7000 J. Mack Robinson College of Business

Graduate programs in the Robinson College of Business are described in this section in addition to program information as well as policies and procedures.

7010 General Information

7010.10 Office of the Dean

7th floor, Robinson College of Business Building
35 Broad Street
404/413-7000
robinson.gsu.edu

H. Fenwick Huss, Dean
Irene Duhaime, Senior Associate Dean for Administration
Richard D. Phillips, Associate Dean for Academic Initiatives and Innovation
David Forquer, Assistant Dean for Executive Programs
Ralph E. Kahlman, Assistant Dean for Administration and Finance
Toby McChesney, Assistant Dean of Graduate Recruiting and Student Life
Tracy Widman, Assistant Dean for Assessment, Accreditation and Faculty

7010.20 Mission

The J. Mack Robinson College of Business of Georgia State University is dedicated to advancing the creation and dissemination of knowledge in business and preparing its students for the practice of management with the knowledge, skills, and values necessary for success in a culturally diverse, and technologically advanced world that is characterized by rapid change and interdependencies. As an academic unit of Georgia State University, the college serves government, public, and not-for-profit organizations through excellence in its research and teaching programs. The college enjoys a location that is distinctive among business schools and is composed of students from small, medium, and multinational corporations; entrepreneurial enterprises; federal, state
7010.30 Accreditation

The J. Mack Robinson College of Business is accredited by AACSB International—The Association to Advance Excellence in Business. The accounting programs of the college also hold membership in the American Accounting Association. The Institute of Health Administration is accredited by the Commission on Accreditation for Health Administration. The Cecil B. Day School of Hospitality Administration is accredited by the Accreditation Council for Education in Hospitality Administration.

7010.40 Administration of Master’s Programs

The Graduate Program Council, a committee composed of five faculty members of the college, is responsible for setting the admission criteria and for recommending changes in the degree requirements of the programs for approval of the faculty of the college. The Division of Master’s Programs works with the associate dean for academic planning and programs, or their designee, to process applications for admission to the master’s programs.

7010.50 Units and Centers

The Robinson College of Business has 11 academic units: the schools of Business Administration, Management Information Systems, and Health Administration; the departments of Computer Information Systems, Finance, and Risk Management and Insurance; and the institutes of Health Administration, Personnel and Employment Relations. The college also has the following centers:

- Center for Business and Industrial Marketing
- Center for Business Development in Transitional Economies
- Center for the Economic Analysis of Risk
- Center for Ethics and Corporate Responsibility
- Center for Excellence in Brand and Customer Management
- Center for Executive Education
- Center for Global Business Leadership
- Center for Health Services Research
- Center for International Business Education and Research
- Center for Mature Consumer Studies
- Center for Process Innovation
- Center for Research in Information Systems
- Center for the Study of Regulated Industry
- Center for Risk Management and Insurance Research
- Economic Forecasting Center
- Herman J. Russell, Sr. International Center for Entrepreneurship
- Real Estate Research Center
- Small Business Development Center
7010.60 RCB Directory of Academic Units

All locations are in the RCB Building, 35 Broad Street, NW, corner of Broad and W. Peachtree.

- Academic Units Floor Phone
- Accountancy 5 7200
- Beebe (Human Resource Management) 10 7525
- Computer Information Systems 9 7360
- Finance 12 7310
- Health Administration 8 7630
- Hospitality Administration 2 7615
- International Business 14 7275
- Managerial Sciences 10 7525

(Includes Business Analysis, Strategic Management, Operations Management, Entrepreneurship)

- Marketing 13 7650
- Real Estate 14 7720
- Risk Mgt. and Insurance 11 7500

(Includes: Actuarial Science, Legal Studies, and Personal Financial Services)

7010.70 Study Abroad Programs

The Institute of International Business promotes international learning through study abroad programs. The study abroad programs range from two- to five-year-long programs. The programs span disciplines and geographic regions, providing rich rewards of an international study experience. RCB currently offers study programs in France, Germany, Hungary/Czech Republic, Italy, South Africa, Turkey, and Mexico. Other locations are possible. Applications must be in good standing with a minimum cumulative GPA of 3.0. Additional program descriptions and application information, consult the Institute.

7010.80 Student Organizations

The Actuarial Students Association (ASA) is an official Georgia State University organization that serves actuarial science students by providing information, coordinating activities with other actuarial science students with passing actuarial exams and seeking employment. All of the Georgia State University – prospective, current, and past—have access through the Department of Risk Management and Insurance, 404/413-7500.

AIESEC: AIESEC is an international non-profit organization that strives to promote international exchange. Being the world's largest student organization, it has offices in over 100 countries.
young people to discover and develop their potential so as to have a positive impact on over 1,100 universities spanning across more than 100 countries and territories. AIESEC helps students discover both their social and professional potential. Through AIESEC related activities, students can gain internships or traineeship abroad opportunities and conferences. For more information, visit the AIESEC website.

**Alpha Kappa Psi:** This national professional fraternity aims to foster the best in students in business scholarship, to promote closer affiliation between the business world and the university, and to encourage the idea of service as the basis of a business profession; to promote the development of high standards of business ethics. The Pi Chapter was founded in 1906. For more information about this general business fraternity can be obtained by contacting the chapter advisor.

**The American Marketing Association:** The AMA, which is the world's largest professional association for marketing professionals, educators, and students, is dedicated to improving the development of high standards of business ethics. The Pi Chapter was founded in 1935. For more information about this general business fraternity can be obtained by contacting the chapter advisor.

**The American Marketing Association:** The AMA, which is the world's largest association for marketing professionals, educators, and students, is dedicated to improving the development of high standards of business ethics. The Pi Chapter was founded in 1935. For more information about this general business fraternity can be obtained by contacting the chapter advisor.

**The Association for Computing Machinery:** This foundation was founded in 1947 to promote information processing. It promotes the free interchange of information processing both among specialists and among the public in the best schools at Georgia State in 1963. For more information, contact the Department of Computer Science at 404/413-7360.

**Beta Alpha Psi:** This national honorary accounting, finance, and information systems fraternity aims to encourage the idea of service as the basis of a business profession; to promote the development of high standards of business ethics; and to further the highest ethical standards. The Mu Chapter of Beta Alpha Psi. For more information, contact the School of Business Administration at 404/413-7130.

**Beta Gamma Sigma:** Membership in Beta Gamma Sigma is the highest honor that can be received at Georgia State University. Nominations for membership in the society are made in the spring semester. New members are recognized at the college's Honors Convocation in May. Students who have completed their programs and are in the upper twenty percent of the graduating class in their academic year are eligible for nomination. All doctoral students who graduated during the academic year are eligible for nomination. For additional information, contact 404/413-7130.

**The CIS Society:** This organization of GSU students defines and creates opportunities and to succeed professionally while establishing valuable relationships with the information technology community. Additional information may be obtained by contacting the School of Computing and Information Science at 404/413-7130.

**Delta Sigma Pi:** This national professional fraternity aims to foster the best in students in business scholarship, to promote closer affiliation between the business world and the university, and to encourage the idea of service as the basis of a business profession; to promote the development of high standards of business ethics. The Kappa chapter was founded in 1907.
The Entrepreneur Network: This organization of faculty, alumni, and students provides personal and financial freedom offered by entrepreneurship. The Entrepreneur Network provides access to vast networks of advisors, investors, and entrepreneurs, and opportunities to start businesses. The organization welcomes all students and alumni with a demonstrated interest in entrepreneurship. For more information, contact Robert Gemmell at 404/413-7542.

Eta Sigma Delta International Hospitality Management Society: Found in 1958, the Eta Sigma Delta recognizes hospitality undergraduate and graduate students for outstanding academic achievement and demonstrated professionalism. An annual induction ceremony is held, and membership requires a minimum 3.50 GPA. Contact the School of Hospitality for additional information.

Finance Society, The: This organization welcomes all undergraduate and graduate students majoring in the field of finance. The organization is dedicated to fostering the study of finance and increasing industry awareness by exposing members to some of the industry’s most prominent companies. The society assists students make career contacts. For more information, contact the RMI at 404/413-7462 or visit www2.gsu.edu/~wwtfs/.

Financial Planning Association (FPA) Alliance: This organization is open to all members as well as interested visitors. The club serves as a focal point for discussing career planning as well as career trends and opportunities in the industry. The FPA is one of the premier professional association in personal financial planning. For more information, contact the RMI at 404/413-7462 or visit www.rmi.gsu.edu.

Future Healthcare Executives: This student organization conducts seminars, case studies, and student projects with health care professionals to provide an opportunity for constructive involvement, education, and networking related to health services administration. The chapter provides faculty and student interaction and professional dialogue. It also helps students enhance career and academic opportunities by connecting with local and regional health services executive groups. For more information, contact Zeta Lambda at 404/413-7630. www.gsu-fhe.org

Gamma Iota Sigma: This is a national organization of students interested in insurance, risk management, actuarial science, and business and public affairs. It has a faculty. The organization exists to encourage superior moral and academic conduct. It provides opportunities for interaction between risk management professionals and students. The Zeta Chapter at Georgia State University provides professional networking opportunities, informational interviews, social events, and academic gatherings. For more information, contact the Department of Risk Management and Insurance.

Graduate Business Association (GBA): This organization serves all graduate business students to provide career education and professional development to its members. The organization focuses on building a strong community while creating an enjoyable, social atmosphere. Programs include workshops, career development resources, resume building, and networking opportunities. The organization offers professional development, leadership, and social events. For more information, contact the Graduate Business Association at 404/413-7542.
GSU Campus Talkers/Toastmasters: This is an officially chartered club whose mission is to provide a supportive and positive learning environment in which members can enhance leadership skills through more effective thinking, speaking, and listening. To learn more, check the club’s website at www.gsu.edu/gsutoastmasters.

International Business Alliance (IBA): The IBA is open to all students. It aims to build business relationships in the international business community, practice the art of international business, and to meet other students with similar interests.

- **Mentor Program**: The Mentor Program is the flagship program of the IBA. Students are matched with a senior executive who brings a wealth of experience. This is an annual program. Applications are accepted during the summer.

- **Speakers Forum**: Speakers from the international business community present on topics that are relevant to current issues. The topics vary by industry, functional area, or geographic focus. It allows for students to expand their knowledge base, or explore a new area of interest.

- **Company Visits**: Company visits provide an opportunity to meet the leadership within a company and to begin building important business relationships.

Several other types of community, cultural, and social events are part of the club’s activities. For more information and announcements, consult the website at iib.gsu.edu/IBA/iba.aspx; or call 404-413-7286. The IBA office is located in 1436 RCB Building.

National Association of Black Accountants: This national membership organization is dedicated to encouraging, and serving as a resource for greater participation by African Americans in the fields of accounting and finance professions. Student membership in NABA is available to students who are interested in careers in accounting or finance. For more information, please call 404/413-7200.

National Black MBA: This national membership organization has as its charter the fostering of opportunities in graduate programs and other graduate programs. For more information, please call 404.413.7167 for the current leadership.

NET Impact: We are the new generation of leaders who are committed to serving the world. Our Global Network of MBA's, graduate students and professionals partner to work on campus or in the community. For more information, please contact – Robinson College Office.

Personal Financial Planning (PFP) Club: This organization is open to students as well as interested visitors. The club serves as a focal point for discussion of various issues as well as career trends and opportunities in the industry. For additional information, call 404/413-7462 or visit www.rmi.gsu.edu.
Phi Chi Theta: A National Business and Economics Fraternity

Founded in 1924, the Upsilon chapter at GSU was initiated in 1926. The chapter takes pride in being an active and contributing member of the fraternity!!! Members share a passion for developing critical business and management skills and building strong professional networks. Our organization prides itself on fostering new opportunities for leadership and personal growth for each member. Please contact Dr. Marta Szabo White in the Department of Business Administration for more information, 404/413-7555.

Real Estate Alumni Group: This organization is open to alumni as well as current students who are interested in all aspects of real estate and land utilization to provide a forum for this professional area. For more information, contact the Department of Business Administration.

The Society for Human Resource Management: This society is an organization for students who are interested in the field of personnel/human resources management. The society conducts periodic meetings. Applications and additional information may be obtained from Dr. John M. Perry, Employment Relations, 404/413-7170.

Tau Alpha Chi (T.A.X.) is an honorary professional association. It is intended for those interested in accounting or for those accounting students who have a general interest in the field. The society exists to achieve the following purposes: (1) to provide members a forum for in-depth tax discussions, (2) to provide opportunities for civic involvement, and (3) to encourage scholastic and professional excellence in the field of Accounting. For more information, contact Dr. John M. Perry, School of Accountancy, 404/413-7200.

Other Organizations: Information on other student organizations, fraternity and sorority organizations, and the various clubs to which students may be interested is available from the Office of the Dean of Students.

7020 Office of Graduate Recruiting and Student Services

605 RCB Building
404/413-7167

Toby McChesney, Assistant Dean of Graduate Recruiting and Student Services
Fast-Track MS, Executive MS, and Specialized MS Programs

Graduate Recruiting and Student Services

6th floor, Robinson College of Business Building
35 Broad Street
404/413-7167

Tiffany Nelson, Associate Director of Recruiting – Professional MBA, Fast-Track MS, Executive MS, and Specialized MS Programs

LaTonya O’Neal, Assistant Director of Recruiting – Professional MBA, Fast-Track MS, Executive MS, and Specialized MS Programs
Kendall Jones, Admissions Coordinator – Professional MBA

Brandon Walton, Assistant Director of Enrollment Management

Shantina Knox, Assistant Director of Graduate Admissions – Flexible MBA, Fast-Track MS, Specialized MS Programs

Tameka Hudson, Admissions Recruiter – Flexible MBA, Fast-Track MS, Executive MBA Programs

Felton Todd, Admissions Recruiter – Flexible MBA, Fast-Track MS, Executive MBA Programs

Rykita Taylor, Admissions Coordinator – Flexible MBA, Fast Track MS, Executive MBA Programs

Jenny Hester, Admissions Coordinator – Flexible MBA, Fast Track MS, Executive MBA Programs

Dondette Wendler, International Admissions Coordinator – Flexible MBA, Fast Track MS, Executive MBA Master’s Programs

Mission

The Graduate Recruiting and Student Services staff supports the college to prospective applicants and facilitating the application process for the programs.

Services

This office provides admission counseling to prospective applicants and the college to help meet their academic and professional goals.

7020.20 Graduate Student Services

Naomi Leader, Associate Director of Student Services & Alumni – Professional MBA Programs

Lindsey Maloney, Assistant Director of Student Services – Professional MBA, Fast-Track MS and Executive MBA Programs

Jasmine McMillan, Advisor - Professional MBA, Fast-Track MS and Executive MBA

Amanda Cinquemani, Business Coordinator – Professional MBA

Stephanie Cole, Admin Coordinator – Professional MBA, Fast-Track MS

Tanya Mosley, Assistant Director – Academic Advising – Flexible MBA and Specialized Master’s Programs

Tobi Lovelace, Advisor – Flexible MBA and Specialized Master’s Programs

Candice Taylor, Advisor – Flexible MBA and Specialized Master’s Programs
Mission

The Graduate Student Services office helps graduate students become familiar with the policies, regulations, and services available though the college and university.

Services

This division provides academic counseling, including new student orientation, academic advising for programs and academic standing, assisting students with course selection, registration, maintaining catalog regulations, and administering policies of the college and university.

7020.30 Faculty Advisers

Students in the specialized programs work with faculty advisers in planning their course. Students in the flexible MBA program, MS Information Systems in Audit & Control, Alpharetta, and PMBA/MHA cohorts in Peachtree-Dunwoody and Henry County as well as other students in the Flexible MBA, Fast-Track MS in Finance, Fast-Track MS in Marketing, Master of Actuarial Science in Risk Management & Insurance, MS in Mathematical Risk Management, MS in Actuarial Science, and MS in Accounting, MS in Science in Wealth Management, have a faculty adviser.

7025 Robinson Career Management Center

Robinson Career Management Center
35 Broad St, 6th floor
404-413-7155
www.robinson.gsu.edu/career/

Jason Aldrich, Executive Director, jaldrich@gsu.edu, Responsible for the Flexible MBA program, MS Information Systems in Audit & Control, and PMBA/MHA cohorts in Peachtree-Dunwoody and Henry County.

Dirk Duran Smith, Associate Director, Graduate Career Management, is responsible for the Flexible MBA program, MS Information Systems in Audit & Control, Alpharetta.

Kenneth Lee, Career Counselor, klee89@gsu.edu. Career counselor for students in the Flexible MBA program, MS Information Systems in Audit & Control, Alpharetta.

Marilyn Santiago, Career Counselor, msantiago@gsu.edu. Career counselor for students in the Flexible MBA program, MS Information Systems in Audit & Control, Alpharetta.

Sharon Cohen, Senior Career Counselor, scohen@gsu.edu. Career counselor for students in the following Specialized Master’s programs: Fast-Track MS in Information Security, Master of Taxation, Master of International Business, Executive MS in Accounting, MS in Actuarial Science in Risk Management, MS in Mathematical Risk Management, MS in Actuarial Science, MS in Accounting, MS in Science in Wealth Management.

Mission
The mission of Robinson Career Management is to help students in their planning and implement their career plans. In addition, we help students and alumni. Fulfilling this mission includes offering students high-quality, individualized services to meet their career objectives.

**Services**

- Online research tools and job/internship resources
- Workshops pertaining to all aspects of the career management process, professional development.
- Executive Career Coaching – a unique mentoring program which matches local Business Executives for individual coaching that gives students the insight into their specific industry, or business function.
- Field Trip Fridays – small groups of graduate students visit local enterprises to learn about specific industry, or business function.
- Panthers on Wall Street – a highly competitive program that is designed for students in the heart of America's financial district, Wall Street, in

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**7030 College Admissions**

All documents and other materials submitted by or for persons in connection with admission become the property of this institution and cannot be returned at any time. Applicants must follow the application procedures completely and correctly and to be on file at the Office of Graduate Recruiting and Student Services by the application deadline. No guarantee regarding admission can be made before an applicant is reviewed by the Master’s Admissions Committee. Applicants must assume responsibility for their file regardless of the admission decision.

Admission is for entry in a specific program, major or status, and for a specific semester. For a program, major, concentration or status may enter a different one only upon approval of the Master’s Admissions Committee of the college. An accepted applicant will be reevaluated according to the admission criteria in effect for the semester at the deadline for the desired semester of entry.

**7030.05 Retention of Records**

If an applicant does not complete enrollment for the semester in which admission was renewed and submission of such additional credentials and information requested by the Admissions Committee will be required. Incomplete application files are retained for a minimum of five years. A student who earns master's level credit and later becomes inactive in the graduate credit earned at Georgia State University will be retained for a minimum of five years.
7030.10 Application Deadline Dates for Certificate Programs and Nondegree Study

Admission to most master’s programs in the Robinson College of Business, with the exception of the Executive M.B.A. Program which begins only in the fall (October), Professional MBA with Track MS Fall and Spring, and Executive MS MIT which is offered in the spring, requires applications and all supporting materials. The deadlines are for three different categories:

- All new applicants to submit applications for admission and all related documents
- Accepted applicants to request approval to change their semester of entry
- Denied applicants to request reconsideration

If the deadline falls on a weekend or university holiday, applications are accepted following the deadline. To be guaranteed a decision for the desired term, applications must be received by these deadlines.

International Applicants U.S. and International Deadlines:

<table>
<thead>
<tr>
<th>Semester Applying</th>
<th>Abroad</th>
<th>Applicants in the U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (Aug)</td>
<td>February 1</td>
<td>April 1</td>
</tr>
<tr>
<td>Spring (Jan)</td>
<td>April 1</td>
<td>September 15</td>
</tr>
<tr>
<td>Summer (June)</td>
<td>September 1</td>
<td>February 1</td>
</tr>
</tbody>
</table>

Applicants are encouraged to apply early, which has several advantages:

- Better chance of securing university housing (fall entry, U.S. applicants should complete their applications even earlier to reserve housing. Financial documents required for I-20s/DS-2019s)
- Better chance of qualifying for assistance through the university’s Office of Student Financial Aid (register for first term)
- Increased likelihood of eligibility for early registration (U.S. applicants)
- Increased likelihood of receiving immigration documents in time to register for desired term (international applicants)
- More time to make plans for attending graduate school if accepted

7030.15 Application Procedures

Refer to the Executive M.B.A. Program, the Professional MBA, and the Professional MBA with Track MS Fall and Spring for information on applying to these tracks.
International Applicants: Applicants who completed all or part of their education outside the United States must have foreign credentials evaluated by Joseph Silny or Educational Credential Evaluation, International (ECE), a World Education Services, accredited U.S. degree equivalency. Foreign grade-point average equivalents are required.

7030.20 Application Options

There are two ways to apply. These options can be accessed by clicking on the website: robinson.gsu.edu/apply/index.html.

- Applications can be submitted electronically. This is the preferred method.
- The application packet can be downloaded as pdf files and printed.

Follow the online directions when applying electronically. The instructions are the same for both the paper application process.

7030.25 Self-Managed Applications

When submitting paper applications, the Robinson College of Business requires applicants to manage all application processes. This means that the applicant collects all credentials other than those submitted directly to the Office of Graduate Recruiting and Student Services. A notice acknowledging the receipt of the completed application packet and all required credentials is sent to the applicant by Graduate Recruiting and Student Services. Self-managed applications, requests for reconsideration by previously denied applicants, and changes to semester of entry are managed by the applicant.

This procedure eliminates any question about whether the applicant’s application materials were received. It also requires careful planning by the applicant, well in advance of the application deadline. The closing dates for receipt of the completed application packet and all required credentials are listed in the application instructions and on the web page associated with this chapter.

The application instructions provide complete information on preparing and submitting an application. Applicants must use current application forms. Applicants must not submit incomplete or incorrect information. Incomplete or incorrect information will delay processing the application. The entire application and all attachments must be submitted as one document.

All inquiries about the application process should be made to the following office:

Robinson College of Business
Office of Graduate Recruiting and Student Services
Georgia State University
P.O. Box 3988
Atlanta, GA 30302-3988
7030.30 Master’s Application and Narrative

The Application for Admission—Master’s Programs must be submitted electronically. In addition to asking for basic biographical and educational data, the master’s program application asks for three questions. Answers to these questions must be typed. Evaluative interviews are not required, although an interview may be requested, so it is important that applicants present their answers in a thoughtful way. This is the opportunity for applicants to present themselves in a way that provides a way to highlight qualities relevant to success in a graduate level program, such as scores and past academic performance. The application also is used to verify computer record system and with the Office of the Registrar. It is important that the application be completed and submitted accurately.

7030.40 Residency Information

Residence data will be used by the university’s resident auditor to determine fee payment purposes. It must be completed by all applicants. (See the “Residency Status” heading in the Financial Information chapter earlier in this catalog.)

7030.50 Application Fee

You will be assessed a $50 application fee with your application. The application fee is non-refundable and is not applied toward registration fees. For each subsequent online application that you submit, there is no additional fee.

7030.55 Transcripts

One official copy of the transcript of all previous college work are required. A set of transcripts must be submitted in a sealed envelope from the institution. Send official transcripts to applicants for use with self-managed applications. Transcripts may be sent directly to Graduate Recruiting and Student Services. (See the “Transcripts” heading “Self-Managed Applications.” In this instance, applicants should specify that the transcripts be sent separately by the appropriate deadline.

Transcripts are required from each institution regardless of the length of the applicant’s status while at the institution or whether the grades are listed. If you attended Georgia State University, you do not have to request your Georgia State transcript. Graduate Recruiting will obtain Georgia State coursework.
One copy of each of the transcripts will be given by Graduate Recruitment the university of the student’s permanent file. A person who has attended may submit only one copy of the transcripts from each institution attended. copies are required from all institutions attended after having last attended.

An applicant who may have been granted provisional admission pending one official copy of a supplementary transcript showing the awarding of the first day of registration of your second semester of enrollment.

7030.60 Admission Tests

The Graduate Management Admission Test (GMAT) and the General Tests the primary admission tests for admission at the master’s level in the Faculty of the programs listed below may submit scores on either the Graduate Examinations (GRE):

- Master of Business Administration
- Master of Business Administration/Master of Health Administration
- Master of Business Administration/Juris Doctor joint programs
- Master of Professional Accountancy
- Master of Actuarial Science
- Master of International Business
- Master of Science majors in Business Economics, Finance, Management
- Risk Management and Insurance
- Master of Science in Health Administration
- Master of Science in Real Estate
- Master of Taxation [Law Scholastic Aptitude Test (LSAT) scores may
- Fast Track MPA, Fast Track MS in Marketing, Fast Track MS in Information

Graduate Certificates in:

- Brand and Customer Management (see below)
- Accountancy
- Enterprise Risk Management
- Information Systems
- Real Estate
- Strategic Sales Leadership

This certificate program is only open to MBA students in the Robinson other colleges at Georgia State University. Enrollment status of applicants
The GMAT is designed to measure aptitude for graduate study in business subjects. Competitive scores are required for a successful application. Scores may not be more than five years old at the desired semester of entry. A student who may not reach a competitive score may be required to retake the GMAT and have the current scores sent to GRSS.

The GMAT should be taken as far as possible in advance of the desired enrollment date. Scores may not be more than five years old at the desired semester of entry. Applications must be received by the stated deadline for complete applications. Scores from a *candidate's copy* of the test will be sent to the student, and decisions will not be made based on the unofficial scores given to the test taker.

In North America and most other parts of the world, the GMAT is administered by the Graduate Management Admission Council (GMAC). Prospective applicants who are located in a country that does not currently offer the test should contact Customer Service at the following address:

GMAT candidateservices@pearson.com

Starting January 1, 2006, the GMAT is administered worldwide by Pearson (ETS). Applicants who have taken the GMAT before January 1, 2006 should contact Customer Service for their college’s code number for master’s level programs. The GMAT Information Bulletin and the GMAC Website (www.gmac.com) provide the most up-to-date listing of test centers.

GRE

The GRE is administered worldwide and year round. The General Test is an adaptive test measuring verbal, quantitative, and analytical writing skills.

Updated information about the GRE computer-based and paper-based tests may be found on the GRE Web site shown below:

GRE information may be obtained by contacting the Educational Testing Service (ETS):

GRE-ETS
P.O. Box 6000
Princeton, New Jersey 08541-6000, USA
Phone: 1-609-771-7670 (8:00 a.m.–7:45 p.m. EST)
Fax: 1-610-290-8975
E-mail: greinfo@ets.org
www.gre.org

GRE scores may not be more than five years old at the desired semester of entry.
Applicants taking the GRE must request that their scores be reported to the Admissions Committee, and if a GRE score previously taken this test must request the Educational Testing Service to forward their scores to the university's code number is R5251. The “candidate’s copy” of the score report is not acceptable.

The GRE should be taken as far as possible in advance of the desired start date, and scores should be received by the stated deadline for complete applications. Scores from the GRE must be sent to the Department of Chemistry by the stated deadline of the test date.

**7030.65 Interviews**

Evaluative interviews are not part of the admissions process for most programs. However, the Admissions Committee may request an interview. If an interview is needed after faculty and program review an applicant’s file, the applicant will be given an appointment. Applicants are encouraged to provide complete answers to all questions asked on the interview. Inquiries regarding the information in this catalog concerning admissions, the programs, or the Admissions Committee should be directed to the Graduate Recruiting and Student Services at any time during the application process.

**7030.71 Resume**

A resume is a required part of the application for all master’s-level programs except chemistry.

**7030.70 Letters of Recommendation**

Letters of recommendation are not part of the admissions process for most programs; however, may do so. Applicants who choose to submit letters can use the University's online application system to request letters from their recommenders in sealed envelopes; recommenders should indicate the name of the applicant and the back of the envelope. Letters of recommendation must be submitted electronically or submitted by the recommender using the online application system or mailed to the address specified by the applicant. An applicant who wishes to waive access to a letter of recommendation may require a copy.

**7030.75 Immunization Certification**

The Board of Regents of the University System of Georgia requires that students who are admitted to Georgia State University submit proof of immunization from measles, mumps, rubella, tetanus, and diphtheria before being allowed to register. Forms for proof of immunization may be obtained online at www.gsu.edu/health/forms.html. Questions regarding health services should be directed to Student Health Services (141 Piedmont Ave. NW, Suite D, Atlanta, Georgia 30308; 404-413-1955)
The college can consider applications for master’s-level admission between December and May, eligible only for conditional admission and may register for their initial semester. However, registration for subsequent semesters will not be allowed unless the required documentation is received.

Applicants born before January 1, 1957, are considered to be immune to chickenpox; one vaccination is required; this requires one vaccination.

Applicants born January 1, 1957, or later who have not already received a vaccination, that they have received it must have two vaccinations at least 30 days before the start of this time constraint. Sufficient time before registration may not be available after an admission decision is received.

U.S.-born applicants born after 1980 and all foreign-born applicants require a vaccination, reliable history of varicella disease, laboratory/serologic evidence of infection (shingles).

7040 General Admission Criteria

(Refer to the Executive M.B.A. Program, the Professional MBA, and the full-time master's programs for information about admission criteria for those programs.)

The Master’s Admissions Committee determines the eligibility of each applicant. Admission is competitive. Each applicant is evaluated individually and in aggregate. In the overall evaluation, primary consideration is given to the applicant’s academic record. Secondary consideration is given to the applicant’s educational objectives, employment history, government, professional activities, and character. The Master’s Admission Committee seeks candidates with meaningful full-time work experience. These elements together must indicate the applicant’s ability to successfully study for an offer of admission to be made. The college is also aware of the AASCB International—The Association to Advance Collegiate Schools of Business.

A bachelor’s degree in any field of study from a regionally accredited college or university, the degree programs, or to the certificate program, of the Robinson College, must be completed with accreditation equivalent to that granted by the Commission on Colleges of the Southern Association of Colleges and Schools is considered in evaluating an applicant for admission.

In reviewing the past academic work of applicants, the Master’s Admissions Committee considers the undergraduate GPA and the junior/senior GPA. In evaluating scores on standardized tests, the committee will consider the relationship between verbal and quantitative scores in addition to considering the overall quality of the applicant’s application. All of the master’s programs require strong communication skills and a high level of proficiency in speaking and writing, so when GRE scores are submitted for applications to eligible programs, they are considered.

In cases where the applicant has done additional accredited undergraduate work or graduate work, the college considers those courses relevant and influential in the applicant’s decision to apply to the master’s program. In addition, the applicant’s work history is also considered in determining the applicant’s qualifications for admission.
accredited graduate work, a “most recent two-year GPA” will be calculated based on quarter hours or sixty semester hours of coursework (to the nearest whole number). Where GPA promise is higher than the junior/senior GPA, it will be given more weight in the admission decision.

Transcripts, test scores, and other materials are received and evaluated by the Admissions Services. In addition, applications to the following programs also are reviewed by the School of Public Health Administration joint programs, Master of Science in Health Administration, Master of Public Health, Master of Science with majors in, in managerial sciences, risk management and insurance, and the specific requirements of a particular program or major is high importance is given to the health, character, and personality of each applicant.

Applicants are not required to submit a general certification of their student health status, immunization against measles, mumps, rubella, varicella, tetanus, and diphtheria, but this certification are available online at www.gsu.edu/health/forms.html. The applicant’s academic record, test scores, and character are also evaluated. Admission is a competitive, selective process and meeting minimum qualifications does not guarantee acceptance.

Absent extenuating circumstances, good disciplinary standing at previous institutions is a condition of admission for all applicants. For purposes of admission, good standing means no pending disciplinary charges, outstanding disciplinary sanctions or suspension from re-enrolling at previously attended postsecondary institutions.

Applicants with a criminal and/or disciplinary history who are determined to have a history based on their academic record and other credentials are required to provide this information before an admission decision is made by the university. Instructions for this process will be forwarded to the applicant after the university has determined that the applicant has the eligibility to be considered.

Omissions or misrepresentations on an application for admission are considered under consideration, and successful admission may be voided by, acceptance to and continuation at Georgia State. Applicants have a responsibility to update information changes after application submission.

Graduate Admissions Appeals

Graduate Admissions - General

Georgia State University welcomes applications from all qualified individuals, including, but not limited to, applicants from diverse academic backgrounds, individuals of all ages, sexual orientation, gender, disability, veteran status or national origin. Admissions are determined on the basis of academic and personal qualifications, including, but not limited to, an applicant's academic record, test scores, and character. Admission is a competitive, selective process and meeting minimum qualifications does not guarantee acceptance.

Absent extenuating circumstances, good disciplinary standing at previous institutions is a condition of admission for all applicants. For purposes of admission, good standing means no pending disciplinary charges, outstanding disciplinary sanctions or suspension from re-enrolling at previously attended postsecondary institutions.

Applicants with a criminal and/or disciplinary history who are determined to have a history based on their academic record and other credentials are required to provide this information before an admission decision is made by the university. Instructions for this process will be forwarded to the applicant after the university has determined that the applicant has the eligibility to be considered.

Omissions or misrepresentations on an application for admission are considered under consideration, and successful admission may be voided by, acceptance to and continuation at Georgia State. Applicants have a responsibility to update information changes after application submission.
The Chair of the academic department of the graduate program and the President’s designees for purposes of hearing Graduate Admissions Appeals.

Applicants for graduate program admissions who are denied admission may appeal to the department chair within twenty (20) calendar days of the date of denial. The decision of the department chair is final.

Applicants for graduate admission who are denied for reasons related to an application may appeal the denial to the Associate Provost for Academic Affairs. Appeals must be made within thirty (30) calendar days of the date of the denial letter. The decision of the Associate Provost for Academic Affairs is final.

**Notice to Applicant of Background Review Requirement**

The University requires applicants who have a criminal or disciplinary concern to contact the Background Review Records Coordinator at 404-413-1515 to begin the process as soon as possible to ensure timely processing of your application. The University will let you know what supplemental documentation you will need to provide. The following are examples of such documentation:

1. a personal statement explaining the circumstances surrounding criminal charges and the current status of any charges and sanctions;
2. copies of criminal or school disciplinary records; and
3. a background check (if you have a criminal history).