

Department of Education Program in Educational Leadership Admissions Procedures

Admission into Masters Degree /Principal Preparation Programs

Students will be admitted into a program for summer semester and are expected to take coursework in the sequence outlined in the course offerings found elsewhere on this site. Developing a learning community is a critical aspect of principal preparation. To enhance the development of a learning community among the students and to facilitate learning by offering an integrated curriculum, upon admission, students will be placed into the cohort they have selected and will matriculate together.

A COMPLETED APPLICATION FOR ADMISSION INCLUDES:

- A completed and signed application form with the appropriate application fee. Application forms may be downloaded at <http://www.montana.edu/wwwdg/apply.shtml> or are available from: Department of Education, Graduate Programs Office, Reid 215, Bozeman, MT 59717-2880.
- A completed GPA Calculation form: NOTE: We require a GPA of 3.00 for the last two (2) years of undergraduate course work.
- Three (3) letters of recommendation are required. Please have the three (3) individuals return the letters of recommendation directly to the Department of Education or to you in sealed envelopes with their signatures across the flap for inclusion in your application packet. Do not open the recommendation envelopes if they are returned to you. All letters of recommendation are confidential unless indicated otherwise by the recommendation provider(s). Candidates must meet the following criteria for **one** of the three letters of recommendation. At least one of the three letters must be from the candidate's **PRESENT** direct supervisor. That means a school district administrator who (a) is currently administratively certified by Montana Office of Public Instruction or other equivalent state agency; **AND** (b) currently acts as direct supervisor for the candidate, and has done so for a minimum period of one semester.
 - **If for any reason you cannot secure a letter from your present supervisor, then:** At least one of the letters of recommendation must be from a PREVIOUS direct supervisor. That means a school district administrator who is (a) currently certified by the Montana Office of Public Instruction or other equivalent state agency; **AND** (b) has, at some point preceding the date of this application, acted as direct supervisor for the candidate for a minimum period of one semester.
 - Any applicant who does not have a letter from a present direct supervisor must indicate in the self-nomination letter (see below) the specific reason(s) why they were unable to secure a letter of recommendation from their present supervisor.
 - For all letters of recommendation, please advise the authors that the following should be addressed:
 1. Specific examples of how this candidate has demonstrated leadership in the school setting
 2. Potential for success as a school administrator
 3. Specific examples of the candidate's professional disposition including work ethic, responsibility to students, school, community and profession
 4. Specific examples of the necessary experience, knowledge, judgment, and motivation to take on a school leadership role
 5. Development as a master teacher and how the candidate is regarded by colleagues, and
 6. The candidate's involvement in key professional development activities.

Additional Letters: Letters of recommendation should be completed by individuals who are qualified to assess your ability and potential as a graduate student. Your academic advisor, the head of your major academic department, and professors in your major field of interest from whom you have taken coursework are possibilities.

- Self-Nomination Letter: The letter of self-nomination is in addition to three (3) recommendation letters and replaces the essay required in the application materials. The letter will be reviewed for quality of writing as well as for content. The self-nomination letter should be 2-3 pages in length, double-spaced, and focus on the following:
 - Your development and growth as a teacher, including professional development
 - Your contributions to the school and district
 - Your development as a leader. Specific examples are needed that clarify how you have grown as a leader and your leadership activities
 - Your specific goals, including a timeline for assuming a school leadership position
 - Your motivation to become a school leader and an explanation of how you came to this decision, and
 - Personal qualities you possess that are desirable in a leader

- Transcripts: Official transcripts verifying your Bachelor's Degree course work, Master's Degree course work (if applying for the Doctoral program), and all other transcripts for any other course work you have done must be submitted. Transcripts must be issued to MSU, not the applicant.

- Official GRE scores (Doctoral students only): The general test of the Graduate Record Examination (GRE) is required of all doctoral students prior to consideration for admission in the Department of Education. The expected total score is 850 on the Verbal and Quantitative, with a minimum Verbal score of 420. Copies of the scores should be sent to the Department of Education, and the Division of Graduate Education will not accept a student until the official scores have been received.

- TOEFL--This is for international students only.

- Financial Certificate--This is for international students only.

Admissions into the Principal Preparation Program (M.Ed. in Educational Leadership or Principal Certification Only) will only be considered for the summer semester. The deadline for application is April 1.

Admissions into the Educational Specialist or Doctor of Education Programs will be considered each semester. Applications must be submitted and complete by the following dates for semesters indicated.

Fall Semester: April 15
Spring Semester: November 1
Summer Semester: April 1

International applicants:

Fall Semester: April 15
Spring Semester: September 1
Summer Semester: January 1



You should send/have sent all application materials to the Department of Education, Graduate Program Assistant. All application materials are collected by the Department of Education Graduate Program office and reviewed by a Department Graduate Program Screening Committee prior to submission of the complete application.

Montana State University-Bozeman is an Equal Opportunity/Affirmative Action Educational Institution and actively solicits applications from minorities and women.

Should you desire further information, please contact us at (406) 994-6786.

The completion of the application process is the responsibility of the applicant. All completed applications are to be submitted directly to:

Department of Education - Graduate Programs
Montana State University-Bozeman
P. O. Box 172880
Bozeman, MT 59717-2880