A.)

English  
English (speech emphasis)  
History

### 31 Master of Science (M.S.)

Agriculture  
Applied Computer Science  
Applied Health and Sport Science  
Biology  
Geographic Information Science  
Higher Education Leadership  
Recreation

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

M.B.A.  
M.B.A. (agricultural economics emphasis)  
M.B.A. (IT management emphasis)

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

Educational Leadership: K-12  
Educational Leadership: Elementary  
Educational Leadership: Secondary  
English (Option I)  
English (Speech emphasis)  
Guidance and Counseling  
Health and Physical Education  
Reading  
Special Education  
Teacher Leadership  
Teaching: Agriculture  
Teaching: Early Childhood  
Teaching: Elementary (self-contained)  
Teaching: English Language Learners  
Teaching: English (Option II)  
Teaching: History  
Teaching: Instructional Technology  
Teaching: Mathematics  
Teaching: Middle School  
Teaching: Music  
Teaching: Science

### 40 Specialist in Education (Ed.S.)

Elementary Principalship  
Secondary Principalship  
Superintendency

# Graduate Assistantships

## Eligibility Requirements for Graduate Assistants

To be eligible to apply for a competitive Graduate Assistantship, (GA), students must:

- Be fully accepted into a graduate program
- Submit the GA application and two letters of recommendation
- Have a minimum undergraduate GPA of 2.75 OR have a minimum graduate GPA of 3.0 in at least eight graduate hours
- Must have taken the GRE or GMAT as required, or met alternate admission requirements
- Have an Approved Program Form on file in the Graduate Office within the first two weeks of first term
- Be pursuing coursework for a master's or specialist degree

International students who did not complete both their primary and secondary education in a nation or territory in which English is the primary language must have completed one trimester in-residence graduate work and must successfully complete the Speaking Proficiency English Assessment Test (SPEAK) before they can be appointed as a Graduate Teaching Assistant or as a Graduate Tutor. A first-term international student may apply for research or administrative

assistantships if they have the skills required in the job description. Contact the Graduate Office for further information about the SPEAK Test.

## Enrollment Requirements

To retain a Graduate Assistantship position, the student must:

- Enroll in and complete a minimum of nine hours each trimester with at least six hours at the graduate level
- Maintain a 3.0 GPA each term of enrollment, and a cumulative 3.0 GPA in graduate courses

Assistantships are available on a competitive basis. In addition to a \$6,000 stipend covering a full academic year, a waiver of up to 100 percent of the standard tuition and designated fee rate is provided for both resident and non-resident graduate assistants. The fee waiver does not include the technology fee, online or off-site delivery fee. Make application by March 1 for the next academic year to the Graduate Office. Applications will be accepted until all positions are filled.

Complete the Graduate Assistant application online at [www.nwmissouri.edu/graduate/assistantships.htm](http://www.nwmissouri.edu/graduate/assistantships.htm).

## Graduate Assistantships by and Administrative Offices, College and Talent Development Center

### GRADUATE ADMINISTRATIVE ASSISTANTSHIPS

Graduate Office	1	12 months
Career Services	1	12 months
Campus Activities (Leadership/SAC)	2	9 months
Sports Information Office	1	9 months
Admissions Office	2	9 and 12 months
Admissions/Advisement	1	9 months
Assessment, Information and Analysis	1	9 months
Provost's Office	1	12 months
Owens Library	1	9 months
President's Office	1	9 months
Horace Mann Library	1	9.5 months
Wellness Center	1	9 months
Study Abroad	1	12 months
Athletics Success Program	1	9 months
Peer Ed/Service Training	1	9 months
Web Team	1	9 months

### COLLEGE OF ARTS AND SCIENCES

All assistantships in this college are 9-month contracts

Biology	4	Teaching
Chemistry/Physics	2	Research
English	5	Teaching
Geology/Geography	2	Research (1) Administrative (1)
History	2	Administrative
Honor's Program	1	Administrative
Mathematics	3	Administrative
Music	4	Teaching
Speech	1	Teaching
Theatre	1	Administrative
Facilities Manager	1	Administrative

### BOOTH COLLEGE OF BUSINESS AND PROFESSIONAL STUDIES

All assistantships in this college are 9-month contracts

Agriculture	5	Teaching
Dean's Office	1	Administrative
Business computer lab	3	Administrative
Acct/Econ/Finance	3	Administrative
MIS	2	Administrative
Marketing/Management	5	Research (4) Administrative (1)
Business Office Programs	1	Teaching
Computer Science	10	Administrative (7) Teaching (3)
CSI Computer Lab	1	Administrative
Regional Business Review	.5	Research

### COLLEGE OF EDUCATION AND HUMAN SERVICES

All assistantships in this college are 9-month contracts, except trainers who are 10 months

Curriculum & Instruction	4.5	Research (3.5), Teaching (1)
Horace Mann School	7	Teaching
Ed. Leadership	5	Administrative (3), Teaching (2)
Child Development Lab	2	Teaching
Psychology	4	Teaching
HPERD		
Physical Education	6	Teaching
Athletics	17	Teaching
Trainers	4	Trainers

### TALENT DEVELOPMENT CENTER

All assistantships are 9-month contracts

Tutorial Assistants	7.5	Tutors
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These are current assistantships. Openings may or may not exist because of students continuing the second year of their programs.