

# DISTANCE EDUCATION

## Program Catalog



[www.distance.k-state.edu](http://www.distance.k-state.edu)

1-800-622-2KSU (2578)

**KANSAS STATE**  
UNIVERSITY

Division of Continuing Education



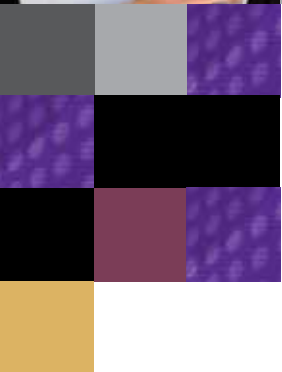
## 6 BACHELOR'S DEGREES

Animal Sciences and Industry: Animal Products Option  
Dietetics  
Early Childhood Education  
Family Studies and Human Services  
Food Science and Industry: Food Business and Operations Management Option  
Food Science and Industry: Science Option  
General Business  
Interdisciplinary Social Science  
Technology Management

## 11 MASTER'S DEGREES

Academic Advising  
Adult and Continuing Education  
Agribusiness  
Chemical Engineering  
Civil Engineering  
Community Development  
Curriculum and Instruction: Digital Teaching and Learning  
Curriculum and Instruction: Educational Computing, Design, and Online Learning  
Curriculum and Instruction: English as a Second Language (ESL)  
Dietetics  
Educational Leadership  
Electrical Engineering  
Engineering Management  
Food Science and Industry  
Gerontology  
Master of Science (MS) in Psychology with an emphasis in Industrial and Organizational Psychology (MIOP)  
Mechanical Engineering  
Merchandising  
Operations Research  
Personal Financial Planning  
Software Engineering  
Youth Development





## 19 Ph.D. DEGREES

Personal Financial Planning

## 20 CERTIFICATE PROGRAMS

Academic Advising – Graduate  
 Applied Statistics – Graduate  
 Biobased Products and Bioenergy – Graduate  
 Business Administration – Graduate  
 Conflict Resolution – Undergraduate or Graduate  
 Digital Teaching and Learning – Graduate  
 English as a Second Language (ESL) Endorsement – Graduate  
 Food Safety and Defense – Graduate  
 Food Science – Undergraduate or Graduate  
 Gerontology – Graduate  
 Horticultural Therapy – Graduate  
 Management of Animal Health Related Organizations – Graduate  
 Nonviolence Studies – Undergraduate  
 Occupational Health Psychology – Graduate  
 Organizational Leadership – Graduate  
 Personal Financial Planning – Graduate  
 Public Administration – Graduate  
 Reading Specialist Endorsement – Graduate  
 Transportation Engineering – Graduate  
 Youth Development – Graduate

## 30 MINORS

Animal Sciences and Industry  
 Business  
 Conflict Analysis and Trauma Studies  
 Food Science and Industry  
 Nuclear Engineering

## 31 PROFESSIONAL DEVELOPMENT

## 35 ADMISSIONS



## Choose A Winner!

K-State has a distinguished reputation in distance education, with more than 40 years of distance courses and many national distance education awards. With students in all 50 states and 17 foreign countries, you'll be in good company at a great school.

### **Earn your certificate or degree in a variety of areas.**

Whether brushing up on knowledge in your current field, or venturing into a whole different career, chances are you'll find a program in your area with K-State distance education. Just check out the programs listed in this catalog. With dozens of options available—and new ones being added every year—there is likely a program for you.

### **Complete coursework wherever you are.**

With K-State distance education, you don't have to commute to earn your degree. You can benefit from the expert faculty and top-quality education of an accredited university—all without leaving home.

### **Utilize the Wildcat Success Road Map**

The Wildcat Success Road Map acts as your educational GPS system, guiding you through all the checkpoints that help you arrive at your final destination—completing your distance education program through K-State. Each Sign Post on the Road Map directs you to university resources, courses, services, and programs that assist you on your educational journey and deflect potential roadblocks along your path. The Road Map addresses questions you may encounter during the decision-making forks in the road on your way to program completion, providing the information and directions you need to help reach success as a K-State Wildcat. Check out the Wildcat Success Road Map at [www.dce.k-state.edu/students](http://www.dce.k-state.edu/students).







## Animal Sciences and Industry, Animal Products Option Bachelor's Degree

*Preparation for careers in the food industry at all levels.*

### Application Requirements

At least 60 college credits with 2.0 minimum GPA

### Completion Requirements

126 credit hours with 2.0 minimum GPA

The Animal Sciences and Industry bachelor's program provides challenging courses to prepare for production, management, marketing, distribution, and sales applications in the food industry at all levels. The program builds on a basic science foundation and is complemented by courses in business, food/meat processing, technology, evaluation, quality assurance, and food safety. This degree includes an Animal Products Option.

Graduates of the program are hired for a variety of business or educational positions as well as by a range of enterprises in animal science industries.

To apply for the program, students must have completed at least two years of university credit courses from an accredited institution.

To complete the program, students must complete 126 credit hours with a minimum GPA of 2.0. A minimum of 30 K-State semester hours is required, and 20 out of the last 30 hours must be from K-State.

**For more information, visit [www.dce.k-state.edu/ag/animal-science](http://www.dce.k-state.edu/ag/animal-science)**

## Dietetics Bachelor's Degree

*Professional courses in food, nutrition, and foodservice systems management*

### Application Requirements

At least 30 college credits and completion of specific courses

### Completion Requirements

125 credit hours with a minimum of 2.75 GPA

The bachelor's degree in Dietetics offers students a choice of two programs: the Dietetics Didactic Program (offered via distance education) and the Dietetics Coordinated Program (offered on-campus only). Both meet the academic requirements set by the American Dietetic Association.

Students in the Dietetics program complete professional courses in food, nutrition, and foodservice systems management. The Dietetics program at K-State is recognized nationally and internationally for the quality of its graduates and is accredited by the Commission on Accreditation for Dietetics Education (ADE) and the American Dietetics Association (ADA). Top-ranked faculty prepare students for exciting careers in all facets of dietetics.

To apply for the program, students must have a 2.75 minimum GPA.

**For more information, visit [www.dce.k-state.edu/humanecology/dietetics](http://www.dce.k-state.edu/humanecology/dietetics)**



# BACHELOR'S

## Early Childhood Education Bachelor's Degree

*Preparation for careers working with children from birth to age six*

### Application Requirements

A cumulative 2.0 GPA on transferred coursework. For the evaluation process to occur, your application, official transcripts, and course descriptions must be received no later than June 1 for fall semesters, November 1 for spring semesters, and April 1 for summer semesters.

### Completion Requirements

125 credit hours with grades of "C" or higher on professional coursework

This program is designed for students who wish to work in early childhood education programs in administrative or teaching positions, including work with parents and community agencies, as well as with young children, aged birth through kindergarten. The Kansas State Department of Education and the National Council for Accreditation of Teacher Education have approved K-State's early childhood education preservice program. Students completing the early childhood education program in the School of Family Studies and Human Services are eligible for licensure by the Kansas State Department of Education in early childhood unified, birth through kindergarten. Program degree requirements are subject to change to meet licensure requirements. The early childhood unified, birth through kindergarten, license combines early childhood education and early childhood special education content knowledge and pedagogy in one blended preservice teacher education program.

To complete the ECE program, students must have full admission into the teacher education program. K-State offers 72 hours of general education and professional teacher education courses through distance education. Up to 62 credit hours of additional coursework may be completed at the local community college level and transferred, as applicable, to meet K-State degree requirements.

**For more information, visit [www.dce.k-state.edu/humanecology/earlychildhood](http://www.dce.k-state.edu/humanecology/earlychildhood)**

## Family Studies and Human Services Bachelor's Degree

*Combining a solid background in human development with a specific discipline of your choice*

### Application Requirements

At least 30 credits including specific courses. For the evaluation process to occur, your application, official transcripts, and course descriptions must be received no later than June 1 for fall semesters, November 1 for spring semesters, and April 1 for summer semester.

### Completion Requirements

124 credit hours with grades of "C" or higher on professional coursework

The School of Family Studies and Human Services is focused at the undergraduate level on the study of individuals and families from a multidisciplinary perspective. Programs emphasize developmental processes throughout the life cycle; interpersonal relationships; personal financial planning; intervention for speech, language, and hearing problems; and educational programming for children and families. With a bachelor's in family studies and human services, you will combine a solid background in human development with a concentration from an outside area such as psychology, sociology, gerontology, or women's studies. You can work with your advisor to customize your degree path for your particular interests. Students in this program often go on to administrative roles in youth programs, the court system, Cooperative Extension, family support programs, and public health departments.

To apply for the program, students must have completed at least 30 college credits.

To complete the program, students must complete 124 credit hours with a minimum GPA of 2.0.

**For more information, visit [www.dce.k-state.edu/humanecology/fshs](http://www.dce.k-state.edu/humanecology/fshs)**





## Food Science and Industry Bachelor's Degree

*Preparation for professional jobs in the food industry*

### Application Requirements

At least 60 college credits with 2.0 minimum GPA

### Completion Requirements

126 credit hours with 2.0 minimum GPA

The Food Science and Industry bachelor's degree program leads to a Bachelor of Science in Food Science and Industry. Students may select from either the Science Option or the Food Business and Operations Management Option. The Science Option emphasizes the basic sciences and prepares students for more technical jobs, product development, and graduate school. Students in the Food Business and Operations Management Option must minor in either business, agribusiness, or agricultural economics as they prepare for management and other opportunities in the food industry.

Completing the program opens up new professional opportunities for graduates in fields such as food science, meat science, and other areas.

To apply for the program, students must have completed at least two years of university credit courses from an accredited institution.

To complete the program, students must complete 126 credit hours with a minimum GPA of 2.0. A minimum of 30 K-State semester hours is required, and 20 out of the last 30 hours must be from K-State.

**For more information, visit [www.dce.k-state.edu/ag/food-science/bachelors](http://www.dce.k-state.edu/ag/food-science/bachelors)**





## General Business Bachelor's Degree

*Fundamental areas of business, such as accounting, finance, management, and marketing*

### Application Requirements

45 credit hours of accepted coursework with 2.5 minimum GPA

### Completion Requirements

126 credit hours with 2.0 minimum GPA

The General Business undergraduate degree provides a solid understanding of the fundamental areas in business: finance, accounting, management, and marketing. The curriculum is designed to prepare students for the diverse environment of the business world.

The program gives students a wealth of career opportunities in large corporations, small businesses, government agencies, and nonprofit organizations.

To apply for the program, students must have completed 45 credit hours or units of accepted coursework with 2.5 minimum GPA from an accredited institution(s).

To complete the program, students must complete 126 credit hours or units with a minimum GPA of 2.0. A minimum of 30 K-State semester hours is required, and 20 out of the last 30 credit hours must be from K-State.

**For more information, visit [www.dce.k-state.edu/business/general-business](http://www.dce.k-state.edu/business/general-business)**

## Interdisciplinary Social Science Bachelor's Degree

*Examines society's institutions and how they are affected by human behavior*

### Application Requirements

30 college credit hours of accepted coursework with 2.0 minimum GPA

### Completion Requirements

120 credit hours with 2.0 minimum GPA

The bachelor's degree in Interdisciplinary Social Science is a general social science degree that examines society's institutions — their structures, theoretical foundations, evaluation, and interrelationships — and how they affect and are affected by human behavior. Students are required to take courses in four social science disciplines included in nine areas: anthropology, economics, geography, history, mass communications, political science, psychology, sociology, and women's studies.

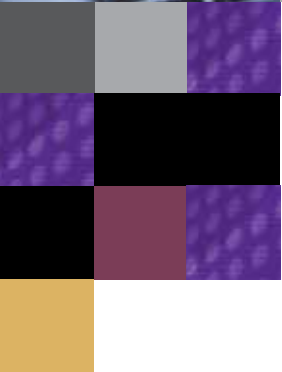
The Interdisciplinary Social Science bachelor's degree provides important general preparation for a career. Students will develop skills that they can apply in many different roles and organizations.

To apply for the program, students must have completed 30 credit hours or units of accepted coursework with 2.0 minimum GPA from an accredited institution.

To complete the program, students must complete 120 credit hours with a minimum GPA of 2.0. A minimum of 30 K-State credit hours or units is required, and 20 out of the last 30 credit hours must be from K-State.

**For more information, visit [www.dce.k-state.edu/artsci/social-science](http://www.dce.k-state.edu/artsci/social-science)**





## Technology Management Bachelor's Degree

*Preparation for supervisory and management positions in a variety of technical areas.*

### Application Requirements

High school diploma

### Completion Requirements

124 credit hours

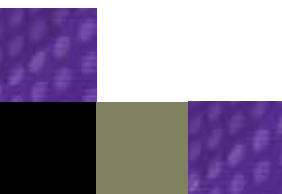
Technology Management is a bachelor's degree program that combines an area of concentration with advanced business studies, providing professional and practical leadership skills to move forward in industry or business. Typically, students complete a two-year degree from a community college in a variety of technical areas (excluding business). Then they take courses from K-State in management, accounting, marketing, and other critical elements of business. K-State courses are offered online and at the Salina or Manhattan campuses.

The Technology Management bachelor's degree is offered by K-State Salina. Graduates of the program are prepared for supervisory and management positions in a variety of professional areas, ranging from aviation and manufacturing to sales and product development.

To complete this degree program, students must complete 124 credit hours of coursework.

Note: The 39 credit hours required for the area of concentration are typically not available online from K-State.

**For more information, visit [www.dce.k-state.edu/technology/management](http://www.dce.k-state.edu/technology/management)**



## Academic Advising Master's Degree

*Issues and skills for delivering effective academic advising*

### Application Requirements

Bachelor's degree with 3.0 cumulative GPA

Admission to K-State Graduate School

[www.dce.k-state.edu/education/advising/masters/started.shtml](http://www.dce.k-state.edu/education/advising/masters/started.shtml)

### Completion Requirements

30 credit hours plus electronic portfolio

The Academic Advising master's degree program is designed for those who desire more formal education relating to academic advising, for faculty seeking advising knowledge beyond their discipline, and for graduate students anticipating academic advising roles. This master's program offers coursework with two options: Advising Administration, and Intercollegiate Athletics and the College Student.

This program, in partnership with the National Academic Advising Association (NACADA), provides a coherently structured set of courses for professional education. They emphasize the need to recognize the contributions of diversity, theory, practice, and research to professional advising. Specifically, the advising graduate program's mission is to prepare advisors to contribute to college student development and learning through the use of a comprehensive theory-driven and research-guided advising practice.

**For more information, visit [www.dce.k-state.edu/education/advising/masters](http://www.dce.k-state.edu/education/advising/masters)**

## Adult and Continuing Education Master's Degree

*Preparation for working with adults in educational and training situations*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA  
on last 60 credits

Admission to K-State Graduate School

[www.coe.k-state.edu/online/ace/admissions/indep.html](http://www.coe.k-state.edu/online/ace/admissions/indep.html)

### Completion Requirements

33 credit hours plus electronic portfolio

The Adult and Continuing Education master's degree focuses on empowering and developing the skills of working professionals whose careers involve working with adults in educational and training situations.

This online master's degree emphasizes the professional needs of all adult educators in their roles as leaders, teachers, managers, and program developers.

The program benefits human resource managers/trainers, business/industry/nonprofit executives, community college professionals, university cooperative extension professionals, armed service professionals, government managers and directors, and adult basic education and literacy professionals.

To complete the program, students must complete 18 required credit hours and 15 elective credit hours plus an electronic portfolio. The program is 100% online. Students in this program can tailor their program of study to their professional needs. The 15 elective hours may be earned through any of K-State's programs. K-State has a unique opportunity for those who are interested in career specialization.

**For more information, visit [www.dce.k-state.edu/education/leadership/adult](http://www.dce.k-state.edu/education/leadership/adult)**





## Agribusiness Master's Degree

*Agribusiness management in food and agriculture production, sales/marketing, and finance*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credits  
Two years of professional work experience  
Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

42 graduate credit hours with 3.0 minimum GPA  
Completion of a thesis project

K-State's Master of Agribusiness (MAB) program offers an industry-centered, distance education degree focused on the food and agribusiness industries and is delivered executive-style to working professionals. The Internet-based, cohort-style approach combines today's technology with a hands-on approach to instruction that provides an outstanding educational experience.

Information in MAB courses is presented so that students integrate key analytical concepts while immediately applying what they have learned. Students complete company-related projects in many courses, solving issues for their firms. The applied focus of the degree is enhanced by the interaction of students employed in all segments of the food and agribusiness sector.

Coursework is done through the Internet, DVDs, and chatrooms. Students also visit the K-State campus for four, one-week-long campus sessions during the 2-1/2 year program. The time on campus allows students to meet classmates and faculty, receive training on the technology, interact with industry leaders, and give group project presentations.

The MAB program requires a total of 42 graduate credit hours with a minimum GPA of 3.0 and completion of a company-related thesis project.

**For more information, visit [www.dce.k-state.edu/ag/agribusiness](http://www.dce.k-state.edu/ag/agribusiness)**

## Community Development Master's Degree

*Facilitating sustainable and prosperous community change*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credits  
Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

36 credit hours including a practicum, creative component, or thesis project

The Community Development master's degree program is for community leaders, practitioners, and those committed to people and places. Students in the program have the opportunity to study with leading educators and researchers from several different universities representing a diversity of fields and scholarship, including community and regional planning, architecture, sociology, Native American studies, economics, and natural resources.

This program provides the skills, information, and networks needed to facilitate sustainable and prosperous community change. It equips practitioners with the tools necessary to build a community in the 21st century.

To complete the program, students must complete 36 credit hours.

This degree program is part of the Great Plains Interactive Distance Education Alliance.

**For more information, visit [www.dce.k-state.edu/capd/community-development](http://www.dce.k-state.edu/capd/community-development)**



## Curriculum and Instruction: Digital Teaching and Learning Master's Degree

*Integrate emerging technologies to improve student learning experiences*

### Application Requirements

Bachelor's degree with a minimum 3.0 GPA on last 60 credits

Current teaching certificate, classroom teaching experience or equivalent

Admission to K-State Graduate School  
[www.dce.k-state.edu/education/curriculum/instruction/admission](http://www.dce.k-state.edu/education/curriculum/instruction/admission)

### Completion Requirements

31 credit hours

The Digital Teaching and Learning option is a 31-credit program and is open to licensed teachers. The requirements for this online specialty are that an educator must have: a current teaching certificate and classroom teaching experience or equivalent, high speed Internet access, and a commitment to integrate technology into instruction to improve student learning experiences. Graduates have taken leadership roles in technology integration and positions in technology-rich schools. Others have become technology directors, technology lead teachers, and curriculum technologists.

Emerging technologies are emphasized as newly designed courses take a broad view of teaching and learning in the context of "virtual learning"—learning in which the world is the classroom—beyond the traditional training of educational technology programs.

**For more information, visit [www.dce.k-state.edu/education/curriculum-instruction/teaching](http://www.dce.k-state.edu/education/curriculum-instruction/teaching)**

## Curriculum and Instruction: Educational Computing, Design, and Online Learning Master's Degree

*Develop instruction using learning technologies and theories*

### Application Requirements

Bachelor's degree with a 3.0 minimum GPA on last 60 credits

Admission to K-State Graduate School  
[www.dce.k-state.edu/education/curriculum/instruction/admission](http://www.dce.k-state.edu/education/curriculum/instruction/admission)

### Completion Requirements

31 credit hours

The Educational Computing, Design, and Online Learning emphasis is a 31-credit-hour program offered entirely online. This area of concentration is for educators from all walks of life who want to develop instruction using learning technologies. In this program specialty, you will study the research and theories behind technology choices, develop instructional design knowledge and skills, e-learning/blended learning, problem-based learning, technology's role in school reform, telementoring and telecollaboration, ethical and social issues in technology, and informal and intentional learning projects (e.g., on the web or in a museum or park). Graduates have become technology directors, instructional designers, and have also continued with doctoral study in this area for work in higher education at the community college or university level as faculty or administrators.

Instructional design principles are emphasized in this specialty. These principles are applied to teaching and learning in face-to-face instruction, immersive spaces and virtual worlds, augmented reality, and other distributed and online learning environments.

**For more information, visit [www.dce.k-state.edu/education/curriculum-instruction/program](http://www.dce.k-state.edu/education/curriculum-instruction/program)**







## Curriculum and Instruction: English as a Second Language (ESL) Master's Degree

*Prepares teachers to work with English language learning students in U.S. schools*

### Application Requirements

Current teaching certification

Admission to K-State Graduate School

[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

31–36 credit hours

The master's degree program in Curriculum and Instruction with an emphasis in English as a Second Language (ESL) is designed to prepare certified teachers to work with students who are English language learners in U.S. schools.

The program will assist educators in addressing issues that are relevant and applicable to their classrooms and school sites.

Students who apply for a master's degree in Curriculum and Instruction with the ESL emphasis will use the 15 graduate credit hours obtained from the ESL endorsement courses as their area of emphasis.

To complete the program, students must complete 31–36 graduate credit hours of coursework, including the 15 hours required for the ESL emphasis.

**For more information, visit [www.dce.k-state.edu/education/curriculum-instruction/masters/esl](http://www.dce.k-state.edu/education/curriculum-instruction/masters/esl)**

## Dietetics Master's Degree

*Preparation for working with cutting-edge information in food, nutrition, foodservice management, and wellness to enhance dietetics practice*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credits

Admission to K-State Graduate School

[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

36 credit hours

Upon completion of this 36-credit program in dietetics, students will demonstrate application of cutting-edge information in food, nutrition, foodservice management, and wellness to enhance dietetics practice. Students will also be able to think independently and critically to evaluate and apply new research concepts and theories that will advance the profession of dietetics. Students will understand public policy and current systems of health care delivery with particular reference to the role of the dietitian. Students will also be able to show evidence that they can advance the profession by contributing to evidence-based practice in dietetics.

To apply for the program, students must be credentialed as a Registered Dietitian by the Commission on Dietetic Registration (CDR) of the American Dietetic Association (ADA), or must be registration-eligible. Students must have a 3.0 minimum GPA or a minimum of 3.0 on the last 60 credit hours of coursework.

This program is part of the Great Plains Interactive Distance Education Alliance.

**For more information, visit [www.dce.k-state.edu/humanecology/dietetics/masters](http://www.dce.k-state.edu/humanecology/dietetics/masters)**



## Educational Leadership Master's Degree

*Preparation for elementary and secondary education professionals to obtain state licensure for building supervisory roles*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credits

Acceptable Miller Analogies Test score with teaching experience

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

36 credit hours with 3.0 minimum GPA

The program in Educational Leadership offers coursework leading to a master's degree and/or licensure for elementary and secondary educational leaders. The faculty provide instruction, consultation, and scholarship that focus on defining and resolving problems of professional practice in a diverse and pluralistic society.

This program involves newly designed courses that take a broad view of leadership beyond the traditional training of school administrators. The program is designed to meet individual professional goals that lead to district, building, and program-level licensure.

To complete the program, students must complete 30-36 credit hours of coursework. Coursework is offered in a variety of delivery methods, which involve some on-campus courses.

**For more information, visit [www.dce.k-state.edu/education/leadership/administration](http://www.dce.k-state.edu/education/leadership/administration)**

## Engineering Master's Degrees

*Masters of Science in Chemical, Civil, Electrical, Mechanical, Software Engineering, Operations Research and Engineering Management*

### Application Requirements

Bachelor's degree in engineering or related field with 3.0 minimum GPA on last 60 hours of courses taken

May require specific undergraduate courses

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

30–33 credit hours with 3.0 minimum GPA

The College of Engineering at K-State offers master's degrees through distance education in Chemical, Civil, Electrical, Mechanical, and Software Engineering, Operations Research, and Engineering Management. The programs are designed for working professionals who have already obtained a bachelor's degree in an engineering or computer science field.

The engineering master's programs provide students with a strong skill base and prepare them for a wide range of career opportunities in various specialized areas of engineering.

To complete the program, students must complete 30–33 credit hours of coursework with a minimum GPA of 3.0. No research or thesis is required for program completion. However, some degree programs require a visit to the K-State campus after all coursework is completed to conduct the final exam with the student's graduate committee.

**For specific admission requirements and curriculum for each program, visit [www.dce.k-state.edu/engineering/masters](http://www.dce.k-state.edu/engineering/masters)**





## Food Science and Industry Master's Degree

*Advanced program for those in the food industry*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA and completion of specific courses

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

28 credit hours and Report option

OR 22–24 credit hours and Thesis option

OR Non-Thesis option, 34 credits with 20 core credits and at least 18 hours above 700 level. A final oral exam is administered on campus.

3.0 GPA

The Food Science master's degree is a competitive program offered to food industry professionals who have already obtained a bachelor's degree. It provides additional educational food industry training.

The program is nationally recognized and certified by the Institute of Food Technologists. It provides graduates with opportunities to work with several food commodities, including cereal, dairy, meats/poultry, fruits, and vegetables.

To complete the program, students must complete 22–24 credit hours and a thesis involving a research project, or 28 credit hours and a written master's report. Each option totals 30 hours of graduate credit.

**For more information, visit [www.dce.k-state.edu/ag/food-science/masters](http://www.dce.k-state.edu/ag/food-science/masters)**

## Gerontology Master's Degree

*Directly work with aging population through a wide variety of programs and services*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credits

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

Application materials should be submitted at least three months prior to the start of the semester.

### Completion Requirements

36 credit hours with 3.0 minimum GPA

The Gerontology master's degree program is designed to prepare students who plan to work directly with older people or who will be involved in education or research related to aging issues.

The program provides students with the core competencies identified by the Association for Gerontology in Higher Education and draws on the expertise of graduate faculty and graduate courses from several universities. Students completing the program at K-State will earn a master's degree in Family Studies and Human Services with a specialization in Gerontology.

To complete the program, students must complete 36 credit hours, 24 of which are required and 12 of which are elective courses. A minimum GPA of 3.0 is required for program completion.

This degree program is part of the Great Plains Interactive Distance Education Alliance.

**For more information, visit [www.dce.k-state.edu/humanecology/gerontology/masters](http://www.dce.k-state.edu/humanecology/gerontology/masters)**



## Master of Science in Psychology with an Emphasis in Industrial and Organizational Psychology

*Skills and knowledge to perform in a complex organizational environment*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credits

Two years of human resource managerial or supervisory experience

Completion of specific courses

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

38 credit hours with 3.0 minimum GPA

The Masters of Science in Psychology with an emphasis in Industrial and Organizational Psychology (MIOP) program is a terminal professional degree with a curriculum that emphasizes the application of concepts and behavioral science methodologies for problems facing the human resource professional today.

The program provides students and working professionals with the opportunity to apply new human resource concepts, knowledge, skills, and analytical tools to on-the-job decisions.

The program is a two-and-a-half-year, 38-credit-hour (16, 16, and 6) sequence. Each year, for two years, students are required to complete 16 credit hours: 6 credit hours that **require attendance at a two-week summer workshop on campus**, and 10 credit hours (5 credits in the fall, 5 credits in the spring) that are completed at a distance via the web. During the summer of the third year, students complete a 5-credit-hour guided practicum. The final 1 credit hour toward the practicum takes place in the fall of year three.

For more information, visit [www.dce.k-state.edu/artsci/industrialpsych](http://www.dce.k-state.edu/artsci/industrialpsych)

## Merchandising Master's Degree

*Preparation for work in product development, promotions, and retail management*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credits

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

36 credit hours with 3.0 minimum GPA

The master's in Merchandising degree program is designed to provide merchandising knowledge that relates to consumer behavior, product design and development, issues in global trade and retail systems, professional leadership development, and retail practice, theory, and management.

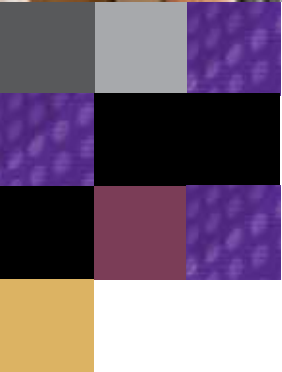
Graduates of the master's in Merchandising program may work in areas such as product development, promotions, and retail management, among other opportunities.

To complete the program, students must complete a minimum of 30 credit hours of coursework, plus 6 credit hours of thesis or practicum experience.

This degree program is part of the Great Plains Interactive Distance Education Alliance.

For more information, visit [www.dce.k-state.edu/humanecology/merchandising](http://www.dce.k-state.edu/humanecology/merchandising)





## Personal Financial Planning Master's Degree

*Skills to enhance personal financial knowledge*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credits

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

42 credit hours with 3.0 minimum GPA

The Personal Financial Planning master's degree incorporates macroeconomics, microeconomics, finance, financial planning ethics, computer applications of financial data, and counseling skills.

Upon completion of the curriculum, students will earn a master's in Family Studies and Human Services degree with an emphasis in Personal Financial Planning and will be eligible to sit for the CFP® Certification Examination. The degree also fulfills the educational requirement for these designations: Registered Financial Consultant, Registered Financial Associate, Certified Retirement Counselor, and Accredited Financial Counselor.

To complete the program, students must complete 42 credit hours with a minimum 3.0 GPA.

This degree program is part of the Great Plains Interactive Distance Education Alliance.

**For more information, visit [www.dce.k-state.edu/humanecology/pfp](http://www.dce.k-state.edu/humanecology/pfp)**

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## Youth Development Master's Degree

*Strengths-based approach for youth development professionals*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credits

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

36 credit hours with 3.0 minimum GPA

The Youth Development master's program allows students to understand, integrate, and apply conceptual approaches to youth development, including asset building, positive youth development, community youth development, risk, and resiliency.

Upon completion of the program, students will demonstrate an understanding of the development and impact of local, regional, state, federal, and global policies on youth and be able to advocate through policy development for optimal youth outcomes. Students will also develop skills in problem-solving regarding funding sources, boards, other agencies, families, and other professionals.

To complete the program, students must complete a total of 36 credit hours with a minimum GPA of 3.0. In addition to required courses, program completion involves either a practicum (1–3 credit hours), independent study (1–3 credit hours), or coursework. Practicum and independent study project hours will be coordinated with the student's major professor.

This degree program is part of the Great Plains Interactive Distance Education Alliance.

**For more information, visit [www.dce.k-state.edu/humanecology/youth-development](http://www.dce.k-state.edu/humanecology/youth-development)**





## Personal Financial Planning Ph.D.

*Provides the knowledge and skill set for building a career in financial counseling and planning*

### Application Requirements

Minimum undergraduate and graduate GPA of 3.0

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

Summer face-to-face sessions

Dissertation

The Ph.D. with an emphasis in Personal Financial Planning—the first in the nation to be conducted largely online—was designed for professionals who already have busy careers and substantial roots where they live. Offered through the School of Family Studies and Human Services, the program is composed of a mix of online and residency courses.

This hybrid program allows you to take online courses during the fall and spring semesters and participate in intensive ten-day summer experiences. During three consecutive summer residency sessions on the K-State campus, you will build a connection with faculty and peers as well as the university. For your final summer session, you will travel abroad as a group to see up-close how global markets work and how they affect financial planning in the United States and worldwide.

The degree fulfills the educational requirement for these designations: Registered Financial Consultant, Registered Financial Associate, Certified Retirement Counselor, and Accredited Financial Counselor.

To apply, students must have a minimum undergraduate and graduate GPA of 3.0.

**For more information, visit [www.dce.k-state.edu/humanecology/pfp](http://www.dce.k-state.edu/humanecology/pfp)**





## Academic Advising Certificate

*Issues and skills for delivering effective academic advising*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA

Admission to K-State Graduate School  
[www.dce.k-state.edu/education/advising/certificate/started.shtml](http://www.dce.k-state.edu/education/advising/certificate/started.shtml)

### Completion Requirements

15 credit hours

All courses offered online

This certificate is offered through the College of Education in collaboration with the National Academic Advising Association (NACADA). Professionals who are entering the field of academic advising from teaching positions or other academic and student service areas often wish to expand their knowledge about college student personnel services, including learning theory, student development theory, counseling skill development, career development, and academic advising. Advisors with terminal degrees or graduate degrees in other areas can benefit from some graduate work in this area.

The 15-credit-hour program provides a coherently structured set of courses for professional education. They emphasize the need to recognize the contributions of diversity, theory, practice, and research to professional advising. Specifically, the advising graduate program's mission is to prepare advisors to contribute to college student development and learning through the use of a comprehensive theory-driven and research-guided advising practice.

**For more information, visit [www.dce.k-state.edu/education/advising](http://www.dce.k-state.edu/education/advising)**

## Applied Statistics Certificate

*Statistical background to enhance graduate study or profession*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA during last two years of program

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsperspective/apply](http://www.k-state.edu/grad/gsperspective/apply)

### Completion Requirements

15 credit hours with 3.0 minimum GPA

The Applied Statistics graduate certificate program is designed to enhance degree programs for graduate students and skills for working professionals who need a statistical background for their current positions or to advance in their careers.

Learning new proficiencies in applied statistics can lead to a wider range of employment opportunities in a variety of fields and also provide the tools to enhance research skills.

To complete the program, students must complete 15 credit hours of coursework with a minimum GPA of 3.0.

**For more information, visit [www.dce.k-state.edu/artsci/appliedstats](http://www.dce.k-state.edu/artsci/appliedstats)**



# CERTIFICATES

## Biobased Products and Bioenergy Graduate Certificate

*Training in bioprocessing and biobased materials with a focus on green chemistry and sustainability.*

### Application Requirements

Bachelor's degree and admission to the K-State Graduate School.  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

15 credit hours

This program focuses on the rapidly expanding industry of bioenergy and biobased products. Chemical feedstocks, materials, and fuels derived from biomass have received increasing emphasis and their utilization for energy and materials.

This certificate is a collaboration with the K-State departments of agronomy, biological and agricultural engineering, and AG\*IDEA, an affiliate of the Great Plains IDEA, a national consortium of land-grant universities offering programs and courses in agriculture.

**For more information, visit [www.dce.k-state.edu/ag/bioenergy](http://www.dce.k-state.edu/ag/bioenergy)**

## Business Administration Graduate Certificate

*Basic functional areas of business in effective organizations*

### Application Requirements

Minimum GPA on last 60 credit hours of undergraduate degree

OR 3.0 minimum graduate GPA

OR concurrent enrollment in another graduate degree program

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

15 credit hours with 3.0 minimum GPA

The graduate certificate in Business Administration provides an opportunity for students to gain basic business knowledge without having to participate in a full MBA program.

Students will attain an understanding of the basic functional areas of business administration and how each contributes to an effective business organization. Students will learn how to analyze financial statements to determine a firm's performance and financial condition in relation to what matters most to shareholders and investors. They will also learn managerial strategy development using marketing theories and applied marketing research techniques.

To complete the program, students must complete five business courses (15 credit hours) while maintaining a 3.0 cumulative GPA.

**For more information, visit [www.dce.k-state.edu/business/administration](http://www.dce.k-state.edu/business/administration)**



## Conflict Resolution Undergraduate and Graduate Certificate

*Academic study of conflict analysis and resolution*

### Application Requirements

For Graduate Certificate: Bachelor's degree;  
Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

For Undergraduate Certificate: High school diploma

### Completion Requirements

12 credit hours

The Conflict Resolution graduate certificate provides additional skills and applications for resolving conflicts in the fields of social services, business, political science, psychology, women's advocacy, criminal justice, and communications. The Conflict Resolution program is also offered as a non-degree undergraduate certificate.

Students will study the dynamics of conflict and how to resolve them, which can improve both their own personal situations and their ability to contribute in the workplace. Students will learn to address the complexity of people's lives, help them build a sense of community, foster mutual respect and cooperation, and teach them to rely on fairness rather than power as a basis for resolving disputes.

To complete the graduate certificate program, students must complete four 3-credit-hour courses. The first course taken must be FSHS 751. To complete the undergraduate certificate program, students must complete four 3-credit-hour courses, the first of which must be FSHS 531.

**For more information, visit [www.dce.k-state.edu/humanecology/conflictresolution](http://www.dce.k-state.edu/humanecology/conflictresolution)**

## Digital Teaching and Learning Graduate Certificate

*Implementation of technology use in K–12 classrooms*

### Application Requirements

Current teaching certificate, classroom teaching experience, or equivalent

Admission to K-State Graduate School  
[www.dce.k-state.edu/education/curriculum-instruction/admission](http://www.dce.k-state.edu/education/curriculum-instruction/admission)

### Completion Requirements

15 credit hours

\*This certificate is not the same as an endorsement or licensure.

The graduate certificate in Digital Teaching and Learning is geared toward K–12 teachers, library media specialists, technology coordinators, and administrators, and may lead to a master's degree in Curriculum and Instruction.

The program equips teachers to analyze appropriate uses of technology for integration into the curriculum, designs projects for classroom use, provides experiences in adapting instructional strategies to connect with various student learning preferences, and provides learning experiences that challenge students to be critical thinkers.

Emerging technologies are emphasized to provide a broad view of teaching and learning in which the world is the classroom. Graduates have taken leadership roles in technology integration and positions in technology-rich schools. Others have become technology directors, technology lead teachers, and curriculum technologists.

**For more information, visit [www.dce.k-state.edu/education/curriculum-instruction](http://www.dce.k-state.edu/education/curriculum-instruction)**

## Food Safety and Defense Graduate Certificate

*Preparation to handle food contamination and biosecurity issues*

### Application Requirements

Bachelor's degree

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

12 credit hours

The Food Safety and Defense graduate certificate will prepare graduate students and food-related professionals to effectively deal with food safety and biosecurity issues. Students learn to apply the scientific principles of microbial and chemical risk assessment in real-world situations; analyze and apply the concepts of Hazard Analysis Critical Control Point (HACCP) programs, as well as other safety and security approaches; and evaluate food safety and security issues in the food industry using the perspectives of sound science, critical thinking, and ethical reasoning.

Students will be better prepared to meet challenges of accidental or deliberate food contamination within the food industry, protect public health, prevent foodborne illnesses, and facilitate or improve the profitability of food industries by minimizing health risks related to foodborne pathogens and toxicants.

To complete the program, students must complete a minimum of 12 credit hours of coursework.

This program is part of Ag\*IDEA, an affiliate of the Great Plains Interactive Distance Education Alliance.

**For more information, visit [www.dce.k-state.edu/ag/food-safety](http://www.dce.k-state.edu/ag/food-safety)**

## Food Science Graduate Certificate

*Research opportunities in the field of food science*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA

Completion of specific courses

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

20 credit hours with 3.0 minimum GPA

The Food Science graduate certificate provides advanced education and training in the food science industry for food scientists and others to advance in the field and explore a diverse range of food science topics.

Graduates of the program can be found working in areas such as quality assurance, food microbiology and safety, management and sales, product development, research and evaluation, consumer relations, and technical services. The program is nationally recognized and certified by the Institute of Food Technologists.

To complete the program, students must complete 20 credit hours of coursework.

**For more information, visit [www.dce.k-state.edu/ag/food-science](http://www.dce.k-state.edu/ag/food-science)**







## Food Science Non-degree Undergraduate Certificate

*Overview of food science*

### Application Requirements

United States residency or active duty military

### Completion Requirements

20 credit hours

The non-degree undergraduate certificate in Food Science allows entry into the food science field without having any existing college credits. Individuals will gain both scientific and practical knowledge about food products and processes.

This program is nationally recognized and certified by the Institute of Food Technologists and provides students with a basic overview of food science.

Students will be admitted to this non-degree program as a special student. To complete the program, students must complete 20 credit hours of coursework.

**For more information, visit [www.dce.k-state.edu/ag/food-science](http://www.dce.k-state.edu/ag/food-science)**

## Gerontology Graduate Certificate

*Research relating to aging issues*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credits

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsperspective/apply](http://www.k-state.edu/grad/gsperspective/apply)

### Completion Requirements

21 credit hours with 3.0 minimum GPA

The Gerontology graduate certificate program is designed for students whose goal is a credential in gerontology and who do not need a master's degree. Students are provided with the core competencies identified by the Association for Gerontology in Higher Education.

This program will prepare professionals who are either working directly with older people or who are involved in education or research related to aging issues. Graduates are often involved in health promotion programs, directing intergenerational activities, managing senior centers or retirement communities, counseling older people and their families, and helping people plan for retirement.

To complete the program, students must complete 21 credit hours with a minimum GPA of 3.0.

This program is part of the Great Plains Interactive Distance Education Alliance.

**For more information, visit [www.dce.k-state.edu/humanecology/gerontology](http://www.dce.k-state.edu/humanecology/gerontology)**



## Horticultural Therapy Graduate Certificate

*Professional training in using garden-related activities to reach treatment goals*

### Application Requirements

3.0 minimum GPA on last two years of bachelor's program  
Two years of professional work experience  
Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)  
Completed college coursework in horticulture, health and human services, and statistics

### Completion Requirements

15 credit hours of coursework

The graduate certificate program in Horticultural Therapy is built around the busy lives of health and human services professionals, horticulturists, and educators who work with people with disabilities, older adults, and those recovering from illness. The 15-credit-hour program of study is offered primarily online. Two on-site, week-long sessions provide intensive experiences in a variety of horticultural therapy settings, under the guidance of leading practitioners in the profession of horticultural therapy.

With all the coursework counting as graduate credit, you will also have a head-start if you choose to pursue a master's degree.

**For more information, visit [www.dce.k-state.edu/ag/horticultural-therapy](http://www.dce.k-state.edu/ag/horticultural-therapy)**

## Management of Animal Health Related Organizations Graduate Certificate

*An understanding of the basic functional areas of business and how each contributes to an effective animal health organization*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credit hours or 3.0 minimum graduate GPA  
Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

16 credit hours with 3.0 minimum GPA

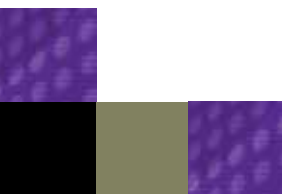
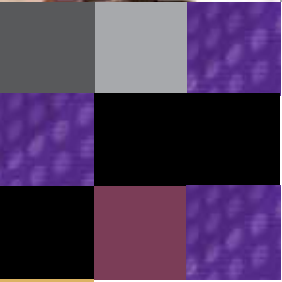
The Management of Animal Health Related Organizations graduate certificate improves the effectiveness of companies in the animal health industry by educating employees and preparing them to take on more responsibilities and expand their career opportunities.

The lead course will focus on the managerial challenges and dynamics of the animal health industry. This will be followed by business functional area courses that draw on examples from a range of industries. The certificate program will end with a detailed project that is based on a practical need in the employing organization.

To complete the program, students must complete 16 credit hours of coursework with a minimum GPA of 3.0.

**For more information, visit [www.dce.k-state.edu/business/animal-health](http://www.dce.k-state.edu/business/animal-health)**





## Nonviolence Studies Undergraduate Certificate

*Nonviolence strategies, tactics, and tools to help resolve problems without violence*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA  
on last 60 credit hours

Completion of specific courses

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

15 credit hours with 3.0 minimum GPA

The nonviolence studies certificate program explores how to change conditions that foster violence, how to find better ways to resolve conflict rather than bullying, abusing power, war, or violence and provides ways to learn how to change for the better the world, the environment, your relationships, and yourself.

To complete the program, students must complete 15 credit hours.

**For more information, visit [www.dce.k-state.edu/artsci/nonviolence](http://www.dce.k-state.edu/artsci/nonviolence)**

## Occupational Health Psychology Graduate Certificate

*Professional knowledge in specific areas of psychology and other relevant fields*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA  
on last 60 credit hours

Completion of specific courses

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

12 credit hours with 3.0 minimum GPA

The Occupational Health Psychology graduate certificate program provides comprehensive instruction in all aspects of occupational health psychology, including theoretical foundations, research methods, and practical applications.

Students in the program learn about the problems associated with work in professional, industrial, and governmental settings and learn approaches to resolve such problems.

To complete the program, students must complete 12 credit hours with a 3.0 minimum GPA.

**For more information, visit [www.dce.k-state.edu/artsci/occupationalhealthpsych](http://www.dce.k-state.edu/artsci/occupationalhealthpsych)**

## Organizational Leadership Graduate Certificate

*Skills and knowledge to be an effective leader*

### Application Requirements

Minimum GPA on last 60 credit hours of undergraduate degree

OR 3.0 minimum graduate GPA

OR concurrent enrollment in another graduate degree program

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

15 credit hours with 3.0 minimum GPA

The Organizational Leadership graduate certificate prepares students to be effective leaders for business teams at all organizational levels. Students will be able to take charge and provide for a corporation, government agency, or nonprofit organization in new and better ways. Students will also develop skills in creating the structure of an organization, managing conflict, operating at an international level, and guiding decision-making and organizational management.

This program offers new opportunities for working professionals by enhancing creative abilities, helping develop new technical skills, providing professional development, enhancing organizational dynamics, broadening knowledge of business trends, and strengthening long-range planning development skills. Students obtain the skills, knowledge, qualifications, and confidence to move into a higher-level leadership position in their career.

To complete the program, students must complete 15 credit hours with a minimum GPA of 3.0.

**For more information, visit [www.dce.k-state.edu/business/leadership](http://www.dce.k-state.edu/business/leadership)**

## Personal Financial Planning Graduate Certificate

*Accurate and timely information in the key areas of financial planning*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credits

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

18 credit hours with 3.0 minimum GPA

The Personal Financial Planning graduate certificate is a Certified Financial Planner, CFP® Board-Registered Program. The program enhances personal financial knowledge and provides accurate and timely information in the key areas of financial planning.

The program prepares students for careers in industry, banking, retirement planning, estate planning, personnel benefits, real estate, insurance, investments, and consumer affairs. Graduates often find rewarding work in corporations or independent firms.

To complete the program, students must complete 18 credit hours with a minimum GPA of 3.0.

**For more information, visit [www.dce.k-state.edu/humanecology/pfp](http://www.dce.k-state.edu/humanecology/pfp)**





## Public Administration Graduate Certificate

*Professional training for a wide range of administrative areas*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA  
on last 60 credits

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

15 credit hours with 3.0 minimum GPA

The Public Administration graduate certificate program is designed to enhance the credentials of graduate students and the professional stature of working professionals who need a public administration background for their current positions and to advance in their careers.

The program provides professional training for a wide range of administrative venues while providing students the flexibility to specialize in an area of interest. Students will gain an advanced level of knowledge in such fields as behavior, personnel, budgeting, leadership, and management.

To complete the program, students must complete 15 credit hours of coursework.

**For more information, visit [www.dce.k-state.edu/artsci/publicadministration](http://www.dce.k-state.edu/artsci/publicadministration)**

## Transportation Engineering Graduate Certificate

*Professional training focused on facilities, services, and infrastructure for the national transportation system.*

### Application Requirements

Bachelor's degree in Civil Engineering from  
an ABET-accredited institution, or

Students who are currently in graduate programs  
such as urban and regional planning, engineering  
management, or other closely related fields

Undergraduate GPA of 3.0 or above for last 60 hours  
of courses taken

GRE for candidates not holding an ABET-accredited  
B.S. in Civil Engineering

Admission to K-State Graduate School  
[www.dce.k-state.edu/engineering/certificates/  
transportation/admission](http://www.dce.k-state.edu/engineering/certificates/transportation/admission)

### Completion Requirements

12 credit hours with

3.0 minimum GPA

Plus research paper or presentation

The Transportation Engineering graduate certificate allows transportation professionals to expand their knowledge and skills through graduate study that is less extensive than a traditional master's program. If students decide to pursue a master's degree, the graduate certificate courses can apply toward that degree.

This program is an initiative of the Kansas State University Transportation Center and the Mid-America Transportation Center.

**For more information, visit [www.dce.k-state.edu/engineering/certificates/transportation](http://www.dce.k-state.edu/engineering/certificates/transportation)**





## Youth Development Graduate Certificate

*For professionals in a variety of youth programs*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credits

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

13 credit hours with 3.0 minimum GPA

The Youth Development graduate certificate program allows students to understand, integrate, and apply conceptual approaches to youth development, including asset building, positive youth development, community youth development, risk, and resiliency. K-State offers two graduate certificates in youth development: Youth Development Professional and Youth Development Administration.

Using a strengths-based approach, the program helps students learn how to support youth to make them socially, emotionally, and cognitively competent adults.

To complete the program, students must complete 12 credit hours of coursework plus a 1-credit fundamentals course.

This program is part of the Great Plains Interactive Distance Education Alliance.

**For more information, visit <http://www.dce.k-state.edu/humanecology/youth-development/certificates/>**

## English as a Second Language (ESL) in Elementary and Secondary Education Endorsement

*Instruction on how to address English language learners in the classroom*

### Application Requirements

K-12 teaching license

### Completion Requirements

Five semester-long courses totaling 15 credit hours

The English as a Second Language (ESL) endorsement program allows elementary and secondary teachers to obtain an endorsement in ESL. Teachers from across the U.S. may take the online classes; however, the endorsement is part of the Kansas State Department of Education licensing process.

The program addresses how to instruct English language learners (ELL) in the classroom. Participants work in collaborative groups either online or in face-to-face settings.

The program is designed to allow educators to address issues that are relevant and applicable to their classrooms and school sites.

**For more information, visit [www.dce.k-state.edu/education/esl](http://www.dce.k-state.edu/education/esl)**





## Reading Specialist Endorsement

*Preparation to be eligible for endorsement in the Reading Specialist area from the Kansas State Department of Education (KSDE)*

### Application Requirements

Bachelor's degree with 3.0 minimum GPA on last 60 credits

Valid professional teaching license

Current teaching experience

Admission to K-State Graduate School  
[www.k-state.edu/grad/gsprospective/apply](http://www.k-state.edu/grad/gsprospective/apply)

### Completion Requirements

18 credit hours

The Reading Specialist graduate endorsement program is an approved program accredited by the Kansas State Department of Education and the National Council for Accreditation of Teacher Education. Candidates who complete the program are eligible for an endorsement in the Reading Specialist area from KSDE. Students seeking this endorsement must hold a valid Kansas professional teaching license. Teachers in other locations may earn the graduate credits for this program but are not eligible for endorsement by KSDE.

Reading specialists serve a large number of students within Kansas school districts, positively impacting Kansas children and young adults. Reading specialists also provide ongoing professional development as literacy leaders within their schools and districts, further benefitting faculty, staff, and students. Through this program in the College of Education, Kansas State University strives to expand literacy knowledge and extend its expertise to individuals and educational institutions across Kansas.

**For more information, visit [www.dce.k-state.edu/education/reading](http://www.dce.k-state.edu/education/reading)**

## Nuclear Engineering Minor

*Professional nuclear engineering education for both working engineers and students in engineering programs.*

### Application Requirements

Must have attained, or be earning, an engineering bachelor's degree from any ABET-accredited engineering program.

Undergraduate GPA of 2.3 or higher

### Completion Requirements

15 credit hours with 2.5 minimum GPA

The nuclear engineering minor offered by K-State provides knowledge and training in the nuclear area to individuals who are already practicing engineers. The minor provides formal background in nuclear engineering subjects and fulfills a societal need for engineers with nuclear engineering experience. Coursework focuses on survey of nuclear engineering concepts and applications, principles of radiation, nuclear reactor theory, and radiation protection and shielding. The minor program is offered through the Engineering Consortium schools. The program is for practicing engineers and engineering students at ABET-accredited institutions.

**For more information, visit [www.dce.k-state.edu/engineering/minors/nuclear/](http://www.dce.k-state.edu/engineering/minors/nuclear/)**



# OPPORTUNITIES

## Minors Options for Your K-State Distance Degrees

Kansas State University offers various minors options through distance education that you can add to your K-State degree. These minors include:

- Animal Sciences and Industry
- Business
- Conflict Analysis and Trauma Studies
- Food Science and Industry
- Nuclear Engineering (also offered to students and professionals who are not K-State students)

**For complete information about the available minors, visit: [www.dce.k-state.edu/courses/degrees/minors](http://www.dce.k-state.edu/courses/degrees/minors)**

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## Interession

Interession provides a full range of opportunities for students and instructors. The K-State Interession program offers on-campus, off-campus, field trips, study abroad, and online classes. Both students and instructors find Interession to be a rewarding experience.

Interession is a time between the standard terms that affords students the option of concentrating on one class in a short period of time. This is also a time when instructors can provide classes to meet the various needs and desires of students in a highly focused format.

K-State has three distinct Interession time periods (January, May, and August) ranging from approximately one to three weeks. The January Interession typically runs from late December to the middle of January, the May Interession typically runs from the middle of May to early June, and the August Interession typically runs from the end of July to the middle of August.

Interession classes are 1–3 credit hour courses from a variety of departments and colleges.

**Visit the Interession website for complete information: [www.dce.k-state.edu/courses/interession](http://www.dce.k-state.edu/courses/interession)**

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## Engineering Professional Development Opportunities

*Professional Development Hours for working engineers and other professionals*

### Engineering Seminar Series

Kansas State University offers an online professional development seminar series for engineers and other professionals. This seminar series provides a means of fulfilling professional development hour (PDH) or Continuing Education Unit (CEU) requirements for re-licensure or other purposes. A variety of topics, including the environment, engineering ethics, problem solving and design, sustainability issues, and project management and technical skills, is available and offered via the web.

**For more information, visit [www.dce.k-state.edu/engineering/pro](http://www.dce.k-state.edu/engineering/pro)**





## Center for Legal Studies

Kansas State University has partnered with the Center for Legal Studies (CLS) to offer students a certificate of completion for online courses in legal studies.

K-State offers the following courses: Paralegal Certificate, Advanced Paralegal Certificate, Legal Nurse Consultant Certificate, Legal Secretary Certificate, Legal Investigation Certificate, and Alternative Dispute Resolution Certificate.

Interested students register through the CLS website and perform all coursework through CLS. Upon completion of the course, the student receives a certificate of completion from K-State. This is a noncredit course, and the certificate of completion is NOT a professional certificate to perform any duties.

The Center of Legal Studies is a legal education company focused on providing students affordable and effective legal education. They deliver the curriculum to students in live lecture, online, DVD, VHS, and text-only formats nationwide to provide students with the flexibility necessary to achieve their academic goals.

**For more information, visit [www.dce.k-state.edu/pro/legal](http://www.dce.k-state.edu/pro/legal)**

**or contact:**

**The Center for Legal Studies  
523 Park Point Drive, Suite 320  
Golden, CO 80401**

**Phone: 1-800-522-7737 or 303-273-9777**

**E-mail: [info@legalstudies.com](mailto:info@legalstudies.com)**

## University Learning Institute (ULI–TheCourse)

Kansas State University has partnered with the University Learning Institute (ULI) to offer students a certificate of completion for the online prep course, TheCourse™. TheCourse™ is designed to teach the core competencies of project management, while preparing students to pass the Project Management Institute's PMP® certification exam.

Interested students register through K-State and perform all coursework through ULI. This is a noncredit course, and the certificate of completion is NOT a professional certificate to perform any duties.

**For more information, visit [www.dce.k-state.edu/pro/project-management](http://www.dce.k-state.edu/pro/project-management)**

## Greenhouse Gas Accounting

Kansas State University has partnered with International Carbon Bank and Exchange, Inc. to offer "Greenhouse Gas Accounting," a course on measuring an organization's carbon footprint.

Interested students register through K-State and perform all coursework through International Carbon Bank and Exchange, Inc. This is a noncredit course and is offered online. Look for additional carbon footprint courses in the future offered by K-State.

**For more information, visit [www.dce.k-state.edu/pro/carbon-footprint](http://www.dce.k-state.edu/pro/carbon-footprint)**



# ADMISSIONS

## Contact Information

*For questions about credit courses and degree programs*

Division of Continuing Education  
Kansas State University  
1615 Anderson Ave.  
Manhattan, KS 66502-4098

Phone: 785-532-5575  
Toll-free: 1-800-622-2KSU (2578)  
Fax: 785-532-3779  
E-mail: [informationdce@k-state.edu](mailto:informationdce@k-state.edu)  
[www.distance.k-state.edu](http://www.distance.k-state.edu)

*Want to attend classes on campus in Manhattan?*  
[www.k-state.edu/admissions](http://www.k-state.edu/admissions)

*Want to attend classes on campus in Salina?*  
[www.sal.k-state.edu/futurestudents](http://www.sal.k-state.edu/futurestudents)

*Want to learn more about K-State's newest campus in Olathe?*  
<http://olathe.k-state.edu>

## K-State IT Help Desk

*For questions about technology*  
785-532-7722  
1-800-865-6143  
Fax: 785-532-3199  
E-mail: [helpdesk@k-state.edu](mailto:helpdesk@k-state.edu)  
<http://public.online.k-state.edu/support>

## Office of Undergraduate Admissions

*For undergraduate admissions*  
119 Anderson Hall  
1-800-432-8270 (Kansas Only) or 785-532-6250  
Fax: 785-532-6393  
E-mail: [k-state@k-state.edu](mailto:k-state@k-state.edu)  
[www.k-state.edu/admissions](http://www.k-state.edu/admissions)

## Graduate School

*For graduate admissions and records*  
103 Fairchild Hall  
785-532-6191  
1-800-651-1816  
Fax: 785-532-2983  
E-mail: [ksugrad@k-state.edu](mailto:ksugrad@k-state.edu)  
[www.k-state.edu/grad](http://www.k-state.edu/grad)

## Student Financial Assistance

*For information about financial aid*  
104 Fairchild Hall  
785-532-6420  
1-877-817-2287  
Fax: 785-532-7628  
E-mail: [ksusfa@k-state.edu](mailto:ksusfa@k-state.edu)  
[www.k-state.edu/sfa](http://www.k-state.edu/sfa)

## Disability Support Services

*For information about accommodations for persons with disabilities*  
202 Holton Hall  
785-532-6441  
Fax: 785-532-6457  
E-mail: [dss@k-state.edu](mailto:dss@k-state.edu)  
[www.k-state.edu/dss](http://www.k-state.edu/dss)

## K-State Notice of Nondiscrimination

Kansas State University is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons, in admissions, educational programs or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable law and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 or the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to the Director of Affirmative Action, Kansas State University, 214 Anderson hall, Manhattan, KS 66506-0124, (Phone) 785-532-6220; (TTY) 785-532-4807.

## Disability Support Services

A student with a disability who wishes to request accommodations for a credit course should notify the course instructor or contact the Disability Support Services Offices, [www.k-state.edu/dss/](http://www.k-state.edu/dss/), 785-532-6441, or e-mail [dss@k-state.edu](mailto:dss@k-state.edu). Early notification is requested to ensure that accommodations can be provided in a timely manner.







### Admissions

All students must be admitted to K-State as a nondegree-seeking student or as an undergraduate or graduate student before they can enroll. Students may take as many courses under the nondegree-seeking special student status as they wish, but most departments set a limit on the number of such credits that can be applied to a regular degree program. Nondegree students do not qualify for student financial aid. Application deadlines for admission for most programs are June 1 for fall term, November 1 for spring term, and April 1 for summer term.

### Graduate Admission

Students enrolling for graduate credit who did not receive an undergraduate degree from K-State and have not previously enrolled in a graduate course at K-State must send their bachelor's degree transcripts to:

The Graduate School  
Fairchild Hall  
Kansas State University  
Manhattan, KS 66506

### Admission Website

Undergraduate admission:  
[www.k-state.edu/admissions](http://www.k-state.edu/admissions)  
Graduate admission: [www.k-state.edu/grad](http://www.k-state.edu/grad)

### Financial Aid

K-State's Student Financial Assistance Office (SFA) administers the federal, state, and institutional student aid programs. Call the SFA office at 1-877-817-2287 or 785-532-6420, e-mail [ksusfa@k-state.edu](mailto:ksusfa@k-state.edu), or visit [www.k-state.edu/sfa](http://www.k-state.edu/sfa). Online applications for financial aid (FAFSA) and scholarships also may be found at the above web address. Scholarships are available for distance students enrolled in degree programs.

### Student Services

Kansas State University is committed to helping students succeed with their education and offers a variety of student services for all current students.

You can find in-depth information about getting started, financial aid and scholarships, necessary forms and helpful links, textbook information, test proctoring, and university policy and procedures on the Student Services website at [www.dce.k-state.edu/students/services](http://www.dce.k-state.edu/students/services)

If you can't find what you are looking for on the website, contact the Student and Faculty Services office at 785-532-5686 or 1-877-528-6106, or e-mail [distance@k-state.edu](mailto:distance@k-state.edu).

The Wildcat Success Road Map is a student service website that acts as your educational GPS system, guiding you through all the checkpoints that help you arrive at your final destination—completing your distance education program through K-State. Each Sign Post on the Road Map directs you to university resources, courses, services, and programs that assist you on your educational journey and deflect potential roadblocks along your path. The Road Map addresses questions you may encounter during the decision-making forks in the road on your way to program completion, providing the information and directions you need to help reach success as a K-State Wildcat. Check out the Wildcat Success Road Map at [www.dce.k-state.edu/students](http://www.dce.k-state.edu/students).





## Kansas State University and Distance Education

Kansas State University, with campuses in Manhattan, Salina, and Olathe, Kansas, was established in 1863 as the first land-grant university. K-State is a Big 12 institution accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The university serves more than 23,000 students from more than 90 countries and all 50 states.

As a land-grant university, K-State is committed to creating educational opportunities for individuals across the state, throughout the nation, and even worldwide. Founded in 1966, the goal of the Division of Continuing Education (DCE) is to offer adult educational opportunities. Through DCE, K-State has been providing distance education courses since 1971.

A nationally award-winning university, K-State is one of the country's leading institutions for distance learning.

**KANSAS STATE**  
**UNIVERSITY**

Division of Continuing Education  
1615 Anderson Ave.  
Manhattan, KS 66502-4098

[informationdce@k-state.edu](mailto:informationdce@k-state.edu)

Capture this QR code on  
your mobile device\* to see  
our website.

\*may require QR code reader app

