Admission Requirements: Online Programs in Educational Leadership/Administration (Master’s, Specialist, and Modified Certificate)

Applicants must meet the following minimum admission requirements:

**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 of the Florida Educator Accomplished Practices and may include specific job expectations related to student support.

**GRE Test Scores**

*Master’s and Specialist applicants only* – Official test results are required from the General Test of the Graduate Record Examination (GRE). Identify Florida State University (FSU Institution Code is 5219) to receive the official GRE report of your scores. The Educational Testing Service (ETS) does not retain scores longer than five years. If test scores are older than five years, you may have to retake the test to have official scores sent directly to FSU from the testing agency. If you have the official report that was mailed to your home address for older scores, then FSU will accept that report.

**GRE Target Scores:**
- Verbal – 149
- Quantitative – 147
- Analytical Writing – 3.5

The GRE requirement can be waived for outstanding applicants who meet the following criteria:
- A completed graduate degree with a 3.2 (or better) GPA from a North American accredited institution
- Transcripts that provide evidence to satisfy the criteria being applied

Please complete the **GRE Waiver Request form** at [connect.fsu.edu/register/ELPSGREWaiver](http://connect.fsu.edu/register/ELPSGREWaiver).

**NOTE:** Applicants with a competitive GRE score will be able to apply to the program and will not be held to the 3.2 GPA criteria.

Applicants to the **Modified Certificate** program are considered non-degree seeking applicants and do not submit GRE 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.

**Language Proficiency Target Scores:**
- TOEFL (paper-based) – 550
- TOEFL (internet-based) – 80
- IELTS – 6.5
- MELAB – 77
Transcripts

Applicants must submit an official transcript (in a sealed envelope) from each college and/or university attended to the Office of Admissions. Transfer credit posted on the records of other institutions is not accepted in lieu of transcripts from the original institutions. Official transcripts for these credits must also be submitted. Transcripts are considered official when they bear an official seal and signature and are sent from the issuing college or university directly to Florida State. FSU transcripts or official transcripts already on file will be obtained by the Office of Admissions. 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.

The address for submitting transcripts is:

Florida State University
Office of Admissions
282 Champions Way
P.O. Box 3062400
Tallahassee, FL 32306-2400 USA

Master’s and Specialist Material Upload Requirements

Applicants to the master’s and specialist degree programs will select Online/Distance Learning and the Term of Admission. MS/EdS applicants must upload the following required materials through the Admissions Application Portal:

- **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 Florida State University would be a good intellectual and professional fit for you. (Limit: one to two pages, 12 pt. font, single-spaced.)
- **Resume/Curriculum Vitae**
- **Essay Question**: From your professional work experience, describe and analyze one situation that involved a dilemma related to leadership and how you demonstrated critical leadership skills and dispositions in response to this dilemma. (Limit: one-page response).
- **Unofficial Transcripts** may be submitted for departmental/faculty review. **Official transcripts** must be submitted upon admission to the University.
- **Recommendations**: 
Recommendation Form: The Recommendation Form must be completed by your direct supervisor at the school or district level who has evaluated your most recent teaching or performance and has knowledge of your demonstrated critical leadership skills and dispositions and leadership potential. **The Recommendation Form** to be completed by the direct supervisor is available [here](#). This Recommendation 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. For applicants who are school administrators or instructional personnel who are not classroom teachers, the Recommendation Form must address how you have demonstrated a relentless focus on improving student achievement in their schools.

Letter of Recommendation: The Letter of Recommendation must be from someone who can describe your ability to meet the graduate level of rigor and expectations in coursework, writing and speaking skills, and completing field experiences. No form is required for this letter, but the letter should be on letterhead, with a signature. Upon entering the recommender’s email address, the application system will send an email with instructions to the recommender for uploading the letter.

**Modified Certificate Application and Material Requirements**

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.

Prior to application, contact the Academic Program Specialist, Deb Kelly, via email at [dhamkelly@fsu.edu](mailto:dhamkelly@fsu.edu). You will then be given instructions for submitting your material and deadlines. The required materials are the same as those for the MS/EdS program (above), with the exception of the GRE scores.

Upon starting the application, please select “non-degree” and be prepared to upload unofficial transcripts for department review. Official transcripts must be submitted to the university upon admission. No other materials can be uploaded into the non-degree application portal. Please be prepared to submit your materials to the Academic Program Specialist within two weeks of the program deadline for faculty review.