

APPLICATION PACKET
Master of Education (Ed.M.) in Educational Leadership
Effective January 2022

Do you want to get a Principal or Program Administrator Certificate?

STOP! THIS IS NOT THE CORRECT APPLICATION PACKET

Please contact Jennifer Gallagher at j.gallagher@wsu.edu or 360-546-9075 for more information.

Application Deadlines:

- July 1st for fall admission (classes begin in August)
- March 1st for summer admission (classes begin in May)

If you are unable to meet the application deadline, contact Jennifer Gallagher at j.gallagher@wsu.edu or 360-546-9075. Late applications may be considered. However, the department/university cannot guarantee an admission decision will be made prior to the start of the semester for which you apply.

NOTE: Degree and certification programs in Educational Leadership do not accept state of Washington tuition waivers. This includes the following graduate programs: *Ed.M.*, *M.A.*, *Ed.D.*, and *Ph.D.*, as well as these certification programs: *principal*, *program administrator*, and *superintendent*.

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Application to Washington State University's Master of Education program is a two-step process which can be done simultaneously.

Enclosed with this packet you will find:

- Checklist and guidelines for applying to the Graduate School
- Checklist and guidelines for applying to the Department of Educational Leadership
- Departmental Supplemental Application Form
- Guidelines for requesting letters of recommendation

STEP 1: APPLY TO THE GRADUATE SCHOOL

➤ Submit the following to the Graduate School via their online application:

- Graduate School Application** available online at <http://www.gradsch.wsu.edu/>
 - Select: Educational Leadership (Masters--Masters (EdM) for program and Vancouver for campus.
- \$75 application fee** (*Paid with credit card when submitting online application*)
- Three Letters of Recommendation**

In the online application you will be prompted to provide the names and email addresses of your references. Please list people who can speak to your leadership experience and/or potential for leadership, and/or your ability to succeed in a graduate program.

➤ Submit to the Graduate School via U.S. mail delivery:

- OFFICIAL transcripts from any colleges/universities:**
 - Where any degrees have been granted or are expected
 - Which show the last 60 graded semester (90 quarter) credits of undergraduate work
 - Which show graded graduate level work (including doctoral) taken after the bachelor's degree
 - **Transcripts are NOT required for coursework taken at Washington State University**

Transcripts are official only if mailed or sent electronically *directly from the Registrar at the school you attended to WSU.*

Have transcripts MAILED to:

Graduate School, Washington State University
P.O. Box 641010
Stadium Way, 324 French Administration Bldg.
Pullman, WA 99164-1030

Have transcripts sent ELECTRONICALLY* to:

Grad.Sch.Transcript@wsu.edu

* Check with the Registrar's Office at your school to see if this option is available.

QUESTIONS ABOUT TRANSCRIPTS? Contact the Graduate School at gradschool@wsu.edu

STEP 2: APPLY TO THE DEPARTMENT OF EDUCATIONAL LEADERSHIP

➤ **Submit the following to the Ed.M. in Educational Leadership Program:**

- Departmental Information Form** (attached / enclosed)
- Professional statement.** Written responses to the prompts below should be 500 – 1,000 words *each*, double spaced and written in New Times Roman, 12pt font. Include your name on each page.
 1. Briefly introduce yourself and tell us how your personal, professional, and educational experiences have prepared you for an educational leadership program (500-1,000 words).
 2. Respond to **ONE** of the following questions (500-1,000 words):
 - A. What are your core educational values and beliefs? How will they support your success in the program?
 - B. What are qualities and characteristics that you consider to be hallmarks of exemplary leadership? Discuss how you have embodied or practiced one or more of these in your own life or career.
 - C. Discuss your thoughts about how valuing diversity and equity relates to improving education.
- Current resume**
- Copies of any educational or professional certificates held – front and back**

PLEASE NOTE:

At the discretion of the admissions committee, some applicants may be invited for an interview.

- SUBMIT YOUR APPLICATION:**
 - ≈ EMAIL your departmental application materials (described above) to Jennifer Gallagher, Academic Coordinator at: j.gallagher@wsu.edu.
 - ≈ Please send ONE email that includes attachments for the various pieces of your application.

DEPARTMENTAL INFORMATION FORM

Ed.M. in Educational Leadership

College of Education, Department of Educational Leadership

_____ Yes! I have applied to Washington State University by submitting a Graduate School Application and my WSU ID# is _____

Previous WSU Student? _____ YES _____ NO

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PROGRAM INFORMATION

Semester you plan to begin the program: _____ Fall/August _____ Summer/May YEAR: _____

GENERAL INFORMATION

Name (PRINT): _____
Last First Middle

Gender [Optional]: _____ Gender Pronouns [Optional]: _____

Mailing Address: _____
Street City State Zip

Phone: _____
Cell Other

E-mail (required): _____

PROFESSIONAL INFORMATION

Current Title / Position: _____

School/Organization: _____

District/Location: _____

Length of Time in Current Position: _____

DISCLOSURES

Within the last ten years have you pleaded guilty, been convicted, fined, imprisoned or placed on probation for violation of any law, policy regulation or ordinance (excluding minor traffic violations for which a fine or forfeiture of \$100 or less was imposed)?

____ Yes ____ No

Within the last ten years have you been discharged or forced to resign for misconduct or unsatisfactory service from any position – teaching or other?

____ Yes ____ No

Have you ever had a certificate revoked, suspended or denied, or have you voluntarily relinquished a teaching certificate to avoid revocation procedures?

____ Yes ____ No

Are you presently on probation as a teacher, educational staff associate, or administrator?

____ Yes ____ No

If you answered “yes” to any of the above questions, please attach an explanation.

Signature

Date

- EMAIL this form, and all other application materials described in Step 2 to:**
 - ≈ Jennifer Gallagher, Academic Coordinator at: j.gallagher@wsu.edu.
 - ≈ Please send ONE email that includes attachments for the various pieces of your application.

GUIDELINES FOR REQUESTING LETTERS OF RECOMMENDATION

Ed.M. in Educational Leadership

College of Education, Department of Educational Leadership

TALK TO YOUR CHOSEN REFERENCES BEFORE SUBMITTING YOUR GRADUATE SCHOOL APPLICATION ON-LINE

- Let your chosen references know that they will receive an **email** from WSU's Graduate School that will include a link to a recommendation form that they should use to complete their recommendation.

- Let your references know that there are two parts to their recommendation.
 - The first is to provide an evaluation of you using the rubric that they receive after using the link provided by the Graduate School via mail.
 - The second is to provide a narrative letter of recommendation, and they can do this in one of two ways:
 - A. In the textbox that is provided as part of the recommendation form they receive via the email link from the Graduate School, OR...
 - B. As an email attachment (NOT written in the body of the email) sent directly to Jennifer Gallagher at j.gallagher@wsu.edu
 - Please encourage your references to write as substantive narrative as is appropriate to their role and relationship with you. We value a candid evaluation of your potential to be a high-quality leader. Please ask your references to consider including an assessment of your leadership experiences and/or *potential for leadership*.