

## **Admission Requirements for Instructional Leadership Master's Degree Program**

- \_\_\_\_\_ Minimum 3.0 GPA on a degree posted transcript\*
- \_\_\_\_\_ Admission portfolio
- \_\_\_\_\_ Admission interview (The CLSE Department will call you to set this up once other requirements are met.)
- \_\_\_\_\_ Three full years (or six full semesters) acceptable professional educational experience in a P-12 setting, which must include at least one full year full-time P-12 classroom teaching experience.

### **Portfolio Requirements:**

**The following items must be submitted by 5:00 p.m. on admissions deadline date to the Graduate Studies Office in Room 302 Education. Please call 244-3386 to make an appointment. All documents must be submitted at the same time and in a portfolio format. There will be no exceptions.**

- \_\_\_\_\_ **Current resume** with accurate contact information
- \_\_\_\_\_ Copy of current Alabama Teaching Certificate (A or B level)
- \_\_\_\_\_ Form EXP documenting educational experience
- \_\_\_\_\_ Most recent performance appraisal to include the professional development component.
- \_\_\_\_\_ Three (3) letters of recommendation (one must be principal or immediate supervisor)  
    These letters must be printed on letterhead and signed
- \_\_\_\_\_ Reasons for pursuing, and expectations of, the Instructional Leadership Master's  
    Degree (limited to one page, typed double-spaced 12 point font with one inch margins)
- \_\_\_\_\_ Accomplishments in Instructional Leadership field roles. Examples may include:  
    Department Head or Grade level Leader, PST, Extended Day Programs
- \_\_\_\_\_ Evidence of the ability to improve P-12 student achievement (limited to one page, typed double-  
    spaced 12 point font with one inch margins). Examples include: Direct Instruction  
    Building Level Leadership Teams, School Initiatives, Educate Alabama
- \_\_\_\_\_ Philosophy Statement (limited to one page typed double-spaced 12 point  
    font with one inch margins.)

Please contact the Graduate Studies Office at 244-3386 if you have any questions. If you have questions concerning the scheduling of the interview please contact the CLSE Department at 244-3879.

*\*GPAs of 2.5-2.99 may be accepted with satisfactory GRE scores.*

**Please be aware that if test scores and all documents required for unconditional admission are not submitted by the application deadline for the upcoming semester there will not be sufficient time to reach an admission decision.**

### **Admission Materials Deadlines:**

- Summer Semester – May 1
- Fall Semester – August 1
- Spring Semester – December 1

*Revised 1/3/19*