

COLUMBIA COLLEGE APPLICATION FOR GRADUATE ADMISSION

MASTER OF ARTS IN TEACHING (MAT)

MASTER OF BUSINESS ADMINISTRATION (MBA)

MASTER OF SCIENCE IN CRIMINAL JUSTICE (MSCJ)



GRADUATE ADMISSIONS CATEGORIES

FULL PROGRAM ADMISSION

First-Time Student

A student who has never enrolled in a graduate program after completion of a bachelor's degree at a regionally accredited institution.

Transfer Student

A student who has enrolled in another graduate program(s) prior to applying to the Columbia College graduate program. Students may transfer a maximum of nine graduate hours.

Readmission

A student who has previously attended the graduate program at Columbia College but has not enrolled for five consecutive sessions. No fee is required if the \$55 one-time graduate application fee was previously paid.

ALTERNATIVE ADMISSION

Post-Baccalaureate Student

A student who has earned a bachelor's degree at a regionally accredited institution, and who wants to pursue a graduate degree at Columbia College but has not completed necessary undergraduate prerequisites for the respective graduate program. Post-baccalaureate students must earn a grade of B or higher in undergraduate prerequisites. Post-baccalaureate students may enroll in graduate courses with permission from the respective graduate program director.

Non-Degree Seeking Student

A student who has earned a bachelor's degree at a regionally accredited institution who wishes to enroll in graduate courses but does not want to earn a graduate degree from Columbia College. Non-degree seeking students are not eligible for financial aid. Non-degree graduate students may not earn more than 12 graduate credits.

Student-at-Large (MAT and MSCJ only)

A student who has earned a bachelor's degree at a regionally accredited institution who wishes to enroll in graduate courses at Columbia College but is not fully admitted into a graduate program. A graduate Student-at-Large may register for a maximum of 12 graduate credits before applying for full program admission.

BEACON/DAYSTAR Post-Baccalaureate (MAT only)

An undergraduate student seeking teacher certification who is enrolled in either the BEACON or DAYSTAR Education Program. BEACON and DAYSTAR students should apply for post-baccalaureate admission during their last semester as an undergraduate student.

BEACON/DAYSTAR Pre-Graduate (MAT only)

A BEACON or DAYSTAR education student who has earned more than 90 undergraduate semester hours toward a baccalaureate degree at Columbia College who wishes to start their graduate studies early. Only selected MAT courses apply.

Alternative Certification (MAT only)

A student who has a baccalaureate degree related to secondary certification areas may be eligible for a temporary certificate to teach in Missouri and may be eligible to negotiate a program of studies at Columbia College to maintain temporary certification. The program is defined by the Missouri Department of Elementary and Secondary Education (DESE). A candidate for alternative certification must present evidence of the following: a baccalaureate degree with a major in business, language arts (English), social studies or mathematics. Included in the degree must be general education coursework that has been determined by the Evaluations Office to be sufficient to meet Columbia College standards; three years of professional (post-baccalaureate) employment experience*; a valid current contract with a school district*; completion of a two-year academic contract outlining the program of study and requirements to be met. (*See the 2003–2004 graduate catalog for details on the Alternative Teacher Education Certification Program.)

Pre-Graduate (MSCJ only)

A student who has earned more than 90 undergraduate semester hours toward the baccalaureate degree at a regionally accredited college or university who wishes to start their graduate studies early. Pre-Graduate students may complete a maximum of nine graduate hours without full program acceptance. Pre-Graduate students must submit complete application materials to be considered for full admission to the MSCJ program. Pre-Graduate students are subject to the same academic regulations and requirements as all degree-seeking students.

STEPS TO APPLY FOR GRADUATE ADMISSION

(The non-refundable \$55 application fee is waived for applicants who have earned a baccalaureate degree from Columbia College.)

FULL PROGRAM ADMISSION

First-Time Student

1. Complete and return the Columbia College application for graduate admission with the nonrefundable \$55 application fee.
2. Request that an official transcript from each undergraduate institution attended be sent directly to the Admissions Office, Columbia College, 1001 Rogers St., Columbia, MO 65216.
3. Develop a personal goal statement that establishes a correlation between the goals of the graduate degree program and the applicant's personal and professional goals.
4. Submit three Columbia College graduate program recommendation forms.
5. MAT applicants must also submit a notarized Columbia College affidavit of moral character and proof of teacher certification (if available).

Transfer Student

1. Complete and return the Columbia College application for graduate admission with the nonrefundable \$55 application fee.
2. Request that an official transcript from each undergraduate institution attended be sent directly to the Admissions Office, Columbia College, 1001 Rogers St., Columbia, MO 65216.
3. Develop a personal goal statement that establishes a correlation between the goals of the graduate degree program and the applicant's personal and professional goals.
4. Submit three Columbia College graduate program recommendation forms.
5. MAT applicants must also submit a notarized Columbia College affidavit of moral character and proof of teacher certification (if available).
6. Request that an official transcript from each graduate program attended be sent directly to the Admissions Office, Columbia College, 1001 Rogers St., Columbia, MO 65216.

Readmission

1. Complete and return the Columbia College application for graduate admission.
2. If another graduate program has been attended since leaving Columbia College, request that an official transcript be sent directly to the Admissions Office, Columbia College, 1001 Rogers St., Columbia, MO 65216.
3. Additional information may be requested.

ALTERNATIVE ADMISSION

Student-at-Large (MAT and MSCJ only)

1. Complete and return the Columbia College application for graduate admission with the nonrefundable \$55 application fee.
2. Request that a transcript(s) from the degree-granting institution(s) be sent directly to the Admissions Office, Columbia College, 1001 Rogers St., Columbia, MO 65216.

3. MAT applicants must also submit a notarized Columbia College affidavit of moral character and proof of teacher certification (if available).

Post-Baccalaureate Student

1. Complete and return the Columbia College application for graduate admission with the nonrefundable \$55 application fee.
2. Request that an official transcript from each undergraduate institution attended be sent directly to the Admissions Office, Columbia College, 1001 Rogers St., Columbia, MO 65216.
3. Develop a personal goal statement that establishes a correlation between the goals of the graduate degree program and the applicant's personal and professional goals.
4. Submit three Columbia College graduate program recommendation forms.
5. MAT applicants must also submit a notarized Columbia College affidavit of moral character and proof of teacher certification (if available).

BEACON/DAYSTAR Post-Baccalaureate (MAT only)

1. Complete and return the Columbia College application for graduate admission with the nonrefundable \$55 application fee.
2. Request that an official transcript from each undergraduate institution attended be sent directly to the Admissions Office, Columbia College, 1001 Rogers St., Columbia, MO 65216.
3. Develop a personal goal statement that establishes a correlation between the goals of the graduate degree program and the applicant's personal and professional goals.
4. Submit three Columbia College graduate program recommendation forms.
5. MAT applicants must also submit a notarized Columbia College affidavit of moral character.

Alternative Certification (MAT only)

1. Complete and return the Columbia College application for graduate admission with the nonrefundable \$55 application fee.
2. Request that an official transcript from each undergraduate institution attended be sent directly to the Admissions Office, Columbia College, 1001 Rogers St., Columbia, MO 65216.
3. Develop a personal goal statement that establishes a correlation between the goals of the graduate degree program and the applicant's personal and professional goals.
4. Submit three Columbia College graduate program recommendation forms (available from the Admissions Office).
5. MAT applicants must also submit a notarized Columbia College affidavit of moral character and proof of teacher certification (if available).
6. Submit additional information as required by the graduate program director.

continued

BEACON/DAYSTAR Pre-Graduate (MAT only)

Contact the Admissions Office or the Education Department for application details.

Pre-Graduate (MSCJ only)

1. Complete and return the Columbia College application for graduate admission with the nonrefundable \$55 application fee.
2. Request an official transcript from each undergraduate institution attended be sent directly to the Admissions Office, Columbia College, 1001 Rogers St., Columbia, MO 65216.

International Applicants

A student who is categorized as a foreign-born person who is not a citizen, national or permanent resident of the United States. International applicants seeking an I-20 from Columbia College must provide additional application materials.

1. Complete and return the Columbia College application for graduate admission with the nonrefundable \$55 application fee.
2. Request that an official transcript from each undergraduate college or university attended be sent directly to the Admissions Office, Columbia College, 1001 Rogers Street, Columbia, MO 65216, USA.
3. Request official English language translations of any transcript not issued in the English language be sent directly to the Admissions Office (above address).
4. Develop a personal goal statement that establishes a correlation between the goals of the graduate degree program and the applicant's personal and professional goals.
5. Submit three Columbia College graduate program recommendation forms.

Non-Degree Seeking Student

1. Complete steps 1–4 of the application for admission for a first-time student seeking full program admission. Present a minimum of 3.0 grade point average (MBA only).
2. Complete the application for admission steps for a student-at-large (MAT and MSCJ only).
6. MAT applicants must also submit a notarized Columbia College affidavit of moral character and proof of teacher certification (if available).
7. Demonstrate English proficiency by providing an official TOEFL score or 550 or above (paper-based test), 213 (computer-based test), 79-80 (Internet based); or an official IELTS score of 6.5 or higher with no individual band score below 6.0.
8. In order to issue an I-20 form, international applicants must also provide an official bank demonstrating ability to pay one year's cost of attendance. This document has no bearing upon the decision-making process for admittance to a graduate program and is used only for I-20 issuance purposes.
9. International students already studying in the United States on a valid F1 visa, who wish to transfer to Columbia College must also provide copies of their valid visa, passport, current I-20 form, and I-94 departure record.

GRADUATE APPLICATION FOR ADMISSION INSTRUCTIONS

Applicants must indicate the appropriate applicant status in the space provided for the application to be processed accurately. A \$55 nonrefundable fee must accompany the application for graduate admission. Completed graduate application files generally are not reviewed for admission earlier than a minimum of six months prior to the intended term of enrollment.

The standards for admission to Columbia College graduate programs require evidence of intellectual capability, personal integrity and responsibility, academic preparation and leadership potential. Applicants must present a minimum of 3.0 cumulative grade point average from a regionally

accredited institution. Graduate applicants are expected to present undergraduate coursework achievement commensurate with graduate program requirements. International students must submit TOEFL or IELTS scores and a Certificate of Financial Support, accompanied by supporting bank documents and the Columbia College SEVIS supplement. International students studying in the United States must also submit copies of a valid passport, I-20, I-94, visa and the Transfer Eligibility Form (available from the Admissions Office).

COLUMBIA COLLEGE APPLICATION FOR GRADUATE ADMISSION

It is the applicant's responsibility to read carefully the steps to apply for graduate admission and to ensure that all materials have been received by the Admissions Office.



Please check one:

- MASTER OF ARTS IN TEACHING (MAT)
- MASTER OF BUSINESS ADMINISTRATION (MBA)
- MASTER OF SCIENCE IN CRIMINAL JUSTICE (MSCJ)

Application Materials: Applications must be typed or legibly printed and will not be reviewed until all required materials have been received.

Please mail application and other materials to:

Admissions Office
 Columbia College
 1001 Rogers St.
 Columbia, MO 65216
 (573) 875-7352 or (800) 231-2391, ext. 7352
 Fax: (573) 875-7506
 gradadmissions@ccis.edu

OFFICE USE ONLY

ID# _____
 Term _____
 App. fee paid _____
 Date _____
 Bus. office clearance _____
 Start term _____
 CC GPA _____
 CC hours _____
 Undergrad. GPA _____

Check month/session for which you are applying: August October January March June

Applicant Status: First-time Graduate Student Readmission Pre-Graduate
 Alternative Teacher Certification Transfer Graduate Student Beacon/Daystar Post-Baccalaureate Student
 Teacher Certification Graduate Student-at-Large
 Post-Baccalaureate Student Non-Degree Seeking Student

Full legal name _____
LAST FIRST MIDDLE

Mailing address _____
STREET CITY STATE ZIP COUNTRY

Permanent address _____
STREET CITY STATE ZIP COUNTRY

Phone _____ Fax _____ E-mail _____

SSN _____ Birthdate _____ (month/day/year) Cell phone _____

Marital status (optional) Single Married Gender Female Male

Ethnic origin (optional) American Indian/Alaskan Native Asian/Pacific Islander
 Black/Non-Hispanic Hispanic Non-Resident Alien White/Non-Hispanic

Are you a U.S. Citizen? Yes No If no, list citizenship. _____

Visa status _____ Country of birth _____

Are you a permanent resident? Yes No If yes, please submit a copy of your permanent resident card.

Have you ever applied to or attended Columbia College? Yes No If you graduated: Term _____ Year _____

Are you applying for financial aid? Yes No

Note: To be eligible for full-time financial aid benefits, you must enroll for a minimum of three graduate credits. Non-degree and international graduate program applicants are not eligible for financial aid.

Current employer _____

Job title _____ Phone _____

Have you ever been convicted of a felony or misdemeanor? Yes No If yes, please give details (e.g., crime convicted of, court of jurisdiction, date of crime, etc.). _____

continued

EDUCATIONAL HISTORY

List chronologically all colleges and universities attended. For transcripts to be considered official, they must be sent to the Admissions Office directly from each school attended.

Institution, City/State/Country	Dates Attended From/To	Majors/Minors	Degree(s)	GPA
1. _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please indicate if you will be submitting: GRE GMAT Teacher Certificate: State _____ Other _____
Master of Arts in Teaching applicants: Are you currently certified to teach in the state of Missouri? Yes No

PROFESSIONAL EXPERIENCE

List chronologically work experience accrued since undergraduate graduation. (A professional résumé may be submitted if desired.)
Work experience in your respective graduate field is especially important.

Employer	City/State	Dates Employed From/To	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RELEVANT PROFESSIONAL DEVELOPMENT

List seminars, conferences, community service, etc.

Institution/Agency/Organization	Dates	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____

HONORS AND AWARDS

Institution/Agency/Organization	Honors and Awards
_____	_____
_____	_____

PERSONAL GOAL STATEMENT

In no more than two pages (double spaced on 8.5 x 11” paper), please give a self-appraisal of your professional experiences and goals. Express how the master’s degree will prepare you in meeting these professional goals. Your statement should establish a correlation between the goals of the graduate degree program and your personal and professional goals. *Note: This statement is a very important part of your application for graduate admission.*

How did you learn about the graduate program at Columbia College? _____

List other graduate programs to which you plan to apply: _____

I certify the information provided by me is accurate to the best of my knowledge. I understand that if found to be otherwise, it is sufficient cause for rejection or dismissal with forfeiture of any fees.

Signature of Applicant _____ Date _____

Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, educational programs or activities.