Admission Requirements for the Ed.S. Degree
Instructional Leadership License (IL) Track

1. Application for Graduate Studies in Education Form: A completed application form submitted by the priority deadline of October 15 each year. All other application materials must be received by the final deadline of November 1.

2. Application Fee: A nonrefundable application fee of $25. Checks should be made to Union University and returned with the application.

3. Official Transcripts: Official transcripts from ALL undergraduate and graduate schools attended. The minimum requirement for admission is an official Master’s degree transcript from a regionally accredited college/university with a minimum GPA of 3.20. In addition, students must ensure that transcripts received from non-US institutions are translated and evaluated by a recognized agency, and forwarded directly to Union University.

4. Grade Point Average - Undergraduate GPA of 3.0 or higher. Prior Graduate GPA of 3.2 or higher. Students not meeting either of these GPA criteria may be granted Conditional Admission to the Instructional Leadership concentration following the successful completion of a writing sample and approval of the Graduate Admissions Committee.

5. Writing Sample - All applicants successfully complete a writing sample demonstrating adequate graduate level writing skills.
   - All applicants must contact the Graduate Studies in Education Office on the appropriate campus to schedule a writing sample to be taken no later than November 1. Writing samples are scheduled by appointment only.

6. Copy of current teacher license.

7. Four Recommendation Forms. One must be completed by the applicant’s principal or supervisor; two must be completed by fellow teachers; and one by a character/personal reference who has insight into all components on the form. Each form is to be returned to the appropriate Graduate Program Office. Applicant should provide addressed, stamped envelopes for this purpose.

8. Recommendation Form from Director of Schools. This form is to be completed by the Director of the school system (or his/her designee) where the applicant is employed. This form is to be returned to the Graduate Program office at the address below. Applicant should provide addressed, stamped envelope for this purpose.

9. Copy of most recent performance appraisal (In TN, the Framework for Evaluation and Professional Growth)
10. Verification of Experience Form (http://www.state.tn.us/education/lic/doc/ed2034a.pdf) completed by applicant’s school system; must indicate at least 3 years of teaching experience.

11. Current professional resume.

12. Immunization Record Form along with proof of two MMR vaccinations.


14. Personal Summary:
   a. Compile a brief current professional development plan (professional goals and plan for accomplishing each goal);
   b. Describe how the Ed.S. program will assist in reaching those goals;
   c. Describe concisely how you have improved student achievement;
   d. Include documentation of data showing improvement in student achievement (summary of TVAAS/TCAP data, Gateway scores, etc.)

The applicant will be required to meet with the Director of the Program and complete an interview with a licensure Screening Committee comprised of university and public school personnel who will make a recommendation to the Dean and Graduate Admissions Committee concerning admission to the Instructional Leadership licensure program.

All completed materials, applications, fees, transcripts, and supplementary materials should be returned to the graduate program office of the appropriate campus. See addresses below:

Graduate Studies in Education
Union University, UU Box 1876
1050 Union University Dr.
Jackson, TN 38305

Graduate Studies in Education
Union University-Germantown
2745 Hacks Cross Rd.
Germantown, TN 38138

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

Notification: Each student will be notified in writing of the decision regarding his/her admittance into the program.