

**APPLICATION FOR ADMISSION  
MASTERS DEGREE PROGRAM**

Western Kentucky University  
College of Education and Behavioral Sciences  
Department of Educational Administration, Leadership, and Research

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
(Last, First, Middle Initial)

SOCIAL SECURITY NO. \_\_\_\_\_

TELEPHONE: HOME: \_\_\_\_\_ OFFICE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

CURRENT POSITION: \_\_\_\_\_

EMPLOYING DISTRICT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

YEARS OF TEACHING EXPERIENCE: \_\_\_\_\_

BACHELORS DEGREE:

School: \_\_\_\_\_ Year \_\_\_\_\_ Major \_\_\_\_\_

CERTIFICATIONS HELD: (please list)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please see back of page for affidavit  
ed.administration@wku.edu**

**Mail to:**

**Educational Administration, Leadership, & Research  
WKU, 1906 College Heights Blvd. #41031, TPH 425  
Bowling Green, KY 42101-1031**

# AFFIDAVIT

PLEASE REVIEW AND SIGN THE FOLLOWING AFFIDAVIT

With this signed program admission form, I hereby apply to the Educational Administration Programs at Western Kentucky University. I acknowledge that a personal interview may be requested as a part of the admission procedure.

Furthermore, I affirm that I have never been convicted or charged with a felony crime, or a crime involving harm against another person. If I have ever been convicted or charged, I have attached a separate letter of explanation. The faculty, at their discretion, may request or conduct criminal records background checks on students; and, I agree to permit such a background check.

I recognize that falsification of any information or affirmation in this application could result in immediate termination from any and all Educational Administration study programs. Further, I recognize that acceptance into the various Educational Administration programs does not assure program completion. The faculty will evaluate both cognitive and leadership skills until graduation are achieved. Finally, I recognize that completion of either degree program or certification program does not automatically entitle me to a certificate from the Education Professional Standards Board of the Commonwealth of Kentucky.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **THE MAE DEGREE IN INSTRUCTIONAL LEADERSHIP**

The Master of Arts degree in Instructional Leadership - School Principal requires a minimum of 36 semester credits in an approved program of preparation. This degree program contains all requirements for the Level I Provisional Certificate for School Principal (All Grades). Completion of the Master of Arts Degree and satisfactory scores on the standardized examinations as prescribed by the Kentucky Education Professional Standards Board are required for certification.

### **PROGRAM ADMISSION**

Admission into Educational Administration programs requires (1) acceptance by Western Kentucky University's Office of Graduate Studies (form A) and (2) recommendation for admission by the Educational Administration Admissions Committee.

#### **I. APPLICATION AND ADMISSION PROCEDURES**

- A. Complete WKU Application for Admission to Graduate Studies (form A) and submit along with a copy of the applicant's most recent Kentucky Teaching Certificate to the Office of Graduate Studies. If the undergraduate degree was not obtained from Western, an official copy of all transcript(s) must be sent to the Office of Graduate Studies.
- B. Score from Graduate Record Examination (GRE- analytical, quantitative, verbal) must be submitted to the Office of Graduate Studies. These scores must be submitted before the Office of Graduate Studies can make an admission decision, but in all cases, before the applicant is allowed to enroll for a second semester or enrolls in more than 12 semester hours.
- C. Admission to Graduate Studies at Western Kentucky University is based upon both the GRE and the undergraduate GPA. A GAP score is calculated by multiplying the GRE x GPA. THE MINIMUM SCORE FOR ADMISSION INTO DEPARTMENT'S EDUCATIONAL ADMINISTRATION MAE DEGREE PROGRAM IS 3,500.
- D. When the Graduate Studies office receives all materials, the applicant's admission papers will be forwarded to the department. Please note, an individual is not fully admitted to the program until the Department Admission Form and accompanying materials are submitted and evaluated by the program faculty. A degree program (form C) cannot be filed until the applicant is fully admitted into the program.

E. DEPARTMENTAL ADMISSION MATERIALS include:

1. Written Personal Statement It should specify information about the candidate's background, educational pursuits, professional experiences and reasons for seeking administrative certification. This requirement serves a two-fold purpose. Both how the candidate expresses himself/herself, and important background information for the review committee are provided by this activity.
2. Recommendations Three professional recommendations are required from those people who are able to comment on the professional competence of the candidate. These may be from a superintendent, principal, professor, school board member, etc. The specified forms are attached to this document. You should have each person complete the form and return it to you in a **sealed envelope and signed** by the person making the recommendation across the flap.
3. Forward all department application materials at one time and in one envelope (**Upon admission to program, a head and shoulders snapshot must be submitted**).

## II. EVALUATION AND ADVISEMENT

### A. Committee Action

When the candidate's application file is complete, the Admissions Committee will then evaluate the applicant's file (recommendations, graduate application materials, etc.) and will accept, reject, or recommend modifications necessary for acceptance into the appropriate Educational Administration program. A student must receive a positive recommendation from the committee before the official program of study can be prepared. The admissions committee will review materials when file is complete.

### B. Assignment of Advisor

Each student accepted into a program in Educational Administration will be notified by letter and assigned an advisor. The advisor will complete a program of studies for the student, which will then be mailed to the student. The student must sign the program and return all copies to the department. The program is then submitted to Teacher Certification for their approval. A copy of approved program will then be mailed to the student. If the student has any questions about the program, he or she should contact the department or advisor.

### C. Due Process

Students may appeal a decision of the Admissions Committee to the Head, Department of Educational Administration, Leadership, and Research. If sufficient redress is not obtained, an appeal may be made to the Associate Dean for Graduate Education, College of Education & Behavioral Science. However, the decision of the Associate Dean is final.

### D. Retention Criteria

In order to remain in good standing in the program, the student will be expected to earn a grade point average of 3.5 (A=4.00). These designated students will be warned during the first semester of below average performance and placed on probation. The warning will indicate the student is eligible to be dropped from the program in the event that two semesters of below average performance are accumulated. To provide appropriate due process, the student who is dropped may appeal to the admissions review committee. The decision of the committee is final.

**DEPARTMENT OF  
EDUCATIONAL ADMINISTRATION, LEADERSHIP, AND RESEARCH  
WESTERN KENTUCKY UNIVERSITY**

<p><b>MAE PROGRAM GUIDE SHEET FOR THE INSTRUCTIONAL LEADERSHIP – SCHOOL PRINCIPAL (ALL GRADES)</b></p>
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*Prerequisites for Admission to Program of Preparation:*

A minimum of 36 semester hours is required in the program to complete Level I Certification. Nine (9) hours of professional education are required and 27 hours of Educational Administration courses are required. Field experiences are required in EdAd 585, EdAd 597, EdAd 682, and EdAd 690. A portfolio is required as an exit requirement. Initial certification is contingent upon successful completion of mandated state tests. Continuing certification is contingent upon additional Level II courses completed and/ or the completion of Kentucky Department of Education approved professional development.

*Admission Requirements:*

Admission into Educational Administration programs requires one  
(1) Acceptance by Western Kentucky University's Office of Graduate Studies (form A) and  
(2) Recommendations for admission by the Educational Administration Admissions Committee.

*Students must meet the following conditions in order to apply for admission:*

1. A bachelors degree from an accredited institution
2. A qualifying GAP score (3500 on the old GRE OR 2200 & 3.5 or better on the analytical writing on the new GRE)
3. One year of successful teaching experience

*Department Admission Materials include:*

1. Department application
2. Written personal statement
3. Three professional recommendations

(Note: Forward all department application materials at one time and in one envelope)

A properly completed application for admission into Educational Administration, Leadership, and Research programs must be submitted adhering to the following cycle:

- A. Spring enrollment – application materials are due by \*September

- B. Summer enrollment – application materials are due by \*January
  - C. Fall enrollment – application materials are due by \*May
- (\*Note: Check with the department for exact due dates for application materials.)

EdAd 585 and EdAd 597 are prerequisites for all other EdAd courses.

The admission process must be complete before student will be allowed to enroll in any other EdAd course.

**Degree Program Course Work:**

*Professional Education* (9 hours)

- EdFn 500 Research Methods
- EdFn 576 Issues and Trends in Education

*Three hours from the following:*

- PSY 510 Advanced Ed. Psychology
- PSY 511 Psychology of Learning
- PSY 519 Psychological Perspectives in Classroom Behavior

*Educational Administration Concentration:* (27 hours)

- EdAd 585 Fundamentals of School Administration
- EdAd 588 School Business Management
- EdAd 594 Seminar on Leadership: Auxiliary Programs In Education
- \*EdAd 597 Problems in Administration & Supervision
- EdAd 677 School Law
- EdAd 682 School-Community Relations
- EdAd 683 Seminar in Curriculum Development
- EdAd 684 Instructional Leadership
- EdAd 690 The Principalship
- \*Enrollment intended to be concurrent with EdAd 585

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Possession of this guide sheet does not imply a contract between the student and the University. Students in Educational Administration Programs must have an approved program on file to insure certification.

Questions regarding these requirements should be addressed to the student's advisor at 270-745-4890.

**WESTERN KENTUCKY UNIVERSITY**  
**EDUCATIONAL ADMINISTRATION COURSES**

The following list of courses is provided to assist the student with degree or certification program planning.

- EdAd 581 Organization Administration of Occupational Education
- EdAd 583 Accounting for Pupil Personnel
- EdAd 585 Fundamentals of School Administration
- EdAd 588 School Business Management
- EdAd 590 Administration of School Personnel
- EdAd 594 Seminar on Leadership: Auxiliary Programs
- EdAd 596 Readings in Education
- EdAd 597 Problems in Educational Administration and Supervision
- EdAd 598 Field-Based Experience in Educational Administration
- EdAd 620 Seminar in the Administration of Special Education
- EdAd 625 Practicum in the Administration of Special Education
- EdAd 630 Special Education Law and Finance
- EdAd 639 The Superintendency
- EdAd 649 School System Administration
- EdAd 659 Strategic Planning in Education
- EdAd 677 School Law
- EdAd 682 School-Community Relations
- EdAd 683 Seminar in Curriculum Development
- EdAd 684 Instructional Leadership
- EdAd 686 Principles of Supervision
- EdAd 690 The School Principalship
- EdAd 694 Seminary in Educational Administration
- EdAd 696 Advanced Organizational Theory
- EdAd 697 Research in Administration and Supervision
- EdAd 699 Specialist Project (Required Six (6) Semester Hours)
- EdAd 798 Internship in Administration and Supervision
- EdAd 799 Dissertation Research
  
- EdFn 500 Research Methods
- EdFn 501 Educational Statistics
- EdFn 548 Research in Curriculum and Instruction
- EdFn 576 Social Issues and Trends in Education
- EdFn 601 Advanced Educational Statistics
- EdFn 612 Seminar in Community College Teaching
- EdFn 675 Higher Education in America
- EdFn 685 Academic Problems in Higher Education
- EdFn 720 Foundations of Rural Education Policy

Questions regarding these requirements should be addressed to the student's advisor or to the Department of Educational Administration, Leadership, and Research at 270-745-4890.



Please evaluate the applicant's qualifications by checking the appropriate spaces below. Specify the group with which you have compared the individual.

Beginning Teacher ( )

Experienced Teacher ( )

QUALIFICATIONS	EXCELLENT (UPPER 5%)	GOOD 6-20%	SATISFACTORY 50%	BELOW AVG. LOWER 50%	NO BASIS FOR JUDGEMENT
Intellectual Ability					
Success as a Teacher					
Knowledge in Subject of Proposed Study					
Oral Expression					
Industry & Perseverance					
Performance in Stressful Situations					
Inquisitiveness & Independence					
Imagination & Creativity					
Potential for Leadership					
Potential for Scholarship					
Overall Potential as Administrative Candidate					

How would you vote on this applicant for employment in your agency as a leader/administrator? Please check one of the following:

Would vote to reject ( )

Would vote to accept ( )

Written Evaluation: Please use the remaining space on this page and additional pages as desired to provide the department with a narrative statement. This is an important part of the overall evaluation and the time you take is appreciated. THANK YOU.

Recommender (please print) \_\_\_\_\_ Position: \_\_\_\_\_

Signature of Recommender: \_\_\_\_\_ Date: \_\_\_\_\_



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