

Admission Requirements for Instructional Leadership Master's Degree Program

- _____ Minimum 2.50 GPA on a degree posted transcript
- _____ An official copy of satisfactory Graduate Record Examination (GRE) or Miller Analogies Test (MAT) score that is no more than 5 years old.
- _____ 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, BBST, 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, Annual Yearly Progress results
- _____ 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.

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 2/1/17