Master’s (EdM or MA) Degree in Educational Leadership

Checklist and Instructions for Admission Requirements

1. Submit the following items to the WSU Graduate School:
   Graduate School, Washington State University
   P. O. Box 641030, French Administration 336, Pullman, WA 99164-1030
   (509) 335-6424 (http://www.gradsch.wsu.edu/)

   ☐ □ Graduate School Application, for EdM or MA in Educational Leadership
      available online at http://www.gradsch.wsu.edu/
      □ ☐ $75 application fee paid with credit card when submitting on-line application
      □ ☐ Current resume or vita.
      □ ☐ Written statement of scholarly and professional objectives as described on the supplemental
           information form.
      □ ☐ Copy of official Graduate Record Exam (GRE) Scores, university code: 4705
           (optional unless GPA is below a 3.0 then is required)
      □ ☐ Three letters of reference as described on the supplemental information form.
      □ ☐ TRANSCRIPTS from any colleges/universities:
          • Where any degrees have been granted or are expected
          • That show the last 60-graded semester (90 quarter) credits of course work
          • That show graded graduate level work (including doctoral) taken after the bachelor’s degree
          • Unofficial copies may be uploaded with your graduate school application, if you are
            admitted you will be required to submit official copies.
          • “Official” transcripts are those sent directly by the college/university the student attended
            to the WSU Graduate School in Pullman. Transcripts that are not sent directly from the
            Registrar of the school attended to the WSU Graduate School are NOT considered official.
            Transcripts issued directly to students in sealed envelope are NOT considered official.
            Transcripts are NOT required for course work taken at WSU.

2. Submit the following items to your primary campus of enrollment:
   Washington State University-Pullman
   Office of Graduate Studies
   College of Education
   Cleveland Hall 70
   PO Box 642114
   Pullman, WA 99164
   Fax: (509) 335-9172
   Email: gradstudies@wsu.edu

   Washington State University-Tri-Cities
   College of Education
   Helen Berry,
   Academic Coordinator
   2710 Crimson Way
   Richland, WA 99354-1671
   Phone: (509) 372-7394
   Email: hberry@wsu.edu

   Washington State University-Spokane
   College of Education
   Kelly LaGrutta,
   Academic Coordinator
   PO Box 1495
   Spokane, WA 99210-1495
   Phone: (509) 358-7942
   Fax (509) 358-7933
   Email: lagrutta@wsu.edu

   Washington State University-Vancouver
   College of Education
   Jennifer Gallagher,
   Academic Coordinator
   Undergraduate (VUB) 308
   Phone: (360) 546-9075
   Fax: (360) 546-9040
   Email: j.gallagher@wsu.edu

   ☐ □ Completed Supplemental Information Form (attached).
   ☐ □ Copies of currently held education certificates

3. Mandatory Research Training
   If admitted ALL graduate students are required to complete the Responsible Conduct of Research Education online
   training module. This is a web based training located at https://myresearch.wsu.edu/MandatoryTraining.aspx. Students
   are encouraged to take this training as soon as they are admitted to the doctoral program. Once you have completed this
   training, you will receive email confirmation of your completion. Please forward this email to the Office of Graduate
   Studies (gradstudies@wsu.edu). The training will need to be repeated after a five-year period.

Updated 11/8/2017
Priority application deadline is January 10th for summer or fall admission & July 1st for spring admission

Please Note: Students applying to graduate programs at Washington State University must also apply to the Graduate School. Graduate School applications must be submitted online at: http://www.gradsch.wsu.edu/

Name (First, Middle, Last):

Mailing Address:

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<tr>
<th>Phone:</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tbody>
<tr>
<td>Home ( )</td>
<td>Work/Cell ( )</td>
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Preferred Email Address:

Please indicate the campus where you anticipate attending classes (nearest to you) and degree you plan to pursue:

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<thead>
<tr>
<th>Campus</th>
<th>EdM (Non-Thesis)</th>
<th>MA (Thesis)</th>
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<tbody>
<tr>
<td>WSU-Pullman</td>
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<td>WSU-Spokane</td>
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<td>WSU-TriCities</td>
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<td>WSU-Vancouver</td>
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Please indicate the semester you plan to begin the program: Fall Spring Summer Year ____

The following additional items are required to complete your departmental application:

1. Completed Graduate School Application Packet including (a) on-line application, (b) three letters of recommendation, and (c) official transcripts.

   The three letters of recommendation should address your (1) scholarship, (2) facility with written, oral, and interpersonal communication, and (3) leadership and/or interpersonal skills. (Please do not send placement files.) Two of these letters should be from persons from whom you have taken previous coursework, and one letter should come from an education leader for whom you have worked. If you are unable to contact previous professors, letters should be from individuals qualified to address your ability to be successful academically and professionally. All of the letters should address your qualifications as a potential master student.

2. Completed Supplemental Information Form (this form).

3. Current resume or vita. (May be submitted online through the graduate school OR mailed to the department as part of the supplemental materials.)

4. A written statement of your scholarly and professional objectives and how you believe your enrollment in the WSU master program will advance these objectives. The statement should be confined to no more than two pages, single-spaced. Your written statement must include:

   (a) A summary of your beliefs and/or values about leadership,

   (b) A description of leadership or other life experience that relates to graduate study,
(c) Your scholarly and/or research interests as an educational leader, and
(d) The unique contributions you would bring to the graduate degree program and community of scholar-practitioners.

5. Official Graduate Record Exam
   For information on scheduling the GRE call (800) 473-2255 or visit online at www.gre.org.
   Date taken:______ or date scheduled to take GRE: ______
   Scores: Verbal:______ Quantitative:______ Analytical _____

6. Copies of currently held education certificates.

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<th>Professional Experience: List school experience; begin with the most current experience.</th>
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<td>Dates of Employment</td>
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<th>Credentials</th>
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<tr>
<td>Educational or professional credential/certificate held:</td>
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<th>Disclosures</th>
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<td>Have you ever had a teaching or administrative credential revoked?</td>
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<td>Have you ever been dismissed from a position?</td>
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<td>Within the last seven years, have you been convicted, fired, imprisoned or placed on probation for violation of any law, police regulation or ordinance (excluding traffic violations)?</td>
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If you answered “yes” to any of the above questions, please attach a full explanation, which will not prejudice your admission to this program.

Signature  Date

Please note: All application and supplemental materials MUST be received by the department of educational leadership before the January 10th or September 1st cutoff date in order for candidate to be considered for the program or any potential scholarships.

Follow up with your primary campus of enrollment to make sure they have received all of your application materials or if you have questions.

Washington State University
-Pullman
Office of Graduate Studies
gradstudies@wsu.edu
(509)335-7016/335-9195

-Spokane
Kelly LaGrutta
lagruna@wsu.edu
(509) 358-7942

-TriCities
Helen Berry
hberry@wsu.edu
(509) 372-7394

-Vancouver
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