Admission Requirements for the Ed.S. Degree
Teacher Leadership (TL) Track (Non-Licensure)

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. Statement of leadership goals - Goals aimed at becoming a teaching team leader, principal or supervisor.


10. Applicant is expected to have at least three years of teaching experience.

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

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The applicant will be required to meet with the Director of the Program who will make a recommendation to the Dean and Graduate Admissions Committee concerning admission to the program.

All completed materials, applications, fees, transcripts, and supplementary materials should be returned to the following address:

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

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