Dear Sir or Madam:

Thank you for your inquiry concerning the Master of Arts in Education Program at Union University. We believe that you have chosen the premier institution to continue your education. Union University’s Department of Education offers NCATE-accredited programs that meet the needs of the 21st century educational leader. Contained within this packet you should find information that will assist you in the application process.

The M.A.Ed. program affords students the opportunity to complete a Master’s degree while obtaining an initial teaching license or additional endorsement area. Concentration areas include special education, library science, elementary education, secondary education, early childhood education, curriculum and instruction, and human growth and development. Please visit our web site at www.uu.edu/academics/graduate/maed to view a copy of our Graduate Catalogue for detailed information concerning the M.A.Ed. program.

Should you have further questions, please feel free to contact the Office of Graduate Studies at 731-661-5523.

Sincerely,

Nancy Cherry, Ed.D.
Director, M.A.Ed.
CHECKLIST OF PROCEDURES

Initial Teacher Licensure (Practitioners or student teaching), M.A.Ed., or Non-degree Graduate Coursework

The following procedures should be carefully followed. Please note that it is the student's responsibility to see that all admission materials are submitted at the earliest possible date.

For post-baccalaureate students seeking admission to the Educator Preparation Program, the M.A.Ed., or non-degree graduate coursework:

_____ Register at www.ets.org/praxis to take the Praxis II content knowledge test for the intended endorsement (For Spec Ed, you must pass the Elem Ed:CK or MS:CK test). Check the current list of TN test requirements before registering. Have scores sent to Union (code 1826) and to the TN Department of Education (code 8190). Study guides are available at http://www.ets.org/praxis/prepare/materials. You must pass the test in order to begin licensure coursework as a licensure student and to be hired on the Practitioners license. If you have not passed the Praxis II content knowledge test for the intended endorsement, you may only begin coursework as a degree-only student, not licensure. It is imperative that you pass the test as early as possible!

_____ Submit the following items in one packet to the Office of Graduate Studies in Education, prior to meeting with the Assistant Dean or Director:

- Application to Graduate Studies in Education
- Post-baccalaureate Application for Admission to the Educator Preparation Program
- a non-refundable application fee of $25
- Certificate of Immunization
- Background check found at http://www.uu.edu/epp/resources/applications.cfm. If you have completed a background check for a school system, that school system must complete the Verification/Intent to Hire form that is submitted to the Graduate Office.
- Completion of the Praxis Prep Tutorial at http://www.uu.edu/academics/graduate/maed/video/ (please contact your Program Coordinator at 731-661-5523 to receive the password for log in. A verification email will be sent to the Program Coordinator’s Office once you have viewed the tutorial.)

_____ Order 2 sets of official transcript from every institution attended, even if the coursework appears on another transcript. One set is for Union; the other is to include with the license application sent to the TN Dept of Ed. Request that they be sent to the Office of Graduate Studies in Education, Union University Box 1876, 1050 Union University Drive, Jackson, TN 38305.

_____ Schedule an appointment to complete the writing sample by calling 731-661-5523. Writing sample can be completed in the Office of Graduate Studies in Education during regular office hours or online.

_____ Give reference forms to two people who know your academic, communication, and leadership abilities (former teacher, co-worker, supervisor, etc.). These are sent directly to the address on the reference form.

_____ Approximately two weeks after transcripts are ordered, call 731-661-5523 to verify receipt. When all transcripts and Praxis score have arrived in the Graduate Education Office, call 731-661-5372 to schedule a transcript evaluation appointment with the Assistant Dean for Teacher Education. Follow that audit very carefully throughout your program.

_____ When a school system indicates that it intends to hire you on the Practitioners license, secure the signature of the principal of your school on the Verification/Intent to Hire form received during the meeting for the transcript evaluation. This form must be submitted to the M.A.Ed. Coordinator to register for Mentoring Seminar I and to apply for the Practitioners license. Submit the Practitioners application to the Asst. Dean for Teacher Education immediately.

_____ If only seeking an M.A.Ed. degree without teacher licensure, submit either an MAT score of 388, GRE Verbal score of 350 and Quantitative score of 400, minimum score on the designated Praxis II content knowledge test, or an accepted, successfully written writing sample (regardless of cumulative GPA).

_____ If seeking the M.A.Ed. degree, with or without teacher licensure, call 731-661-5523 to set an appointment to meet with the Program Director to plan your M.A.Ed. Program of Study and begin coursework.
Obtain student ID and parking permit. Establish computer access codes and passwords after registration.

Submit the first submission of the Teacher Education Portfolio while enrolled in EDU 535 in the first semester at Union. View the LiveText workshop video to set up your LiveText account.

If minimum score on the Praxis II Specialty Area Test has not been submitted prior to completion of 9 graduate semester hours, you must sign the waiver indicating that you are only seeking an M.A.Ed., degree, not teacher licensure, if you want to continue taking classes at Union University. Signing this form indicates that you know you cannot apply for the Practitioners license.

Complete all M.A.Ed. admission requirements and be fully admitted to M.A.Ed. Degree Program BEFORE earning 12 graduate hours or you will be a provisional student and you cannot receive a degree with the provisional status.

Maintain an overall minimum GPA of 3.0 since completion of the undergraduate degree and a GPA of 2.75 in the professional education core.

Pass remaining portions of the Praxis II. It is the student’s responsibility to ensure that the tests taken are the ones currently required by the TN Department of Education. See registration information above.

Submit designated components of the portfolio in preparation for submitting the key assessments while enrolled in the fall semester of Mentoring Seminar II.

If you plan to student teach, all licensure coursework must be completed and all Praxis II tests passed. You must apply for student teaching (http://www.uu.edu/programs/epp/resources/applications.cfm) by the due date early in the semester prior to student teaching.

If you are teaching on the Practitioners license, upon completion of all licensure coursework, Union will provide you a completed program of study form. In early summer of the year that the Practitioners license expires, talk to your school system’s HR Director (or designee) about the process for either renewal the license for 3 more years or advancing to the Professional license.

When your license arrives, check to be sure it is correct. Provide documentation of your license to your school system’s HR office. Continue teaching. CONGRATULATIONS!

If also completing the M.A.Ed. degree:

Upon completing licensure courses, register for the M.A.Ed. core courses. EDU 650 should be taken before EDU 665. EDU 665 is a prerequisite for EDU 675.

If taking the thesis route, prior to registration for Thesis-A, meet with the Program Director to form Research Committee and fulfill requirements for candidacy and completion of thesis.

Submit application for graduation to the Office of Graduate Studies in Education by deadline printed in the Graduate Catalogue.

Attend graduation. Submit application to TN Department of Education to add master’s degree to license.
FREQUENTLY ASKED QUESTIONS

How can I enter Union University’s MAEd Program with licensure?

You must have at least a bachelor’s degree from a regionally accredited Institution of Higher Education to enter Union’s MAEd Program. Applicants must submit a minimum score on the Praxis II content test for the intended endorsement to start the licensure program. See http://www.ets.org/praxis/tn/requirements/ for current test requirements. By State policy, a teacher can be hired on the Transitional if he/she meets one of the following requirements:

- Having an acceptable major in the intended endorsement area from an accredited college or university OR
- Having at least 24 hours in the intended endorsement area OR
- Having verification of a passing score on the Praxis II content knowledge test for the intended endorsement as determined by the Tennessee Department of Education.

However, Union requires a minimum Praxis II test score prior to entering the licensure program.

What are the deadlines for submitting the packet for admission?

- Fall Cohort – July 15
- Spring Cohort – November 15
- Summer Cohort – April 15

What other requirements are necessary for admission?

Please see the yellow Checklist of Procedures in this packet.

What teaching endorsements are available on the Jackson campus?

Union University offers Elementary K-6, Early Childhood PreK-3, Middle Grades 4-8, Special Education Modified K-12 or Comprehensive K-12, and all secondary (7-12 or PreK-12) endorsements if the applicant is hired on the Transitional license to teach that endorsement.

How does my undergraduate GPA affect my entrance into Union’s Master of Arts in Education?

If your undergraduate GPA is below 3.0, then you would enter the program “conditionally”. This means that you would be required to maintain a 3.0 or above in your first 9 hours to continue your studies at Union.

How many hours does it take for initial licensure and the MAEd degree?

<table>
<thead>
<tr>
<th>Program</th>
<th>Hired on Transitional License</th>
<th>With Student Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary K-6</td>
<td>37</td>
<td>45</td>
</tr>
<tr>
<td>Early Childhood PreK-3</td>
<td>41</td>
<td>49</td>
</tr>
<tr>
<td>Middle Grades 408</td>
<td>37</td>
<td>45</td>
</tr>
<tr>
<td>Special Ed Modified K-12</td>
<td>37</td>
<td>45</td>
</tr>
<tr>
<td>Special Ed Comprehensive K-12</td>
<td>34</td>
<td>42</td>
</tr>
<tr>
<td>Secondary endorsements 7-12</td>
<td>24</td>
<td>32</td>
</tr>
<tr>
<td>PE K-12, Music K-12, or Art K-12</td>
<td>27</td>
<td>35</td>
</tr>
</tbody>
</table>

The MAEd requires 39 total hours that includes the MAEd core of 15 hours plus the 24 hour concentration. Additional hours beyond the MAEd will be required to complete initial licensure. Courses that have already been completed and that are parallel to required licensure courses can be counted, as determined by the Licensing Officer. The MAEd Director will determine if graduate courses can transfer in toward the degree.

Will I student teach?

You may choose to student teach; however, because of the expense, most students opt to seek a teaching position on a Transitional license. If you plan to student teach, applications must be submitted early in the semester prior to student teaching. Applications are available at www.uu.edu/programs/tep.
Jobs are usually plentiful in West TN in math, biology, chemistry, physics, Spanish, French, ESL, and special education. Jobs are usually available in English, history, and Middle Grades 4-8. It can be difficult to find teaching jobs on the Transitional license to teach business, physical education, geography, government, art, music, K-6, and PreK-3.

Union’s program requires 2 years of teaching experience on the Transitional license. During those two years, the student must enroll in Mentoring Seminars I and II to advance to the Apprentice license.

**What kind of class is Mentoring Seminar?**
Mentoring is an online class for teachers on the Transitional license. You will meet once at the beginning of the semester, and the rest of the class will be online. In addition to other assignments relevant to the classroom, your Union mentor will observe and evaluate you in the classroom. This course must be taken while you are teaching on the Transitional license.

**Does Union accept transfer credits? Can my undergraduate Education classes count for licensure? Toward the MAEd?**
Undergraduate or graduate coursework can substitute for equivalent required Education courses for licensure, as determined by the Licensing Officer. Up to 9 semester hours of graduate level courses can count toward the MAEd, as determined by the MAEd Director.

**Can I just get licensure? Can I just get the master’s degree?**
Yes, you may complete only licensure or you may complete only the Master of Arts in Education degree. However, Union’s program is designed to combine initial licensure or additional endorsements as areas of emphasis within the MAEd.

**What is a EPP?**
The Educator Preparation Program is the program approved by the TN Dept. of Education for educator licensure. You must meet specific requirements for admission to and continuation in the EPP and completion of the program that results in either the Apprentice or Professional license.

**What is the cost of the Program?**
The cost changes each Fall and is in effect for one academic year. See the Financial Information section of the current Graduate Catalogue [http://www.uu.edu/catalogue/pdfs/1314maed.pdf](http://www.uu.edu/catalogue/pdfs/1314maed.pdf) for tuition and fees. Books are not included.

**How do I apply for Financial Aid?**
Please follow the bright pink information sheet included in this packet.

**Does Union offer scholarships for graduates?**
No, there are no scholarships for graduate students through the University, but there is a TEACH Grant for those who qualify. You may contact Heather Higdon in the Office of Financial Aid if you need further information. hhigdon@uu.edu

**What happens if I do not get all the required paperwork submitted to come into the program?**
You would be asked to sign a provisional contract at orientation and would have one semester to complete the necessary documentation. If not completed, you would be taking a chance on not being able to register for any future classes and your Union transcript would not be accessible.

**Do I need the GRE, GMAT, or any other tests to enter?**
Not for the MAEd program. You must pass the Praxis II content knowledge test for the intended endorsement for admission to the EPP.

**Do I need the Praxis test before coming into the Program?**
If you are seeking initial licensure, you must pass the Praxis II content knowledge test for the intended endorsement to apply to the program. A student can enter as a degree-only student without having passed the Praxis II. However, all students must pass the Praxis II content knowledge test prior to completing 9 semester hours. It is recommended...
that all prospective licensure students take and pass the test before entry because it makes the process much smoother.

**What Praxis tests are required to complete licensure?**
Union does not allow the Praxis I (PPST) for admission. Instead, the Praxis II content test is required in your endorsement area. All candidates must pass the Principles of Learning and Teaching test and all specialty area tests for the intended endorsement to advance to the Apprentice license. Union’s Licensure Officer will go over this with you in your transcript evaluation meeting prior to beginning coursework.

**How do I determine which Praxis test to take?**
Go to [www.ets.org/praxis](http://www.ets.org/praxis) to find Tennessee’s currently required tests. You must only take the specialty area content knowledge test for the intended endorsement. There are sample tests and study guides for purchase available on this site, too. If you have questions about the Praxis, you may email Union’s Licensing Officer, Dr. Dottie Myatt, dmyatt@uu.edu

**Is there a study program or course to take for preparation of the Praxis II content knowledge test?**
At this time, Union does not have any Praxis preparation classes. It is recommended that you contact the institution where you completed your undergraduate degree to inquire about assistance.

**How do I get hired on a Transitional License? Will Union help me find a job?**
You must apply to the school system you are interested in and market yourself. You may also try substituting, which helps with networking with schools, teachers, and principals. Union’s Office of Career Services will provide assistance in resume-writing and interview skills.

**If I am hired on a Transitional License, when do I need to start Union’s Educator Preparation Program? Can I wait until the summer semester to start the program?**
Union’s state-approved program requires that you be fully admitted to the EPP to renew the Transitional license for the second year. Union’s program also requires that you enroll in EDU 622 Mentoring Seminar I during the first year of teaching on the Transitional license. Therefore, if you have taken a position and do not begin taking coursework by the spring semester, you will not meet requirements to renew the license for the second year. You cannot wait until summer to begin our program if you are teaching on the Transitional license.

**What happens if I do not pass the Praxis II test? Will I still be allowed to take the Education courses?**
If you are teaching on the Transitional license and do not pass the Praxis II content knowledge test, you may not continue in Union’s licensure program. You will be required to sign a waiver which allows you to continue coursework that will count toward the MAEd, but not toward licensure until you pass your Praxis II content knowledge test for the endorsement.

**How does the Board of Education of the school system where I work know my status as a student?**
If your school system requires that you submit a program of study, you must request that Union’s Licensing Officer send it to a designated person. The program of study includes your EPP admission status, the coursework you have completed and that you lack, and your Praxis II test status. When you are enrolled in the spring semester of EDU 622 Mentoring Seminar I, the Licensing Officer will send an updated program of study to your school system that lets them know your status for renewing the license for the second year.

**If my GPA falls below 3.0, will I still be allowed to continue in the master’s program?**
You would be put on probation for a semester and possibly be asked to repeat a class to bring your GPA up to 3.0 or above before continuation in the program. You must have a 3.0 to graduate from Union’s Master of Arts in Education degree.

**If my GPA is 4.0, will I automatically graduate with honors?**
No, you must join the Kappa Delta Pi Honor Society to graduate with honors. You must have a 3.9 or above to join, and you may join anytime after 9 hours of credit have been earned at Union.
(Please Type or Print Clearly)

Name ____________________________________________________________________________

First  Middle    Maiden   Last

Address __________________________________________________________________________

Street   City   State   Zip

Telephone __________________________________________________________________________

Home    Work                             Cell

Social Security Number ____________________    E-Mail Address __________________________

Are you 24 years of age or older?  ❑ Yes  ❑ No

Indicate below your academic plans at Union University.

❑ Doctor of Education Degree in Educational Leadership
  Check one:
  ❑ Instructional Leadership (To seek TN Instructional Leadership License; Attach copy of teaching license)
  ❑ Teacher Leadership (Attach copy of teaching license)
  ❑ Higher Education (Available only through Jackson campus)

❑ Education Specialist Degree in Educational Leadership (Attach copy of teaching license)
  Check one:
  ❑ Instructional Leadership (To seek TN Instructional Leadership License)
  ❑ Teacher Leadership
  ❑ Non-Degree: To seek TN Instructional Leadership license

❑ Master of Education Degree (Attach copy of teaching license)
  Check one:
  ❑ Instructional Leadership (To seek TN Instructional Leadership License)
  ❑ Teaching and Learning
  ❑ Non-Degree: Enroll in M.Ed. courses for license renewal

❑ Master of Arts in Education Degree
  Check all that apply:
  ❑ To pursue the Master of Arts in Education Degree
  ❑ To seek initial teacher licensure (Admission to the Teacher Education Program is required)
    What endorsement area will you seek? __________________________
  ❑ To add an endorsement to an existing teaching license (Attach copy of teaching license)
    What additional endorsement area will you seek? __________________________
  ❑ To enroll in graduate courses for license renewal or for personal or professional growth
  ❑ To enroll in graduate courses to be applied to another program
  ❑ Other (Please specify) __________________________

❑ Master of Urban Education Degree
  (Restricted: Prior acceptance into Memphis Teacher Residency Program required)

What semester do you anticipate enrollment at Union University? __________________________

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<tr>
<th>For Office Use Only</th>
<th>ID# __________________________</th>
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<tr>
<td>Program:</td>
<td>EdD</td>
</tr>
<tr>
<td>Adm Status:</td>
<td>AP</td>
</tr>
<tr>
<td>Application Fee MAEd, MEd, MUEd, EdS ($25)</td>
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<tr>
<td>Moved to Student _________________</td>
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<tr>
<td>EdD Assessment Fee ($50) __________________________</td>
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</table>
OFFICIAL TRANSCRIPTS
Official transcripts from all institutions where you have attended since high school must be sent directly to the Office of Graduate Studies in Education, Union University. Course credit from a previous school that appears on the transcript of a subsequent school does not constitute an official transcript. It is the student’s responsibility to see that all official transcripts are submitted as soon as possible to avoid delays in the admission process. Please list below all the institutions you have attended since high school.

<table>
<thead>
<tr>
<th>Name and Location of Institution</th>
<th>Dates Attended</th>
<th>Degree Earned (or number of hours)</th>
<th>Grade Point Average</th>
<th>Name Under Which Transcript will be Issued</th>
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</table>

Are you currently enrolled in a college or university?  □ Yes  □ No

Have you ever been charged, arrested, or convicted of a criminal offense?  □ Yes  □ No

If yes, please provide specific details. ____________________________________________________________

Federal laws require that, in order to enroll at Union University, one must either be a United States citizen or have proper legal immigration status certification. Prior to enrollment, students must present immigration paperwork to Union’s Designated School Official (DSO) for processing.

Are you a U.S. citizen?  □ Yes  □ No  If no, _____ Permanent Resident _____ Resident Alien _____Non-resident Alien

If you are not a U.S. citizen, an international student application must be completed and submitted with this application.

PROFESSIONAL EXPERIENCE
Current Employer ________________________________________________________________

Give name and location of school, when applicable ________________________________________________________________

Address ________________________________________________________________

Previous Employer (if less than 5 years in current position) ________________________________

Address ________________________________________________________________

Do you hold a current teaching license?  □ Yes  □ No  If yes, in which state(s)? ________________________________

Current Endorsement Area(s) ________________________________________________________________

By signing below, I agree to abide by the rules and regulations of the college as described in the current Graduate Catalogue.

____________________________________  ________________________________
Signature of Applicant                   Date
GENERAL ADMISSION REQUIREMENTS FOR GRADUATE STUDIES IN EDUCATION

- Application for admission to Graduate Studies in Education.
- Application fee of $25 (non-refundable) payable to Union University. Additional $25 Assessment Fee is required for EdD applicants.
- Official transcripts from all institutions attended since high school documenting the minimum program specific GPA.
- Satisfactory writing sample as required by specific program. The sample must be completed in the Office of Graduate Studies in Education during regular office hours.
- Certificate of Immunization form.

IMPORTANT—PLEASE READ

Admission to degree programs will require additional materials. If your plans include seeking a degree or initial teacher licensure or adding an endorsement to an existing teaching license, please see the Graduate Catalogue for specific requirements for program admission. If you have questions, please call the Office of Graduate Studies in Education: Jackson campus 731-661-5523, Germantown campus 901-759-0029, Hendersonville campus 615-447-2500.

Send this application with a $25 non-refundable application fee (payable to Union University) to the appropriate location below. Additional $25 Fee is required for EdD applicants.

Office of Graduate Studies in Education
Union University, Box 1876
1050 Union University Drive
Jackson, TN 38305-3697

Office of Graduate Studies in Education
Union University Germantown
2745 Hacks Cross Road
Germantown, TN 38138

Office of Graduate Studies in Education
Union University Hendersonville
205 Indian Lake Blvd.
Hendersonville, TN 37075

Annual reports indicating compliance with the Student Right-to-Know and Campus Security Act are available in the Office of Safety and Security during regular office hours. Admission to the University does not automatically guarantee admission to specific academic programs within the University.

In compliance with all applicable state and federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Union University does not illegally discriminate on the basis of race, sex, color, national origin, age, disability, or military service in admissions; in the administration of its education policies, programs, or activities; or in employment. Under federal law, the university may discriminate on the basis of religion in order to fulfill its purposes. Persons who believe their rights under this policy have been violated should contact Office of the President, Union University.
All graduate students must complete parts A–C.

Name ______________________________________________________ Date of Birth ________________ Phone # __________________________

Address __________________________________________________________ Email ______________________

A. MEASLES, MUMPS, AND RUBELLA (check one):
☒ Attach copy of Immunization record showing two (2) doses of Measles, Mumps & Rubella (MMR) vaccine
☒ Attach copy of immune MMR titer Date: ___/___/___ Results________________

The state of Tennessee requires all students, born after January 1, 1957, entering colleges and universities to provide proof of two (2) doses of Measles, Mumps, and Rubella (MMR) vaccine on or after the first birthday or proof of immunity to measles with an MMR titer (blood test).
☒ I was born prior to 1957.

B. VARICELLA OR “CHICKENPOX” (check one):
☒ Attach copy of Immunization record showing two (2) doses of varicella vaccine
☒ Attach copy of immune varicella titer Date: ___/___/___ Results________________
☒ Attach letter from health care provider stating that he/she believes student has had chickenpox. Year of illness: ___________

The state of Tennessee requires all students born on or after January 1, 1980 to provide proof of two doses of varicella (chickenpox) vaccine given no earlier than 4 days before 1st birthday or proof of immunity to varicella with a varicella IgG (titer) blood test.
☒ I was born prior to 1980.

Signature of Physician/Provider ___________________________________ Date_____________________

Name of Physician/Provider _____________________________________________________________________________

Address ____________________________________________________________________________________________

C. HEPATITIS B (HBV) IMMUNIZATION:
Recommended for all new students and required for students in the School of Nursing. Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection. A series of three (3) doses of vaccine are required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV vaccine has a record of safety and is believed to provide lifelong immunity in most cases. Union University Health Services, located on the Jackson Campus, is open Monday – Friday 8 a.m.-4p.m. and offers Hepatitis B vaccine for $50 per injection (price subject to change).
☒ I decline receipt of vaccine to protect for Hepatitis B.
☒ I have received the complete three dose series of the Hepatitis B vaccine.
☒ I plan to receive the Hepatitis B series.

Student Must Sign Here ____________________________________________ Date_____________________

I refuse immunization because of religious objections, have attached an official clergy statement, and affirm this reason under the penalties of perjury.

Signature ______________________________________________________ Date _______________________

Return to:
Union University
Graduate Studies in Education, Box 1876
1050 Union University Drive
Jackson, Tennessee 38305-3697

Contact information:
(731) 661-5523
REQUEST FOR OFFICIAL TRANSCRIPT

Note: It is the student’s responsibility to mail this form to the college/university where credit was earned.

Name__________________________________________ Social Security # __________________

Student Address ________________________________ Street City State Zip

Institution ____________________________________________

Institution Address ________________________________ Street City State Zip

Name used when officially enrolled ___________________________ Last First Middle Maiden

Date of Enrollment _____________________________ Birthdate ________________

Number of official copies requested ______ ( ) Self ( ) For address below. Please mail transcript to: Union University Graduate Studies in Education, Box 1876 1050 Union University Drive Jackson, Tennessee 38305-3697

Check attached for $ __________________

Student Signature __________________________________________ Date __________________

For address below. Please mail transcript to:
Union University Graduate Studies in Education, Box 1876 1050 Union University Drive Jackson, Tennessee 38305-3697
APPLICATION FOR ADMISSION
POST-BACCALAUREATE EDUCATOR PREPARATION PROGRAM
(To be submitted to the Office of Graduate Studies in Educ., UU 1878, 1050 Union University Dr., Jackson, TN 38305-3697)

Name ______________________________________ Date __________________

Mailing Address: Street __________________________ City/State__________ Zip__________

E-mail address __________________________ UU ID # __________ Soc. Sec # __________

Undergraduate Major __________________________ Undergraduate Minor (if any) __________________________

What teaching endorsement are you seeking? __________________________

Are you now teaching or have you ever taught on an alternative/Transitional or on a permit? □ Yes □ No

Are you seeking a Master's degree concurrently with teacher licensure? □ Yes □ No

Applicant: Complete the back of this form. DO NOT WRITE BELOW THIS LINE.

Test Score: Praxis II Specialty Area Test __________________________ Minimum: ______ Score: ______ Date: ______

Academic Standing: Date: ______ ______ ______ ______ ______ ______ ______ ______ ______ ______ ______

Semester Hours Completed ______ ______ ______ ______ ______ ______ ______ ______ ______ ______ ______

GPA Overall ______ ______ ______ ______ ______ ______ ______ ______ ______ ______ ______

GPA in Major ______ ______ ______ ______ ______ ______ ______ ______ ______ ______ ______

GPA in Prof. Core ______ ______ ______ ______ ______ ______ ______ ______ ______ ______ ______

Progression through the Educator Preparation Program

For admission into the Educator Preparation Program, all the following requirements must be met.

______ 1. Satisfactory score on the designated Praxis II Specialty Area Test
______ 2. Meet GPA requirements for admission to M.A.Ed. program (degree or non-degree)
______ 3. Two positive reference forms
______ 4. Three positive dispositional evaluations completed by self and two professors (____ self / ____ professors)
______ 5. Successful completion of portfolio assessment (EDU 535)
______ 6. Complete background check and fingerprinting as required by state law; verification from school system if tchg.
______ 7. Approval of the Education Department Faculty
______ 8. Approval of the Teacher Education Committee

In order to remain in the Teacher Education Program, all the following requirements must be met.

______ 1. A minimum GPA of 2.75 must be maintained in all course work taken at Union since completion of the baccalaureate degree (minimum GPA of 3.0 if seeking MAEd degree)

In order for the student to be admitted to student teaching, all the following requirements must be met.*

______ 1. Submission of the student teaching application by the posted deadline.
______ 2. A minimum GPA of 2.75 in all undergraduate and graduate courses in the endorsement area.
______ 3. Minimum scores on all applicable portions of the Praxis II.
______ 4. Three positive dispositional evaluations (2 completed by professors and one self-evaluation)
______ 5. Satisfactory completion of field experience at an appropriate level
______ 6. Completion of all licensure coursework
______ 7. Approval by the School of Education
______ 8. Approval by the Dean of Students
______ 9. Approval by the Teacher Education Committee

*If teaching on an alternative license, the candidate must complete requirements outlined on the evaluation for licensure.
OUTLINE AUTOBIOGRAPHY FOR POST-BACCALAUREATE STUDENTS ENTERING THE EDUCATOR PREPARATION PROGRAM

1. Hometown:

2. College where undergraduate work was completed and major:

3. Why did you choose Union for your teacher education program?

4. Why have you chosen to pursue a teaching license (or an additional endorsement)?

5. Why did you choose your undergraduate major?

6. If you plan to be endorsed to teach in an area other than your undergraduate major area, why have you chosen that area?

7. What is your background with children or youth?

8. Do you read professional journals? Which ones?

9. Extracurricular interests:

10. Honors received:
    
    High School -
    
    College -
    
    Other -
Reference Evaluation
Master of Arts in Education Program

(Name of Applicant) has applied for admission to the Master of Arts in Education Program and/or the Post-Baccalaureate Education Preparation Program at Union University and is asking you to complete this evaluation form. Please give your opinion as to the applicant's ability to complete teacher licensure requirements and serve effectively as a teacher. Thank you.

How long have you known the applicant? ____________________________________________________________

In what capacity? ________________________________________________________________________________

Please check the statements that best characterize the applicant.

CHARACTER
___ Is not trustworthy.
___ Is normally trustworthy.
___ Is ethical, worthy of complete trust.

DEDICATION
___ Shuns responsibility.
___ Does what is necessary.
___ Carries out responsibilities, shows initiative.

JUDGMENT
___ Often uses poor judgment.
___ Actions usually well-grounded.
___ Uses sound judgment.

SCHOLARLY ATTITUDE
___ Avoids learning new ideas and skills.
___ Will learn what is absolutely necessary.
___ Enjoys studying and learning.

COMMUNICATION ABILITY
___ Often has difficulty communicating ideas.
___ Sometimes has difficulty communicating ideas.
___ Articulate, grammatically correct, communicates clearly.

Please give, to the best of your ability, your evaluation of the applicant's academic background. Please comment on particular strengths and/or weaknesses of which you are aware.

Please give your evaluation of the applicant's ability to successfully pursue coursework leading to initial teacher licensure.

How effective would you expect the applicant to be as a teacher?

__________________________________________  __________________________________________
(Type or Print Your Name)                        (Place of Employment/ Your Position)

__________________________________________  __________________________________________
(Signature)                                     (Date)

This information should be mailed directly to the
Office of Graduate Studies in Education
Union University, Box 1876
1050 Union University Drive
Jackson, TN 38305
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Please check the statements that best characterize the applicant.

**CHARACTER**
- [ ] Is not trustworthy.
- [ ] Is normally trustworthy.
- [ ] Is ethical, worthy of complete trust.

**DEDICATION**
- [ ] Shuns responsibility.
- [ ] Does what is necessary.
- [ ] Carries out responsibilities, shows initiative.

**JUDGMENT**
- [ ] Often uses poor judgment.
- [ ] Actions usually well-grounded.
- [ ] Uses sound judgment.

**SCHOLARLY ATTITUDE**
- [ ] Avoids learning new ideas and skills.
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Jackson, TN 38305
IF YOU PLAN TO USE FINANCIAL AID FOR YOUR M.A.Ed. COURSES, PLEASE GO TO THIS WEBSITE AND FOLLOW THE DIRECTIONS FOR HOW TO APPLY FOR GRADUATE AND ADULT STUDIES FINANCIAL ASSISTANCE AT UNION UNIVERSITY:

http://www.uu.edu/financialaid/gradhowtoapply.cfm

**IMPORTANT—IF YOU HAVE NOT COMPLETED THE REQUIRED FINANCIAL AID DOCUMENTS BY REGISTRATION, YOU MUST PAY ¼ OF YOUR TUITION AT REGISTRATION**