

APPLICATION INSTRUCTIONS



COLLEGE OF EDUCATION, HEALTH, AND HUMAN SERVICES

SUPERINTENDENT COHORT 2015-2016

All application materials sent to:

Kent State University
Division of Graduate Studies
Cartwright Hall, 650 Hilltop Drive
Kent, OH 44242-0001

Contact Information:

Telephone: 330-672-2661
Email: gradapps@kent.edu
Fax: 330-672-2658

INSTRUCTIONS FOR GRADUATE APPLICATION

1. Apply online at: <http://www.kent.edu/ehhs/ogs/prospective/index.cfm>
2. Plan to have your application process completed by **Friday, April 24, 2015**.
3. Indicate your admission term as **Summer 2015**.
4. As you are prompted through the steps of the online application process, you will be asked about cohort participation. Be certain to indicate you plan to be part of the cohort **SUPERINTENDENT'S LICENSURE (WHITE HALL)**.
5. If you previously have earned a master's, Educational Specialist, or doctoral Degree from Kent State University, and you are seeking the Teacher Leader Endorsement only (rather than taking your courses as part of a degree program), you will apply as a **"Reapplication"**.
 - Allows a student to re-enroll for up to 6 years.
 - There is a \$15 application fee.
 - Transcripts are NOT required.
 - Complete the graduate non-degree survey at:
<https://www.ehhs.kent.edu/stuPortal/ndgdApp/ndgd.php>

APPLICATION INSTRUCTIONS

6. If you don't have a Master's Degree from Kent State University and are taking Superintendent courses only (rather than taking your courses as part of a degree program) you will apply as a **"Graduate Non-Degree"**.
 - Complete the online application and pay the \$15 application fee.
 - Submit **official transcripts** in a SEALED ENVELOPE from each college or university (other than Kent State University) in which 9 semester hours (12 quarter hours) or more were earned.
 - If you have an earned Master's Degree from an institution other than Kent State University, only the graduate transcripts are required.
 - Complete the graduate non-degree survey at:
<https://www.ehhs.kent.edu/stuPortal/ndgdApp/ndgd.php>
 - Letters of recommendation and Graduate Record Exam (GRE) scores are NOT required.

7. If you are applying to take your Superintendent courses as part of a Master's of Education degree, complete the **Master's Degree** application.
 - Complete the online application and pay the \$30 application fee.
 - Request 2 letters of recommendation be prepared on the forms provided online and sent to the Division of Graduate Studies. If at all possible, one of the letters should be completed by a faculty member familiar with your academic work, and the other should be completed by an individual familiar with your professional achievements.
 - Submit a written statement of *Personal Goals and Professional Objectives*.
 - Have ONE **official transcript** from each college or university in which at least 9 semester hours (12 quarter hours) or more were earned sent directly to the Division of Graduate Studies, even though credits may have been transferred to another institution. However, if you have a Master's degree, you will only need to provide the Master's transcript with degree posted. The transcript may be issued to the student, but must have been issued within the last twelve (12) months and be submitted in a SEALED ENVELOPE. Otherwise, the transcript should be sent directly from the originating institution to Kent State University, Division of Graduate Studies, Cartwright Hall, 650 Hilltop Drive, Kent, OH 44242-0001.
 - The Division of Graduate Studies will secure a transcript of any credits earned at Kent State University.
 - Graduate Record Exam (GRE) scores are NOT required for the Master's in K-12 Leadership unless undergraduate GPA is below 3.0.

APPLICATION INSTRUCTIONS

8. If you are applying to take your Superintendent courses as part of a Doctoral or Educational Specialist program in K-12 Leadership, complete the **Doctoral or Educational Specialist** application.
- Complete the online application and pay the \$30 application fee.
 - Request 2 letters of recommendation be prepared on the forms provided online and sent to the Division of Graduate Studies. If at all possible, one of the letters should be completed by a faculty member familiar with your academic work, and the other should be completed by an individual familiar with your professional achievements.
 - Submit a written statement of *Personal Goals and Professional Objectives*.
 - Have ONE **official transcript** from each college or university in which at least 9 semester hours (12 quarter hours) or more were earned sent directly to the Division of Graduate Studies, even though credits may have been transferred to another institution. If you decide to seek an Educational Specialist degree you only need to provide your Master's degree transcript with degree posted. If you decide to seek a Doctor of Philosophy you will need to provide all transcripts from each college or university in which you attended 9 semester hours (12 quarter hours) or more. The transcript may be issued to the student, but must have been issued within the last twelve (12) months and be submitted in a SEALED ENVELOPE. Otherwise, the transcript should be sent directly from the originating institution to Kent State University, Division of Graduate Studies, Cartwright Hall, 650 Hilltop Drive, Kent, OH 44242-0001.
 - The Division of Graduate Studies will secure a transcript of any credits earned at Kent State University.
 - The Graduate Record Examination (GRE) IS REQUIRED for admission to **all** educational specialist and doctoral programs.
 - Resume
 - A writing sample is required. Instructions for the writing sample will be sent to you once you apply for the PHD in K-12 Leadership.