

# Graduate Programs

## 2014-2015

- Master of Education
- Specialist in Education
- Doctor of Education in  
Higher Education Administration
- Doctor of Philosophy in  
Higher Education Administration
- Master of Business Administration
- Master of Science in Counseling Psychology
- Master of Science in Counselor Education
- Master of Science in Nursing
- Doctor of Philosophy in  
Nursing Education and Administration
- Master of Science in Nursing—  
Master of Business Administration (dual degree)
- Master of Music in Music Education
- Master of Arts in English
- Master of Arts in History
- Master of Science in Biological Sciences

# William Carey University

May, 2014

498 Tuscan Avenue  
Hattiesburg, MS 39401

19640 Hwy. 67  
Biloxi, MS 39532

[www.wmcarey.edu](http://www.wmcarey.edu)

*Information contained in this catalog is subject to change without prior notice. Information contained herein shall not constitute a legally binding contract/agreement upon William Carey University.*

The Indigo Portal allows students to access their campus information including course registration, course offerings, unofficial transcripts, job searches, billing information, schedules, financial aid information, and grades. The portal also allows students to pay tuition and fees online. William Carey University does not mail individual grade reports.

Many courses incorporate information technology both within the classroom and remotely through the internet. The university uses D2L for communicating vital course information to students, including course content, assignments, discussions, and more. **Students are required to access their WCU email and D2L accounts as quickly as possible so that faculty and administrative offices will have a reliable means of communication with the student.**

A student technology guide is available for download at <http://indigo.wmcarey.edu/help/guide>. This guide is constantly updated to reflect any changes as the office of information technology is constantly working to bring new and improved services.

## ADMISSIONS INFORMATION

### General Admission Requirements

Each applicant to graduate programs at William Carey University must

1. hold a baccalaureate degree from an accredited college or university;
2. provide official transcript(s) of all college work completed to date. An official transcript is defined as one mailed directly from the institution to William Carey University.

In addition to these requirements, **the applicant must meet any additional requirements as put forth by the respective graduate degree programs.** Those requirements are listed in the following sections for the Master of Education, the Specialist in Education, the Doctor of Education, the Master of Business Administration, the Master of Science in psychology, the Master of Music in music education, the Master of Science in Nursing, the Doctor of Philosophy in Nursing Education and Administration, the Master of Biomedical Science, the Master of Arts in English, the Master of Arts in History, and the Master of Science in Biology degrees.

Applications for admission to graduate programs must be submitted by the Monday of general registration week. Consideration will be given to applications that are late due to extenuating circumstances.

### Incomplete Admission Status

A student who appears to be eligible for admission but is unable to supply certain required records prior to registration may be allowed to register on an incomplete basis for one trimester. Students who do not provide all official documents required for admission by the end of the term will not be allowed to continue in the program. Permission for incomplete registration does not indicate official acceptance into William Carey University. **No financial aid will be processed or paid on students who have not been officially accepted.**

## Readmission

A student who has not enrolled in a course within the past 12-month period must apply for readmission. Readmission forms may be obtained from the office of admissions or the William Carey University website.

## Early Admission

A candidate for a baccalaureate degree at William Carey may apply for early admission to the graduate program, and may enroll for graduate credit in courses not required for completion of the baccalaureate degree provided that the student is within six hours of meeting degree requirements and has a cumulative grade point average of 3.0 on a 4.0 scale. A student may take only six hours of graduate courses prior to meeting the requirements of the baccalaureate degree. Participation in the early admission program is limited to one trimester only.

## International Students

William Carey University is authorized by the Department of Homeland Security (DHS) to enroll nonimmigrant alien students. International students who wish to be admitted to William Carey University must meet the requirements listed below.

1. **Application**—Application for admission can be downloaded from the Carey website ([www.wmcarey.edu](http://www.wmcarey.edu)). Applications may also be requested by mail through the Office of Graduate Admissions on the Hattiesburg campus. A US\$30 application fee, which allows for a student's application to be processed, should be mailed to the Office of Graduate Admissions at 498 Tuscan Avenue, Box 155, Hattiesburg, MS, 39401.
2. **Academic Records**—Academic records indicating graduation from any institution(s) of higher education or official transcript(s) from U.S. institution(s) attended are required. An official transcript is defined as one mailed directly from one institution to another. All records must be in English before an I-20 from William Carey University is issued.
  - Transcripts from foreign institutions must be submitted to one of two foreign credential evaluation agencies: *World Education Services* ([www.wes.org](http://www.wes.org)) or *AACRAO Foreign Credential Services* ([www.aacrao.org/credentials](http://www.aacrao.org/credentials)). The results from the evaluation must be mailed to William Carey University. This process takes between 30 to 60 days.
3. **Language Proficiency**—Students who are not from nations where English is considered the official or second language are required to take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A minimum score of 523 is required on the paper-based TOEFL; a minimum score of 193 on the computer-based TOEFL; or a minimum score of 70 on the internet-based TOEFL. Students who wish to take the IELTS must meet the minimum requirement score of 5.5. Students who do not meet the minimum English proficiency required are invited to apply for admission the William Carey University English Language Center.

4. **Certification of Finances**—Proof of financial support for the duration of the international student's stay in the United States is required. This document can be downloaded from the Carey website ([www.wmcarey.edu](http://www.wmcarey.edu)).
5. **Proof of Immunizations**—William Carey University requires one immunization for measles, mumps, and rubella (MMR) in the past ten years or two such immunizations in a lifetime.
6. **Proof of Major Medical Coverage**—Proof of medical coverage while attending an institution of higher education in the United States is required. All international students are required to take a policy with the university. Students will be assessed for the policy coverage at the beginning of each trimester. More information on the health insurance policy adopted by William Carey University is available online ([www.wmcarey.edu](http://www.wmcarey.edu)).

**Additional Information**—In order to receive an F-1 VISA, international students must schedule an appointment with the nearest U.S. consulate or embassy in their country within 90 days of departure. They must take along their documentation, letter of acceptance, and I-20 for presentation and review. The Department of Homeland Security (DHS) recommends the entering student be honest and have copies of all documentation sent to William Carey University available for review by the U.S. custom official at the consulate, embassy, or U.S. port of entry. Custom officials may at any point of the student's travel to the United States deny him/her entry into the country.

The Office of Graduate Admissions may receive faxed copies; however, original documents must be mailed and placed in the student's file before any decision can be made.

International students should refer to the university calendar for dates of trimester breaks and religious and national holidays (i.e. Thanksgiving, Christmas) in preparation for holiday travel.

Questions or concerns should be directed to the director of international admissions on the Hattiesburg campus, 601-318-6103 or 800-962-5991 (toll free).

### **Transfer Courses**

No more than six semester hours may be transferred from another institution and applied toward an M.Ed., Ed.S., M.B.A., M.S.N., or Ed.D. Nine hours may be applied toward an M.S. degree in programs that require more than 36 hours. A maximum of 15 hours from another institution may be transferred into the Ph.D. in nursing education and administration. Transfer credits will be applicable only if they contribute to the overall plan of study designed for the student. No graduate work carrying a grade of less than a "B" will be accepted. All transfer credits must meet the six-year limit on the completion of the degree. Independent study credit earned at another institution will not be accepted.

### **Second Master's Degree**

A student holding a master's degree may apply for a second master's degree in another area. Moreover, students holding the M.Ed. may apply for a second M.Ed. in another certification area. Students must meet all admissions and degree requirements for the second degree. A candidate for a second degree may use six hours of graduate credit from the first degree toward a second degree in education or business and nine graduate hours toward a second degree in psychology programs. A student must complete all requirements for the

first degree before applying for or beginning a second degree. This applies to all degrees. Courses to be applied toward a second degree must have the approval of the dean, and grades in such courses cannot be below a "B."

Students holding the M.S. in psychology with emphasis in industrial organization may use an *additional* six hours toward the M.B.A. for a total of 12 hours from the first degree. The limit of six hours of transfer credit means that a total of 24 hours must be taken at William Carey University. Further, students who have completed the MBA degree at William Carey University may transfer a total of 12 graduate hours to the M.S. degree with emphasis in organizational counseling. All other rules stated in this section will be maintained as standards for the transfer of credit.

### **Dual Degree**

The Master of Science in Nursing—Master of Business Administration is an integrated dual degree program requiring students to complete a minimum of 53 semester hours to graduate. To complete requirements for the dual degree, students must complete the individual requirements for the integrated program. Individual degrees will not be awarded for either program. No more than six semester hours of M.S.N coursework may be transferred from another institution and applied toward the M.S.N.– M.B.A. dual degree. No more than six semester hours of M.B.A. coursework may be transferred from another institution and applied toward the M.S.N.–M.B.A dual degree.

### **Changing Major or Emphasis**

When a student changes from one major or degree to another or changes emphasis within the major where there are different requirements for admission, the student must reapply and meet the requirements of the new program.