

**KSU Master of Science in Prosthetics and Orthotics Program****Prerequisite Requirements Worksheet***(effective beginning Fall 2022)*

One form of eligibility for admission to the Kennesaw State University (KSU) Master of Science in Prosthetics and Orthotics (MSPO) program is that all applicants must have completed prerequisite courses prior to MSPO program entrance. In order to assess your eligibility for the MSPO program and your prerequisite completion, the MSPO admissions committee has prepared this document which consists of two separate forms.

The first form is the **PREREQUISITE COURSE SUMMARY** form. It consists of a table that lists the General Prerequisite Headings in the left column and across the first row are details that must be completed for the course(s) you have taken that, in your opinion, meet the prerequisite criteria. For purposes of comparison, courses that are offered at KSU that meet these prerequisite criteria are listed. If you are uncertain if the courses you have taken are sufficient to meet the prerequisite criteria, please compare your course syllabus to the one(s) listed. Ultimately, the decision for prerequisite equivalency lies with the MSPO Admissions Committee. (NOTE: If you are a KSU student interested in applying to the MSPO program by taking the prerequisite courses listed on this form, please note that some of these courses may require prerequisites in order to enroll in them.)

The second form is the **PLAN OF PREREQUISITE COMPLETION** form. Because you may not have completed all of the required prerequisites at the time of your application, the MSPO Admissions committee needs to know your plan for completing the prerequisites in the event you are conditionally accepted into the program. It is not uncommon for matriculating students to be enrolled in prerequisite courses the summer prior to the program start date in August.

Once you have completed both of these forms as instructed below, please upload the document to OPCAS under Program Documents. If you have any questions, please contact:

MSPO Admissions Committee  
Wellstar College of Health and Human Services  
Kennesaw State University  
[mspo@kennesaw.edu](mailto:mspo@kennesaw.edu)

**NOTE:** If you would like to submit an explanation of a specific aspect of your transcripts, prerequisite courses, or plan for completion (i.e., low grades, repeated courses, or course withdrawals), please describe by typing on a separate page and send as an attachment to [mspo@kennesaw.edu](mailto:mspo@kennesaw.edu).

Thank you for your interest in applying to the MSPO Program at KSU.

## PREREQUISITE COURSE SUMMARY

### Form Instructions

On the **PREREQUISITE COURSE SUMMARY** form, please complete the table according to the following:

- A. Course Department and Number: Fill in department names and course numbers as they appear on the transcript
- B. School: Name of college/university where course was taken.
- C. Term Completed: Use academic term and year: for example, Fall 2008.
- D. Planned Term of Completion: If not yet completed, indicate the academic term that completion is expected; for example, Spring 2009.
- E. Semester Credits Earned: Indicate the number of semester credits earned. To convert quarter credits to semester credits, divide quarter credits by 1.5. For example, 6 quarter credits ÷ 1.5 = 4 semester credits. Do **not** list credits not completed.
- F. Numerical Grade: Convert the letter grade received in course to a numerical grade. Use the following conversion chart:

A	4.0	B+	3.3	C+	2.3	D+	1.3	F	0.0
A-	3.7	B	3.0	C	2.0	D	1.0		
		B-	2.7	C-	1.7	D-	0.7		

- G. Grade Points: For each course, multiply the graded credits by the numerical value of the grade received; for example, 5 credits of an A- = 18.5 grade points.
- H. Number of Times Attempted: Indicate total number of attempts (include withdrawals and completions).
- I. Total Prerequisite Semester Credits Earned: Total the **graded** credits (E).
- J. Total Prerequisite Grade Points: Total the grade points (G).
- K. Prerequisite GPA: Divide the Total Grade Points (J) by the Total Graded Semester Credits (I).

**Note:** For courses that include a non-numerically graded lab section, please list both the lecture and lab credits earned and grade, but use only the numerically graded section in your grade point calculation.

Example of course with combined lecture and lab:

Course	(E) Semester Credits Earned	(F) Grade	(G) Grade Points
CHEM 1211 & 1211L	4, 1	A, CR	16.0
PHYS 2211 & 2211L	4, 1	B+, CR	13.2

Example of recording equivalent prerequisite math course on form:

GENERAL PREREQUISITE & KSU Course Number (credits)	(A) Course # of Comparable Course	(B) School Abbreviation	(C) Term Completed	(D) Planned Term of Completion Month/Year	(E) Semester Credits Earned	(F) Numerical Grade (see chart)	(G) Grade Points	(H) Number of Times Attempted
<b>STATISTICS (lecture)</b> MATH 161 (4 credits)	MATH 161	Univ. of Albuquerque	Summer 2010	Summer 2010	4	3.3	13.2	1

**PREREQUISITE COURSE SUMMARY** (See Instructions for Completing Equivalent Prerequisite Courses on This Form)

GENERAL PREREQUISITE & KSU Course Number (credits)	(A) Course # of Comparable Course	(B) School Abbreviation	(C) Term Completed	(D) Planned Term of Completion Month/Year	(E) Semester Credits Earned	(F) Numerical Grade (see chart)	(G) Grade Points	(H) Number of Times Attempted
<b>STATISTICS (lecture)</b> STAT 1401 (3 credits)								
<b>GENERAL PHYSICS (lecture and lab)</b> PHYS 1111 & PHYS 1111L (4 credits)								
<b>GENERAL CHEMISTRY (lecture and lab)</b> CHEM 1211 & CHEM 1211L (4 credits)								
<b>GENERAL PSYCHOLOGY (lecture)</b> PSYC 1101 (3 credits)								
<b>BIOLOGY (lecture &amp; lab)</b> BIOL 1107 & BIOL 1107L (4 credits)								
<b>HUMAN ANATOMY &amp; PHYSIOLOGY (lecture)</b> BIOL 2221 & BIOL 2222 (6 credits)								
<b>TOTALS</b>		<b>(I)</b>		<b>(J)</b>				

**(K)** PREREQUISITE GPA = \_\_\_\_\_



# ORTHOTICS AND PROSTHETICS

RESEARCH EDUCATION SERVICE

## PLAN OF PREREQUISITE COMPLETION

The Kennesaw State University Master of Science in Prosthetics and Orthotics program requires that all pre-requisite coursework requirements be completed prior to entry into the program. If you have completed all prerequisites for the program, you do not need to complete this form.

In the event you do not have all prerequisites completed at the time of your application, please outline your plan for completion of the pre-requisite requirements prior to entry into the MSPO program in the Fall. This information is critical for applicants that apply to the program, but who have not yet completed all the required prerequisites at the time of application. If you do not have all prerequisites completed and do not provide a plan for completion of the prerequisites with your application, the Admissions Committee will not be able to review your application.

For the tables below, please list the courses in which you intend to enroll in order to complete the MSPO prerequisites.

### Fall Semester and Year

Course Name and Number	Credits	College or University

### Spring Semester and Year

Course Name and Number	Credits	College or University

### Summer Semester and Year

Course Name and Number	Credits	College or University