



FLORIDA STATE UNIVERSITY  
COLLEGE OF EDUCATION,  
HEALTH, AND HUMAN SCIENCES  
*Department of Educational Leadership & Policy Studies*

## **2024 Admission & Application Requirements**

### **Educational Leadership & Administration ONLINE**

#### *Master's (M.S.) and Specialist (Ed.S.)*

### **ADMISSIONS REQUIREMENTS**

#### **Professional Experience**

Applicants must have the following experience. Applicants that do not meet the below criteria for professional experience will be ineligible for the program.

- At least two years of full-time PK-12 classroom teaching experience in a Florida school.
- A current Florida Professional Educator Teaching Certificate K-12.
- Two Most Recent Summative Performance Evaluations with Instructional Practice and Student Growth
- Current employment in a school or school district.

*Applicants in year 2+ of their teaching certification who do not hold a professional certificate that are still interested in the program should contact the Graduate Coordinator, Allison Young and Program Director Dr. Chris Small for eligibility guidance.*

#### **Degrees & GPA**

- **Master's Program:** 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 Upper-Division coursework attempted (Last 60 hours).
- **Specialist's Program:** 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).

### **ADMISSIONS DEADLINES**

SPRING – **October 1**

SUMMER – **March 1**

FALL – **June 1**

### **APPLYING IN THE PORTAL**

The FSU application is a 2-step process. You must first submit your online application. Once you have 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, add recommenders to your application, and upload required application materials. To apply: <https://gradschool.fsu.edu/>

**Campus/Location** = Online/Distance Learning

**Master's (M.S.) Program** = Educational Leadership/Administration – MS – EH

**Specialist (Ed.S.) Program** = Educational Leadership/Administration – EdS – EH



## **APPLICATION DOCUMENTS**

*Updates made to your Application Checklist may take up to 48 hours to reflect on your Application Status Page after the addition of any new materials and/or documents.*

### **Resume/Curriculum Vitae (CV)**

Please upload your most recent Resume/CV including your current employment. Your resume should show at least two years of full-time PK-12 classroom teaching experience in a Florida school.

### **Professional Educator Teaching Certificate K-12**

Submit your Florida Educators Teachers Certificate in the Portal.

### **Performance Evaluations on Instructional Expertise**

Applicants must submit their two most recent summative 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 evaluation 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 of the Florida Educator Accomplished Practices and may include specific job expectations related to student support.

**IMPORTANT:** Ratings for individual Formal and Informal classroom observations should not be submitted. Summative Performance Evaluations should be reflective of all instructional practice ratings and student growth measure for the entire academic year and include the final overall annual rating. If you have any questions about what documents to submit, please reach out to Graduate Coordinator, Allison Young.

### **Principal Leadership Recommender Form**

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, dispositions, and leadership potential.

**Step 1:** Submit an FSU application in the portal and upload your CV/Resume showing current employment. This is required PRIOR to requesting the Principal Leadership Recommender Form.

**Step 2:** Request the Principal Leadership Recommender Form by emailing the Academic Specialist, Allison Young at [aryoung@fsu.edu](mailto:aryoung@fsu.edu).

**Step 3:** Using the DocuSign link provided, fill out the Applicant & Principal information and submit the form. The form will then be sent to the Principal that was listed. When the form is completed by the Principal it will be sent back to the Academic Specialist to be uploaded in your application portal and marked complete.



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### **GRE Scores**

**GRE Test Scores are Currently WAIVED for Master's and Specialist's degree applicants.** Applicants with a competitive GRE score may continue to submit scores. If you do not submit scores, the item will be waived on the application checklist.

### **Transcripts**

Please see the “Transcript Requirement” section on The Graduate School website for detailed information and submissions instructions: <https://gradschool.fsu.edu/admissions/graduate-admissions>

- **Official Transcripts:** Official transcripts are ONLY required for admitted students & applicants who require SpanTran evaluations of International Transcripts.

**Unofficial Transcripts:** Unofficial transcripts are required for your application to be reviewed. Please submit ALL unofficial transcripts from each College and/or University attended. FSU only allows for application review with unofficial transcripts from U.S. institutions. If an applicant has a transcript from a non-U.S. institution, a credential evaluation must be received before the application can be reviewed.

*\*Official transcripts on the application checklist will show a red “X” until they are submitted, applicants that have submitted all required documents and are only missing official transcripts are still considered complete and will 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>

### **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. \*A variety of countries are exempt from the English language proficiency requirement.



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### **Statement of Purpose**

**(12 pt. font, Single-spaced, Limit of 2 pages):** 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.

### **Essay Question (Research Statement)**

**(12 pt. font, Single-spaced, Limit of 1 page):** 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.

### **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.
- Upon entering the recommender's email address, the application system will send an email with instructions to your recommenders for uploading letters.

### **Departmental Contacts**

For additional questions and concerns about Admissions requirements, please contact Academic Program Specialist Allison Young [aryoung@fsu.edu](mailto:aryoung@fsu.edu)

For more in-depth information regarding Level 1 Certification and program expectations, please feel free to email the program director, Dr. Christopher Small, to set up a phone or Zoom appointment, or join one of Dr. Small's online "fireside chats": [clsmall@fsu.edu](mailto:clsmall@fsu.edu)