

Kakos School of Arts and Sciences

Dr. Marcy Kelly

Dean of the Kakos School of Arts and Sciences

Vision Statement

The Kakos School of Arts and Sciences is a vibrant, interdisciplinary community of student and faculty scholars working together to advance excellence in research, teaching, and learning. We combine LaSallian values with a person-centered approach to education to cultivate transferable critical thinking and scientific inquiry skills. Our students have the unique opportunity to scaffold their disciplinary passions on a strong foundation of the liberal arts and sciences to help them become successful, ethical professionals and community-engaged stewards of the future.

Graduate Degree and Advanced Certificate Programs

The Kakos School of Arts and Sciences currently offers the following graduate and advanced certificate programs:

- Advanced Certificate in Bilingual Special Education
- Advanced Certificate in Mental Health Counseling
- Advanced Certificate in School Counseling
- M.A. in School Counseling
- M.S. in Computer Science
- M.S. in Marriage and Family Therapy
- M.S. in Mental Health Counseling
- M.S. in Organizational Leadership
- M.S.Ed. in Adolescent Education/Students with Disabilities
- M.S.Ed in Child Education/Special Education

We also offer seven 5/5.5 year combined degree programs:

- B.A. in a Liberal Arts discipline/M.B.A (in collaboration with the O'Malley School of Business)
- B.A. in Psychology/M.A. in School Counseling
- B.S./M.S.Ed. in Adolescent Education/Students with Disabilities
- B.S./M.S.Ed in Child Education/Special Education
- B.S./M.S. in Computer Science
- B.A. in Psychology/M.S. in Marriage and Family Therapy
- B.A. in Psychology/M.S. in Mental Health Counseling

Admission Requirements and Application Process

Admission requirements and the application process depend on the graduate education program you wish to join. Please see the graduate admissions web page and the relevant graduate program pages in this catalog for details about program-specific requirements and the application process.

- Master's degree applicants must present an earned baccalaureate degree from an accredited college or institution acceptable to Manhattan College. Advanced Certificate applicants must present a master's degree from an accredited college or institution acceptable to Manhattan College.
- Manhattan College students who complete the first semester of their undergraduate sophomore year with a cumulative index of 3.00 or better and grades of B or better in all required major courses may apply to their Department for conditional acceptance into the 5/5.5 year combined degree programs (refer to the relevant graduate program pages for deviations to this conditional acceptance process). After completion of their undergraduate junior year, candidates will apply to The Office of Graduate Admissions for formal admission.
- In most cases, an undergraduate and/or graduate grade point average of 3.0 on a 4.0 scale is required. Refer to the specific graduate program pages in this catalog for deviations from this minimum grade point average requirement.
- GRE scores are required for some of our graduate programs. See specific graduate program sections of the catalog for more information.
- Other factors will be considered for admission, including, but not necessarily limited to, relevant professional experience, post-baccalaureate grades, academic development beyond the baccalaureate degree and an interview with the program's director.

Application for admission to all graduate and certificate programs in the Kakos School of Arts and Sciences is through the Office of Graduate Admissions. An on-line application can be accessed via the Office of Graduate Admissions web page. The completed form accompanied by the application fee (non-refundable) must be submitted to the Office of Graduate Admissions. Applicants for admission are responsible for having official transcripts of all undergraduate and graduate courses mailed directly to the Office of Graduate Admissions, paying the application fee, submitting letters of recommendation, and submitting standardized test scores.

Official transcripts (not student copies) of all undergraduate and graduate records must be sent to the Office of Graduate Admissions by the institutions issuing them. Applicants who file an application before the baccalaureate degree has been conferred may be accepted pending the successful completion of their undergraduate work. A final transcript must be received in the Office of Graduate Admissions prior to course registration.

Graduates of Manhattan College should contact the Office of the Registrar requesting that an official transcript be sent to the Office of Graduate Admissions.

Students who have earned a master's degree or who are pursuing a master's degree in one of the graduate education programs at Manhattan College and who desire to seek

admission into another graduate education program must apply to the new program through the Office of Graduate Admissions.

An application is not complete until all the necessary materials and application fee have been received by the Office of Graduate Admissions. Incomplete applications cannot be processed. Students who file an application and whose official transcripts arrive after the deadline date cannot be assured that their application will be processed in time for the semester for which they are applying.

Applications for admission will be reviewed by the Director of the program and the Dean of the Kakos School of Arts and Sciences.

Admission into our graduate programs will be granted as a matriculated student, i.e., one seeking to fulfill the requirements of a master's degree or an advanced certificate program.

NON-MATRICULATED APPLICANTS: An applicant may be granted permission to take an approved graduate course on a non-matriculated basis or, in special cases, as an auditor. A non-matriculated student is earning graduate credit for a course but is not necessarily working toward a degree. For example, a non-matriculated student may be interested in earning graduate credits, continuing education units, or completing CTLE hours to maintain certification or for other professional reasons. For both non-matriculated and auditing students, tuition and fees are the same as for matriculated students. A non-matriculation fee also applies. Students may not register for more than 12 credits as non-matriculated student. Students who take graduate courses at Manhattan College on a non-matriculated basis and apply thereafter for admission to a graduate program as matriculated students will be informed at the time of acceptance which courses may be applied to the desired degree or advanced certificate program.

International Student Applicants

The College accepts international students for its full-time graduate programs in the Kakos School of Arts and Sciences. Application procedures, admission criteria and information can be found in the individual sections of the catalog. In general, the College cannot accept these students into its part-time graduate programs. The student who is accepted and receives a student visa must be enrolled in each term of the academic year for a minimum of 9 credits. Such students must complete the program within 18 months.

International student applicants should submit their admission application, official transcripts, and the admission fee four months before the beginning of the session they wish to enter. In addition, they must submit a notarized statement that they have sufficient funds to finance their education and their maintenance. Many of the sources of financial assistance are limited to the residents of the United States.

Unless exempted, all international students applying from foreign countries must take the TOEFL (Test of English as a Foreign Language) or acceptable equivalent and have the test results sent to the Office of Graduate Admissions. A minimum TOEFL score of 80 (internet based test), 213 (computer based exam), or 550 (paper based exam) will satisfy Manhattan College admission requirements and criteria for issuance of the I-20 form. However, admission and issuance of an I-20 form is also possible for students with TOEFL scores below 80, 213 or 550 levels for the internet, computer, and paper based exams, respectively, provided they successfully complete an approved English as a Second Language course at another institution or an acceptable substitute at Manhattan

College. The Kakos School of Science will also accept IELTS (International English Language Testing System) scores with a minimum of 6.5 on the 9.0 scale, TOEIC (Test of English for International Communication) scores with minimum score of 690, and Duolingo English Test scores of 110 or higher.

Some international students are exempted from the English proficiency requirement based on where the undergraduate degree was awarded. International students graduating from an accredited four-year undergraduate program in the United States will not need to submit an English proficiency exam score. Graduates of undergraduate programs in English speaking countries that are signatories to the Washington Accord along with the USA, specifically Australia, Canada, Ireland, New Zealand, and the United Kingdom, will not need to submit English proficiency exam scores. A complete list of exempted countries is available from Graduate Admissions.

Suggested Application Deadlines

For best consideration, filing of the graduate application should be completed before August 10th for fall session applicants and January 7th for spring session applicants; however, applications are reviewed on a continuous basis.

Questions related to the application process or admission decision should be addressed to the Office of Graduate Admissions at 718-862-8200 or gradadmit@manhattan.edu. Questions about the programs should be addressed to the director of the program.