



Admission Requirements for Online Programs in Educational Leadership/Administration *Master's (M.S.), Specialist (Ed.S.), and Modified Certificate*

Degree and GPA Requirements

- ***Master's degree program applicants:*** An earned bachelor's degree from a regionally accredited U.S. institution, or a comparable degree from an international institution, with a **minimum 3.0** (on a 4.0 scale) grade point average (GPA) in all coursework attempted while registered as an **upper-division** undergraduate student working towards a bachelor's degree.
- ***Specialist and Modified Certificate program applicants:*** An earned **graduate** degree from a regionally accredited U.S. institution, or a comparable degree from an international institution, with a **minimum 3.0** (on a 4.0 scale) grade point average (GPA).

Professional Experience

Applicants must have:

- A **current Florida Professional Educator's Certificate**
- A **passing score** on the Florida Teacher Certification Examination (**FTCE**) General Knowledge exam
- At least **two years of full-time PK-12 classroom teaching** experience
- **Current employment in a school** or school district

Performance Evaluations on Instructional Expertise

Applicants must demonstrate instructional expertise by submitting their two most recent performance evaluations in a Florida public school setting (including charter schools), per Section 1012.34, F.S., obtained during the last four years that documented successful demonstration on the Florida Educator Accomplished Practices and a documented track record of achieving student gains. Applicants must have earned an "effective" or higher rating on the following areas of their evaluations in both years:

- ***Performance of Students:*** This portion of the evaluation must include growth or achievement data of the teacher's students or, for school administrators and instructional personnel who are not classroom teachers, the students attending the school.
- ***Instructional Practice:*** Evaluation criteria must include indicators based upon each of the Florida Educator Accomplished Practices as adopted by the State Board of Education. For instructional personnel who are not classroom teachers, evaluation criteria must be based upon indicators or the Florida Educator Accomplished Practices and may include specific job expectations related to student support.

The Requirement for GRE Test Scores is WAIVED for master's (M.S.) and specialist (Ed.S.) applicants applying for Summer 2022, and Fall 2022. The waiver does not include doctoral programs (Ed.D./Ph.D.). Applicants with a competitive GRE score may continue to submit scores.

Language Proficiency Test Scores

International applicants whose first language is not English, and who have not studied in an English-speaking country for at least an academic year, must submit language proficiency test scores:

- **TOEFL (paper-based): 50**
- **TOEFL (Internet-based): 80**
- **IELTS: 6.5**
- **MELAB: 77**

Transcripts

- Applicants must submit an **official transcript** from each college and/or university attended to the Office of Graduate Admissions.
- **Electronic transcripts** must be emailed to graduateadmissions@fsu.edu.
- Hard copies in sealed envelopes must be mailed to:

Florida State University
Office of Graduate Admissions
314 Westcott Building
Tallahassee, Florida 32306
USA

- Transfer credits posted on the records of other institutions are not accepted in lieu of transcripts from the original institutions. Official transcripts for these credits must be submitted even if a degree was not earned.
- Transcripts are considered official when they bear an official seal and signature and are sent from the issuing college or university directly to the Office of Graduate Admissions at Florida State.
- FSU transcripts or official transcripts already on file will be obtained by admissions and uploaded into your application.
- **Unofficial transcripts for completed graduate and undergraduate degrees** should be uploaded by the applicant for departmental review.

Original documents or signed, officially certified photocopies of original documents may be submitted by the student only when institutions outside the United States will not send academic records to other institutions. The verifying signature should be that of an officer of the institution attended. All academic records that are not in English must be accompanied by certified English translations. Certified documents should be true copies that are signed and dated by an educational official familiar

with academic records. Documents signed by a notary or other public official with no educational affiliation will not be accepted.

Applying to the Online Master's (M.S.) and Specialist (Ed.S.) Programs

Applicants to the master's (M.S.) and specialist (Ed.S.) degree programs should **select Online/ Distance Learning for location** and the Term of Admission. The program codes you will select according to degree are:

- **Master's (M.S.): LEADADMNMS**
- **Specialist (Ed.S.): LEADADMNES**

M.S. and Ed.S. applicants must upload the following required materials through the Admissions Application Portal with material titles (Statement of Purpose, Essay Question) at the top:

- **Statement of Purpose:** Describe your aptitude and interest in graduate study in educational leadership, including your preparation for this field of study and your future career goals. Please be specific about why FSU is a good intellectual and professional fit for you. Limit your statement to a maximum of two pages, 12 pt. font, single-spaced.
- **Essay Question (Research Statement):** From your professional work experience, describe and analyze one situation that involved a dilemma related to school leadership and how you demonstrated critical leadership skills and dispositions in response to this dilemma. Limit: one-page response, 12 pt. font, single-spaced.
- **Curriculum Vitae (CV)**
- **Letters of Recommendation and Principal Leadership form** (see page 4)
- **Unofficial transcripts:** Upload your unofficial undergraduate and graduate (Specialist's applicants) for department review of application. You must submit Official transcripts to the Office of Graduate Admissions per University requirement.

Modified Certificate Applicants (no Summer admission)

Applicants to the Modified Certificate program are earning a certificate only and are considered non-degree seeking applicants. The application process for non-degree seeking applicants is different from the Graduate-Regular application. Applications are considered for Spring and Fall terms only on a space-available basis.

Prior to starting a University non-degree application, please email the ELPS department's academic program specialist at dhamkelly@fsu.edu for instructions on submitting your material and deadlines. The required materials are the same as those for the M.S. and Ed.S. programs (above). No GRE scores are required.

If seats are available, applicants will select "non-degree" and upload unofficial transcripts for department review: **Modified-Certificate: Non-Degree, EDLEADERNG**

Official transcripts must be submitted to the university upon admission. Please be prepared to submit your materials to the Academic Program Specialist within two weeks of the program deadline for faculty review. **Students admitted into the online doctoral program** who wish to add the certificate must contact their major professor and the ELPS academic program specialist (dhamkelly@fsu.edu). Doctoral students do not apply to the University as a non-degree seeking applicant.

RECOMMENDATIONS: Please note that there are two types of recommendations required for M.S., Ed.S., and Modified Certificate applications.

- **Principal Leadership Recommender Form:** Applicants must **request** the Recommender Leadership Form by emailing the ELPS department academic specialist, Ms. Deb Kelly, at dhamkelly@fsu.edu.
- Please upload a CV into your application showing current employment.
- The Recommender Leadership Form must be completed by your **current school principal** who has evaluated your most recent teaching or performance and has knowledge of your demonstrated critical leadership skills and dispositions and leadership potential.
- The Recommender Leadership Form must address how the applicant has applied a relentless focus on improving student achievement in the applicant's classroom and contributed to the demonstrable improvement of teaching effectiveness in colleagues' classrooms.
- **Letters of Recommendation:** A total of two Letters of Recommendation must be submitted. Both letters should be from individuals who can describe your ability to meet the graduate level of rigor and expectations in coursework, writing and speaking skills, work ethic, and completing field experiences.
 - **Letters from friends or family will not be considered.** Letters should be professional, typed on letterhead, with a signature.
 - Up to **5** letters of recommendation will be reviewed.
- The graduate application at FSU is a 2-step process. In order to have a complete application, you must first submit your online application. Once you've submitted your application, you will receive an email with information to access your Application Status Page. The Status Page is where you will pay your application fee and add recommenders to your application. It is also where you will upload required application materials, such as your statement of purpose and transcripts.
- **Upon entering the recommender's email address, the application system will send an email with instructions to your recommenders for uploading letters.**