2024 Admission Requirements for Online Programs in Educational Leadership/Administration

Master’s (M.S.) and Specialist (Ed.S.)

Degree and GPA Requirements

- **Master’s degree program applicants**: An earned bachelor’s degree from a regionally accredited U.S. institution, or a comparable degree from an international institution, with a **minimum 3.0** (on a 4.0 scale) grade point average (GPA) in all coursework attempted while registered as an upper-division undergraduate student working towards a bachelor’s degree.

- **Specialist’s degree program applicants**: An earned **graduate** degree from a regionally accredited U.S. institution, or a comparable degree from an international institution, with a **minimum 3.0** (on a 4.0 scale) grade point average (GPA).

Professional Experience

Applicants must have:

- A **current Florida Professional Educator’s Certificate**
- A **passing score** on the Florida Teacher Certification Examination (FTCE) General Knowledge exam
- At least **two years of full-time PK-12 classroom teaching** experience
- **Current employment in a school** or school district

Performance Evaluations on Instructional Expertise

Applicants must demonstrate instructional expertise by submitting their two most recent performance evaluations in a Florida public school setting (including charter schools), per Section 1012.34, F.S., obtained during the last four years that documented successful demonstration on the Florida Educator Accomplished Practices and a documented track record of achieving student gains. Applicants must have earned an “effective” or higher rating on the following areas of their evaluations in both years:

- **Performance of Students**: This portion of the evaluation must include growth or achievement data of the teacher’s students or, for school administrators and instructional personnel who are not classroom teachers, the students attending the school.
- **Instructional Practice**: Evaluation criteria must include indicators based upon each of the Florida Educator Accomplished Practices as adopted by the State Board of Education. For instructional personnel who are not classroom teachers, evaluation criteria must be based upon indicators or the Florida Educator Accomplished Practices and may include specific job expectations related to student support.

GRE Test Results

The **Requirement for GRE Test Scores is WAIVED** for Master's (M.S.) and Specialist's (Ed.S.) degree applicants through 2026. The waiver does not include doctoral programs (Ed.D./Ph.D.). Applicants with a competitive GRE score may continue to submit scores.
English Language Proficiency Test Scores

Official English Language Proficiency results are required of all international applicants whose native language is not English. You can find the approved tests and minimum scores required here under the “English Language Proficiency” section: https://gradschool.fsu.edu/admissions/international-admissions

Self-Reported Scores
Although official scores are required, most departments will begin to review your application with self-reported scores, while they are waiting for the official scores to arrive. You can self-report your scores on your Online Status Page, after you submit your application.

Waiving English Language Proficiency
The English Language Proficiency requirement can be waived, at the University-level, for applicants who have earned a minimum of a BA or higher in the US or in an English-Speaking Country. Please note, your department may still require proof of English-Language proficiency. *A variety of countries are exempt from the English language proficiency requirement.

Transcripts

Official Transcripts are required for admitted students. See the “Transcript Requirement” section on The Graduate School website for detailed information and submissions instructions: https://gradschool.fsu.edu/admissions/graduate-admissions

- Unofficial Transcripts: To upload unofficial transcripts, go to your Application Status Page under the "upload materials" section, and select "Unofficial College Transcript". Be sure to upload transcripts from any university you have earned credits from. FSU only allows for application review with unofficial transcripts from U.S. institutions. If an applicant has a transcript from a non-U.S. and U.S. institution then, we must wait for the credential evaluation to be received for the non-U.S. institution before the application can be reviewed.

- International Transcript Requirements: FSU requires a course-by-course credential evaluation for Fall 2024 applicants and beyond that have degrees from a non-U.S. institution. International and domestic applicants with degrees earned from international institutions must submit their official transcripts through a NACES approved evaluator for transcripts from a non-U.S. institution. SpanTran has created a custom application for FSU that will make sure you select the right kind of evaluation at a discounted rate. Please see the “Transcript Requirements” section of the Graduate School website for detailed information. https://gradschool.fsu.edu/admissions/graduate-admissions
Applying to the Online Master's (M.S.) and Specialist (Ed.S.) Programs

Applicants to the master’s (M.S.) and specialist (Ed.S.) degree programs should select Online/ Distance Learning for location and the Term of Admission. The program codes you will select according to degree are:

- Master’s (M.S.): LEADADMNMS
- Specialist (Ed.S.): LEADADMNES

M.S. and Ed.S. applicants must upload the following required materials through the Admissions Application Portal with material titles (Statement of Purpose, Essay Question) at the top:

- Statement of Purpose: Describe your aptitude and interest in graduate study in educational leadership, including your preparation for this field of study and your future career goals. Please be specific about why FSU is a good intellectual and professional fit for you. Limit your statement to a maximum of two pages, 12 pt. font, single-spaced.
- Essay Question (Research Statement): From your professional work experience, describe and analyze one situation that involved a dilemma related to school leadership and how you demonstrated critical leadership skills and dispositions in response to this dilemma. Limit: one-page response, 12 pt. font, single-spaced.
- Curriculum Vitae (CV)
- Letters of Recommendation and Principal Leadership form (see page 4)
- Unofficial transcripts: Upload your unofficial undergraduate and graduate (Specialist's applicants) for department review of application. You must submit official transcripts to the Office of Graduate Admissions per University requirement.

RECOMMENDATIONS: Please note that there are two types of recommendations required for Master's and Specialist's applications.

- Principal Leadership Recommender Form:
  - Applicants must request the Principal Leadership Recommender Form after submitting CV and application by emailing the ELPS department academic specialist, Allison Young at aryoung@fsu.edu.
  - Please upload your CV into your application showing current employment.
  - The Principal Leadership Recommender Form must be completed by your current school principal who has evaluated your most recent teaching or performance and has knowledge of your demonstrated critical leadership skills and dispositions and leadership potential.
  - The Principal Leadership Recommender Form must address how the applicant has applied a relentless focus on improving student achievement in the applicant’s classroom and contributed to the demonstrable improvement of teaching effectiveness in colleagues’ classrooms.
  - Upon completion, please upload the Principal Leadership Recommender Form into your application.

- Letters of Recommendation:
  - A total of two Letters of Recommendation must be submitted. Both letters should be from individuals who can describe your ability to meet the graduate level of rigor and expectations in coursework, writing and speaking skills, work ethic, and completing field experiences.
    - Letters from friends or family will not be considered. Letters should be professional, typed on letterhead, with a signature.
- Up to 5 letters of recommendation will be reviewed.
- The graduate application at FSU is a 2-step process. In order to have a complete application, you must first submit your online application. Once you’ve submitted your application, you will receive an email with information to access your Application Status Page. The Status Page is where you will pay your application fee and add recommenders to your application. It is also where you will upload required application materials, such as your statement of purpose and transcripts.
- Upon entering the recommender’s email address, the application system will send an email with instructions to your recommenders for uploading letters.