

ADMISSIONS CRITERIA & APPLICATION PROCEDURES

Introduction to Admissions:

Applications are considered on an ongoing basis to studies in the Doctoral Program and the Principal Preparation Program cohorts, which tend to begin every other year. Entrance into the programs typically can be obtained in even numbered years (e.g., 2010, 2012, and 2014). However, exceptions are considered.

The Principal Preparation Program cohorts begin their studies in the summer (i.e., in June). The Doctoral Program cohorts begin their studies during the fall, (i.e., in September).

Applications are also considered on an ongoing basis for studies in the Superintendent License Program and the General Master's Degree. The Superintendent License cohorts typically begin their studies in the fall. Studies in the General Master's Degree can be initiated in any term.

Submission of the application materials approximately three months in advance of the anticipated beginning of studies in a program enhances the likelihood that a student will gain admission in a timely manner.

Admissions Criteria

Principal Preparation Program and General Master's Degree Program:

1. A 2.9 GPA in the undergraduate course work of a bachelor's degree, a 3.25 GPA in the last 90 hours of a bachelor's degree, or a 3.5 GPA in the course work comprising a master's degree (for Principal Preparation Program).
2. Undergraduate course work taken after the obtainment of a bachelor's degree cannot be included in the calculations.
3. An applicant, whose GPA is below the levels stated above, can be considered by taking and reporting the Graduate Record Exam (GRE). See <http://www.ets.org/> for details.

Superintendent License Program:

1. A master's degree in educational administration
2. Completion of the course work for a principal's license
3. Other criteria in selected circumstances

Doctoral Program:

1. Academic Potential--Evidence of potential for academic work at the doctoral level includes:

- a. Master's GPA of 3.6,
 - b. Commentary from former professors, who provide letters of recommendation,
 - c. GRE composite verbal-quantitative score of 1050 (recommended), and
 - d. For international applicants, who are non-native speakers of English, a TOEFL score of 550.
2. Writing Ability--Evidence of writing ability sufficient to handle the requirements of doctoral course work is judged through an analysis of the autobiography submitted by the applicant.
 3. Oral Communication--Competence in oral communication is evaluated through an interview conducted by at least two faculty members in the Educational Administration Program.
 4. Commitment--Evidence of commitment to advanced graduate study is obtained in two ways: From the letters of recommendation submitted by employers, supervisors, and former professors and from the applicant's answers to questions posed in the interview.

Application Procedure:

Introduction to Application Procedures: Please use the procedures found below, as opposed to general, university-wide procedures, that you might find online. The procedures found below have been developed specifically for the programs and are inclusive of university requirements.

Principal Preparation Program and General Master's Degree Program:

1. An application form—See <http://www.ohio.edu/graduate/programs.cfm>. The online application is encouraged. Application is for the Educational Administration Program. The code is ME6272.
2. One transcript from each institution from which credit has been earned prior to admissions, including transcripts for credits transferred from one institution to another.
3. Three recommendations, either using an official recommendation form from Ohio University or placed on the organizational letterhead of the individual making the recommendation. The recommendation forms can be found at <http://www.ohio.edu/graduate/programs.cfm>.
4. An autobiography focused upon the professional career and objectives of the applicant.
5. A vita or resume.

All application materials should be sent to Graduate College, Room 220, Research and Technology Building, Ohio University, Athens, Ohio 45701-2979.

Superintendent License Program:

1. For those individuals who have completed a master's degree at Ohio University: a completed paper application and statement of purpose form are all that is needed.
2. For those individuals who have completed a master's degree at another university: a completed paper application, a statement of purpose form, a check for \$35.00 to address the application fee, and one transcript from the university at which their master's degree was completed are needed.
3. An individual who completed a master's degree at another university can also complete the application on-line <https://www.applyweb.com/apply/ohioug/menu.html>. With an on-line application, a credit card number will be needed in order to accommodate the application fee.

All application materials should be sent to Graduate College, Room 220, Research and Technology Building, Ohio University, Athens, Ohio 45701-2979.

Doctoral Program:

1. An application form—See <http://www.ohio.edu/graduate/programs.cfm>. The online application is encouraged. Application is for the Educational Studies Department. The code is ED6272.
2. One transcript from each institution from which credit has been earned prior to admissions, including transcripts for credits transferred from one institution to another.
3. Three recommendations, placed either on an official recommendation form or on the, letterhead of the individual making the recommendation. The recommendation forms can be found at <http://www.ohio.edu/graduate/programs.cfm>.
4. An autobiography focused upon the professional career and objectives of the applicant.
5. A GRE score and a TOEFL score for international applicants, who are non-native speakers of English.
6. A vita or resume

All application materials should be sent to Graduate College, Room 220, Research and Technology Building, Ohio University, Athens, Ohio 45701-2979.