

Dear Prospective Student:

Thank you for your interest in the M.A.Ed. Secondary Licensure Program at Union University's Germantown campus. The letter and enclosed forms describe this program, the requirements for admission, and financial information. You may visit us online at www.uu.edu/catalogue/graduate for more detailed information.

The application for admission to Graduate Studies, along with a non-refundable \$25 application fee, and all other required forms should be returned to the **M.A.Ed. Office of Graduate Studies in Education**, Union University, 2745 Hacks Cross Road, Germantown, TN 38138. You must order and have official transcripts forwarded to Union directly from each institution of higher education attended since high school. Refer to the enclosed checklist of requirements and promptly return all applicable documentation.

Once you have made application and all of your official transcripts have been ordered, please contact Linda Tittle, Coordinator of the M.A.Ed. Program, at 901-759-0029 ext. 129, in order to confirm that all documents have been received. Thereafter, you will need to schedule an appointment to continue the enrollment process. Your transcripts will be evaluated to determine what coursework you have already completed and what coursework you need, in order to satisfy licensure requirements.

Information about the Praxis II test is available at 609-771-7395 or online at www.ets.org/praxis.

If you have questions, please feel free to call me at 901-759-0029 ext. 109. Again, thank you for your interest in Union University.

Sincerely,



Dr. Jennifer Grove
Director of the M.A.Ed. Program
Germantown Campus

Enclosures

GRADUATE STUDIES
IN
EDUCATION
APPLICATION



UNION
UNIVERSITY

1050 Union University Drive • Jackson, Tennessee 38305-3697 • (731) 661-5523
2745 Hacks Cross Road • Germantown, Tennessee 38138 • (901) 759-0029

GRADUATE STUDIES IN EDUCATION APPLICATION

(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 _____

Indicate below your academic plans at Union University.

Pursue the Doctor of Education Degree in Educational Leadership

Check one:

Administration and Supervision (*Attach copy of teaching license*)

Curriculum and Supervision (*Attach copy of teaching license*)

Higher Education (*Available only through Jackson campus*)

Pursue the Education Specialist Degree in Educational Leadership

Check one:

Administration and Supervision (*Attach copy of teaching license*)

Curriculum and Supervision (*Attach copy of teaching license*)

Pursue the Master of Education Degree (*Attach copy of teaching license*)

Pursue the 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*)

To add an endorsement to an existing teaching license (*Attach copy of teaching license*)

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*) _____

What semester do you anticipate enrollment at Union University? _____

For Office Use Only						ID# _____
Program:	EdD	EdS	MAEd-DS	MAEd-ND	MEd	Term _____
Adm Status:	IQ	AP	AC	DA	PR	
Application Fee MAEd, MEd, EdS(\$25)	_____				Moved from Adm to Reg	_____
EdD Assessment Fee (\$50)	_____					

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.

Name and Location of Institution	Dates Attended	Degree Earned (or number of hours)	Grade Point Average	Name Under Which Transcript will be Issued

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

Have you ever been charged, arrested, or convicted of a criminal offense? If yes, please provide specific details.

Union University admits students of any race, color, sex, handicap, and national or ethnic origin. **The items of information requested below are optional and will be used only for reporting purposes.**

Male Female Married Single Birthdate: _____ Place of Birth: _____

White (European American) Asian American Hispanic American

North American Indian Black (African American) Prefer not to Indicate

Church Affiliation: _____

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, what is your current immigration status? _____

International Students must complete an international student application (available at www.uu.edu/applications/AcrobatForms/int-app.pdf) and submit it to the International Student Office so that an I-20 form for initial attendance or transfer can be processed.

PROFESSIONAL EXPERIENCE

Current Employer _____

Give name and location of school, when applicable _____

Address _____
Street City State Zip

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

Address _____
Street City State Zip

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

Current Endorsement Area(s) _____

If no, what endorsement area do you wish to pursue? _____

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 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 demonstrating evidence of immunity to measles, mumps, and rubella.
-

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.

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, Tennessee 38305-3697

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

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.

CHECKLIST OF PROCEDURES

Post-baccalaureate Teacher Licensure, M.A.Ed., 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 Teacher Education Program, the M.A.Ed., or non-degree graduate coursework:

- _____ Submit the following items **in one packet** to the Office of Graduate Studies in Education:
 - *Application to Graduate Studies in Education*
 - *Post-baccalaureate Application for Admission to the Teacher Education Program*
 - a non-refundable application fee of \$25
 - *Health Form (complete Hepatitis B section & show proof of 2 MMR shots)*

- _____ Order official transcripts from **every institution attended**, even if the coursework appears on another transcript. Request that they be sent to the **MAED Office of Graduate Studies in Education, Union University, 2745 Hacks Cross Road, Germantown, TN 38138-7507.**

- _____ If the cumulative GPA is 3.0 or higher, complete the written rationale statement. If the cumulative GPA is below 3.0, arrange to take the longer writing sample. Writing sample must be completed in the Office of Graduate Studies in Education during regular office hours. **Please call (901) 759-0029, ext. 129 to schedule an appointment.**

- _____ Give reference forms to two people who know your academic, communication, and leadership abilities (former teacher, co-worker, supervisor, etc.). These should be sent to Linda Tittle, 2745 Hacks Cross Road, Germantown, TN 38138-7507.

- _____ Approximately two weeks after transcripts are ordered, call (901) 759-0029, ext. 129, to verify receipt. When **all** transcripts have arrived in the Graduate Office, call (901) 759-0029, to schedule a transcript audit appointment with the Assistant Dean for Teacher Education and Accreditation. If you are seeking the M.A.Ed. degree, with or without licensure, you will also be scheduled to meet with the Program Director to plan your M.A.Ed Program of Study and begin coursework.

- _____ **If only seeking an M.A.Ed. degree without teacher licensure**, submit either an MAT score of 35, GRE Verbal score of 350 and GRE Quantitative score of 400, minimum score on the designated Praxis II Specialty Area Test, or longer writing sample (regardless of cumulative GPA).

- _____ **If seeking initial teacher licensure, register to take the designated Praxis II Specialty Area Test for the endorsement sought. A maximum of 9 graduate semester hours may be taken prior to submission of minimum score on the designated Praxis II Specialty Area Test.** Registration booklets are available in the Education Department or in the Testing Center or you can register on-line at <http://www.ets.org/praxis>. Have scores sent to Union (Code 1826) and TN Department of Education (Code 8190). Study guides are available at <http://www.ets.org/praxis/prxtest.html>.

- _____ Obtain student ID and parking permit from the security guard, Velton Johnston. Establish computer access codes and passwords after registration.

- _____ Submit Stage 1 of Teacher Education Portfolio during **first licensure class**. See **Portfolio Handbook**.

- _____ Interview with the Teacher Education Screening Committee. You will be notified of Fall and Spring semester interview dates.

(CONTINUED ON BACK)

- _____ If minimum score on the Praxis II Specialty Area Test has not been submitted prior to completion of 9 graduate semester hours, sign the waiver indicating that you are only seeking an M.A.Ed., degree, not teacher licensure.
- _____ See Graduate Handbook for further information on obtaining and maintaining M.A.Ed. graduate status.
- _____ Maintain an overall GPA of at least 2.75 since completion of the undergraduate degree (must be 3.0 in graduate coursework to avoid probation) and a GPA of 2.75 in the professional education core. Maintain a GPA of at least 2.75 in all undergraduate and graduate courses in the endorsement area.
- _____ Take remaining portions of the Praxis II **as recommended on the transcript audit**. See registration information above.
- _____ Submit Stage 2 of the Teacher Education Portfolio during last licensure class.
- _____ If teaching on an Alternative A license, submit the packet to substitute experience for student teaching in March of the second year of teaching experience. Stage 3 of the Teacher Education Portfolio must be submitted and approved prior to submitting this packet.
- _____ Secure a teaching job. CONGRATULATIONS!

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

- _____ Prior to completion of 18 graduate hours, successfully complete EDU 650, Ed Measurement and Evaluation, and EDU 665, Research Design.
- _____ Submit application for graduation to the Office of Graduate Studies in Education by deadline printed in the *Graduate Catalogue*.
- _____ Attend graduation.

Master of Arts in Education

Do you have an undergraduate degree in a secondary teaching field?

Do you need a teaching license in secondary education? (grades 7-12)

Are you teaching on an Alternative A or E license?

Do you want a Master's Degree?

The M.A.Ed. is for you!!

- *For Online Information:* www.uu.edu/catalogue/graduate
- *Most courses delivered on Saturday; evening and daytime summer courses available*
- *Receive practical preparation for becoming a professional educator*
- *Finish licensure coursework in 14 months*
- *Enter coursework at monthly intervals*
- *Continue to complete a Master's degree*
- *Collegial atmosphere*

"A Teacher-Student Dynamic of Sensitivity, Reflection, and Faith"

For more information, please call 759-0029, ext. 129 or email jgrove@uu.edu

Germantown Campus located at 2745 Hacks Cross Rd.

POST-BACCALAUREATE APPLICATION FOR ADMISSION TEACHER EDUCATION PROGRAM

(To be submitted to the Coordinator of the MAED, 2745 Hacks Cross Rd., Germantown, TN 38138)

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 in this endorsement area on an interim license or on a permit Yes No
 If you are teaching on an alternative license, indicate which kind Alternative Alternative E

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: _____

Academic Standing: Date: _____

Semester Hours Completed	_____	_____	_____	_____	_____	_____	_____	_____
GPA Overall	_____	_____	_____	_____	_____	_____	_____	_____
GPA in Major	_____	_____	_____	_____	_____	_____	_____	_____
GPA in Prof. Core	_____	_____	_____	_____	_____	_____	_____	_____

Progression through the Teacher Education Program

For admission into the Teacher Education Program, all the following requirements must be met.

- _____ 1. Satisfactory score on the designated Praxis II Specialty Area Test
- _____ 2. Meet requirements for admission to graduate coursework
- _____ 3. Two positive reference forms
- _____ 4. Interview with Teacher Education Screening Committee
- _____ 5. Successful completion of portfolio assessment stage 1.
- _____ 6. Approval of the Education Department Faculty
- _____ 7. 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
- _____ 2. A minimum GPA of 2.75 must be maintained in the professional core
- _____ 3. Positive evaluation by graduate faculty related to knowledge and dispositions
- _____ 4. Successful completion of portfolio assessment stage 2

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

- _____ 1. A recommendation from the department of the student's endorsement area or a minimum GPA of 2.75 in all undergraduate and graduate courses in the endorsement area is required. The major department may require a higher minimum GPA in the major.
- _____ 2. Satisfactory scores on all applicable portions of the Praxis 2 (National Teacher Exam)
- _____ 3. Satisfactory completion of field experience at an appropriate level
- _____ 4. Successful completion of portfolio assessment stage 3
- _____ 5. Completion of the professional core
- _____ 6. Lack no more than one course for completion of endorsement requirements
- _____ 7. Completion of one term of full-time professional education
- _____ 8. Approval of the Dean of Students
- _____ 9. Approval of the Teacher Education Committee

OUTLINE AUTOBIOGRAPHY FOR POST-BACCALAUREATE STUDENTS ENTERING THE TEACHER EDUCATION 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 -
11. Do you have any documented disabilities for which appropriate accommodations must be made?

**INITIAL SECONDARY LICENSURE
UNION UNIVERSITY - GERMANTOWN**

The only licensure program available on the Union University Germantown Campus is initial secondary licensure (for grades 7-12), and only if your undergraduate major is in one of the following academic subjects and is also the subject that you want to teach.

Biology
Business Education (Major-Business Administration)
Business Technology (add-on to Bus. Admin. Only)
Chemistry
Economics
English
English as a Second Language
French
Government (Political Science)

Health (available as add-on to PE only)
History
Marketing
Mathematics
Physics
Spanish
Speech Communication

The exception to that is the following subjects which will certify K-12.

Music Education
(Vocal/General)
(Instrumental)

Physical Education
Theatre
Visual Art



Immunization Record

All Graduate Students Must Complete Parts A & B

Name _____ Date of Birth _____ Phone # _____

Address _____ e-mail _____

A. MEASLES, MUMPS, AND RUBELLA

1) Combined Shot (Date Given): MMR #1 ___/___/___ MMR #2 ___/___/___

2) Has immune Rubeola 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. **IF YOU WERE BORN BEFORE JANUARY 1, 1957 YOU ARE EXEMPT FROM THIS REQUIREMENT.**

Signature of Physician/Provider _____ Date _____

Name of Physician/Provider _____

Address _____

See attached copy of Immunization record

B. 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 \$64 per injection (price subject to change). **THE LAW DOES NOT REQUIRE THAT STUDENTS RECEIVE VACCINATION FOR ENROLLMENT. THE LAW DOES REQUIRE THAT A COPY OF THIS SIGNED FORM BE TURNED IN TO UNION UNIVERSITY HEALTH SERVICES.**

____ I decline receipt of vaccine to protect for Hepatitis B.

____ I have received or plan to receive the complete three dose series of the Hepatitis B vaccine.

Student Signature Required _____

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: Your Program Coordinator, 2745 Hacks Cross Road, Germantown, TN 38138-7507

Contact Information: 901-759-0029, Fax 901-759-1197

FINANCIAL AID INFORMATION FOR M.A.Ed. STUDENTS

The financial aid process should be completed 6 weeks prior to registration for classes. **If you have not received a financial aid award letter by the time you register for class, you will have to pay one-fourth of your tuition when you register.** You may pick up a financial aid packet from the receptionist or send your mailing address via email to ltittle@uu.edu or aford@uu.edu.

To apply for a Federal Stafford Loan, please complete the following:

- file your FAFSA online at www.fafsa.ed.gov
- Union University Application for Financial Assistance Form
- Stafford Loan Request Form
- Master Promissory Note

The financial Aid Office is located on the Jackson campus. Please mail all paperwork to: Union University Financial Aid Office, 1050 Union University Drive, Jackson, TN 38305-3697. The email for Union's financial aid office is finaid@uu.edu.

A few weeks after submitting all your financial information, you may contact Mrs. Marjorie Mitchell at 901-759-0029, ext. 131 to check on the status of these documents. Your financial aid will not receive final approval until you have met all requirements for admission to the university.

Reference Evaluation

Post-Baccalaureate Teacher Education Program

_____ has applied for admission to the
(Name of Applicant)

Post-Baccalaureate Teacher Education 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 a teaching license.

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

(Your Name. Please Type or Print)

(Your Position)

(Signature)

(Date)

This information should be mailed directly to:
Office of Graduate Studies in Education
Union University
2745 Hacks Cross Road
Germantown, TN 38138-7507
ATTN: Linda Tittle (MAEd)

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Office of Graduate Studies in Education
Union University
2745 Hacks Cross Road
Germantown, TN 38138-7507
ATTN: Linda Tittle (MAEd)

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 No. _____

Student Address: _____
City State Zip

Institution: _____

Institution Address: _____
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:
Office of Graduate Studies in Education

2115 Hickory Street Road
Germantown, TN 38138-7507
Attn: Linda Tittle (MAEd)

Date: _____

Student Signature: _____