

**Division of Teacher Education, Leadership, and Research
Graduate Programs in Educational Administration and Supervision
Admission Requirements for the MEd in Educational Administration and Supervision
(Both Full-time Cohort Participants and Part-Time Students)**

The following are the admission criteria for the MEd in Educational Administration and Supervision, effective fall 2018, as presented in the 2018-2019 *DSU Graduate Catalog*, and approved by the Mississippi Department of Education. Students seeking a Master of Education degree in Education Administration and Supervision through the public school concentration must meet the following minimum entrance requirements set forth by the College of Education and Human Sciences and the Division of Teacher Education, Leadership, and Research:

1. A Class A teaching certificate, or its equivalent. (A Master of Education degree applicant who does not yet qualify for a Mississippi Class A Educator License may be admitted to the Graduate School, but must meet the requirements for a Mississippi Class A Educator License in a teaching field before the degree will be awarded.)
2. An overall undergraduate grade point average (UGPA) of a minimum of 2.50 or 2.75 on the last 64 hours of required course work. The first 9 hours of coursework must be specified and approved of by the division. NOTE: A minimum grade of B is required for each course for the initial 9 hours. A student with a grade below B in any of the three initial required courses will be allowed to repeat the course(s) one time. No additional courses toward completion of the degree may be taken until initial course requirements are fully met.
3. A minimum of 3 years of K-12 teaching experience.
4. In addition to these minimum criteria, applicants will be evaluated using the following criteria on an admission rubric (available in the Division of Teacher Education, Leadership, and Research), and must earn a minimum composite score for eligibility for admission:
 - a. Overall undergraduate grade point average;
 - b. Number of years of teaching experience;
 - c. GRE Score (waived for any applicant who has already completed another graduate degree);
 - d. Letter of recommendation from school administrator;
 - e. Professional experience documents chosen by the applicant in a submitted admission packet, limited to 4 letter size pages, to provide information about the applicant's professional experiences and understanding of ethics in education, understanding of teaching and learning, experiences in leadership and potential for leadership.
 - f. Interview with faculty (may be virtual, phone, or face-to-face). Applicant may be asked during the interview to provide further explanation about documents submitted in the packet and rationale for their inclusion.

Prospective students currently employed or preparing for employment in junior or senior colleges, nonpublic institutions, or positions not requiring certification, may be considered for waiver of certification and/or related admission requirements. Waiver forms are obtained from the program coordinator through the office of the department/division. These waivers require approval by the program coordinator, division chair, and dean of the college. In the event that certification requirements are waived, it is incumbent upon the student to recognize this limitation upon the scope of the areas within which he or she might seek employment in the future.

To provide the necessary evidence to evaluate whether the prospective student has met the above criteria, the applicant should submit the following documents to the DSU Office of Graduate Admissions:

1. A copy of the student's valid Educator License.
2. Official copies of transcripts of all completed university coursework.
3. Job verification form to provide evidence of years experiences teaching. (form available through the DSU Office of Graduate Admissions)
4. Official copies of the GRE score.
5. Letter of recommendation from a school administrator.
6. A packet of professional experience documents, not to exceed 4 pages, that will provide evidence of professional teaching and leadership experiences, understanding of ethics in education, understanding of teaching and learning, experiences in leadership and potential for leadership. Some examples of documents that may be included are: resume, statement of purpose for pursuing the degree, statements of philosophy of education and beliefs about ethics in education, a description of the subject areas and grade levels in which the applicant has taught, awards related to teaching, certificate of National Board Certification, descriptions of leadership experiences, redacted performance data reports. These documents are chosen by the applicant and may include any of the above as well as any other documents the applicant believes will provide evidence of his/her ability to be successful in the degree program and in school leadership. These should be chosen carefully. Please note that this set of documents is limited to four (4) 8 ½ x 11" pages and any pages exceeding this limit will not be reviewed.
7. Upon review of all application materials, the applicant may be contacted by the program faculty for an interview. (may be virtual, phone, or face-to-face).