

# The Graduate Admission Process

Graduate program online applications are available at: <https://www.graduateprogram.org/georgetown-college/>

## Advanced Program Applicants

Advanced (certified) applicants must meet one of the following criteria:

- Minimum GPA 2.75 (including all undergraduate and graduate coursework)
- Minimum 3.0 GPA for last 30 hours of coursework (including all undergraduate and graduate coursework). Classes used for the calculation will be considered based on the current OELE/EPsB regulations.
- Applicants who hold a master's degree with a cumulative GPA of at least a 3.0 from a regionally or nationally accredited institution of higher learning may be admitted without regard to undergraduate transcripts.
- Applicants who have not earned a graduate degree, but who present a graduate transcript from a regionally accredited institution containing at least twelve (12) hours of coursework with a grade point average of 3.5 or better, may be considered for graduate admission on the basis of these grades in lieu of the undergraduate GPA.

Applicants who do not meet the above GPA requirements must successfully pass the Graduate Records Exam (GRE) with the following corresponding scores:

- Verbal with a minimum score of 450 (old scale) or 150 (new scale)
- Quantitative with a minimum score of 490 (old scale) or 143 (new scale)
- Analytical Writing with a minimum score of 4.0.

For most advanced applicants, admission decisions can be made with an application, an official college transcript(s), a copy of a current teaching certificate, a writing sample verifying collaboration, communication, critical thinking and creativity, a completed Kentucky Code of Ethics form, and a FERPA form.

*Notes:*

*Moderate and Severe Disabilities Certification requires a KY teaching certificate in Learning & Behavior Disorders.*

*Master of Arts Instructional Leadership Level 1 and/or Level 2 requires additional materials.*

## Master of Arts in School Principalship Level 1 and Level 2

- A GPA of 3.0 or higher at the master's level
- Documentation of three years of successful teaching experience
- Three Program Entry Recommendation/Evaluations completed by: 1) your school principal, 2) a colleague, and 3) your superintendent (or his/her designee). These forms can be located on the online application.
- Signed copies of the Kentucky School Personnel Code of Ethics and the confidentiality (FERPA) form. These forms can be located on the online application.
- A Personal Essay that describes your journey as an educator. This essay must include the names of the school districts where you have worked, your job titles, and years/dates that you were employed.
- A current Kentucky Teaching Certificate (Rank 2 or higher) or eligibility for Kentucky Teaching Certificate at the Rank 2 level or higher
- Professional documents that include your most recent performance appraisal, and also describe and/or illustrate your experiences in relation to your professional development experiences, your ability to improve student achievement, and your leadership potential.

- A successful interview by the admissions committee.

## Initial Teacher Certification Program Applicants

A bachelor's degree or advanced degree awarded by a regionally or nationally accredited college or university with a cumulative grade point average of 2.75 on a 4.0 scale; or a grade point average of 3.00 on a 4.0 scale on the last thirty (30) hours of credit completed, including undergraduate and graduate coursework.

Applicants seeking admission into Special Education certification programs must meet the requirements listed above. In addition, applicants seeking admission into content area certification programs (e.g., English, Math, Social Studies) submit evidence of content area mastery in two ways. First, evidence of previous coursework is submitted and reviewed. Second, scores meeting the Kentucky Department of Education Praxis II Content Exam requirements are also submitted.

Always consult with the Kentucky Department of Education (KDE) regarding state admissions requirements to teacher education programs.

*Notes:*

*When a candidate in an initial (traditional or alternative certification) program wishes to exit the program and enter another initial (traditional or alternative certification) program, all current admissions criteria must be met.*

*Original application materials may be accepted in lieu of new application materials at the discretion of the Graduate Admissions Office.*

## Proficiency-Based Certification Pathway

Candidates who already hold teaching certification and are seeking additional proficiency-based certification will, in addition to providing documentation of their current Kentucky Teacher Certification, meet all of the admission requirements applicable to 16 KAR 5:020 for all initial candidates currently accepted in to all of our initial programs. These requirements include the following:

- Official Transcripts of a Bachelor's degree from a regionally or nationally accredited university
- Professional dispositions for acceptance, which will be verified through the Signed Kentucky Code of Ethics
- Writing Sample indicating Critical Thinking, Creativity, Collaboration, and Communication
- Undergraduate GPA of 2.75 or greater or 3.0 on last 30 hours of course work
- Signed curriculum contract (educator learning plan)
- Two letters of recommendation
- Passing scores on required Praxis content exams (if applicable)
- An Electronic Portfolio

## Special Students

An applicant who does not meet the entrance requirements for a degree program and/or is awaiting receipt of required admission criteria (i.e., a valid teaching certificate, a transcript with posted degree, or official notification of a passing required test, etc.) may enroll as a Special Student. Special Students are limited to a total of 6 credit hours of coursework. All criteria for admission, with the exception of the criteria that precluded regular admission, must be submitted for candidates seeking admission to a graduate program.

## Visiting Students

An applicant who is enrolled in a graduate program at another institution may enroll for courses as a visiting student. The prospective candidate should submit:

- An application form (available on the Graduate Education Website (<http://www.georgetowncollege.edu/academics/graduate-programs>))
- A signed Professional Code of Ethics and FERPA form (contained in the online application)
- Written permission letter from his/her current program advisor to register including the specific course(s) for which you are approved.

Visiting students are permitted to take only the class(es) indicated on the permission letter from their program advisor. At the completion of the course(es), the candidate will be provided a letter of completion by the Graduate Office.

An applicant who desires to take courses for educational purposes and does not intend to become a candidate for the master's degree may also enroll as a visiting student. Typically, this would include candidates taking additional courses for professional development or to renew an expired teaching certificate. Candidates may take unlimited courses under this category. However, only 12 hours may be transferred into a degree or endorsement/certification program (see Transfer of Credits policy).

## Undergraduate Students

Applicants who hold a senior classification may be permitted to enroll as a Special Student provided the academic schedule does not exceed 16 total semester hours in a Fall or Spring semester with no more than 6 hours of graduate courses per semester. Undergraduate students may not take more than a total of 12 graduate credit hours under this policy. Only students who demonstrate outstanding scholastic ability will be considered. Undergraduates who want to request permission to take graduate courses under these circumstances should contact the Director of Graduate Admissions.

## International Students

International students who meet specific program requirements for whom Georgetown College has appropriate programs at the graduate level are invited to submit an application to the Graduate Education program. Such applications must be supported by satisfactory evidence of qualifications to pursue a full course of study at this institution. Applications for admission of international students are not considered complete without official transcripts showing grades and degree(s) awarded, (see <https://www.naces.org>) for evaluation of international transcript, official Test of English as a Foreign Language (TOEFL) scores, and scores on the verbal, quantitative, and analytical portions of the Graduate Record Examination (GRE).

Georgetown's minimum TOEFL score is 520 (paper)/190 (computer) /68(internet). International students are required to complete their admission procedures at least 30 days prior to the term in which they expect to enter.