

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

- \_\_\_\_\_ Minimum 2.50 GPA in the last 75 semester hours of bachelor's degree
- \_\_\_\_\_ 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

### **Portfolio Requirements:**

The following items must be submitted by 5:00 p.m. on the posted due date to the Graduate Studies Office in Room 300A Education. 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)
- \_\_\_\_\_ Evidence of three (3) full years of teaching experience on Form EXP
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.

**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.**

If you have questions concerning the scheduling of the interview please contact the CLSE Department at 244-3879.

*Revised 3/14/14*