

**APPLICATION FOR
ADMISSION CERTIFICATION PROGRAM**

Western Kentucky University
College of Education and Behavioral Sciences
Department of Educational Administration, Leadership, and Research

NAME _____ DATE _____
(Last, First, Middle Initial)

SOCIAL SECURITY NO. _____

TELEPHONE: HOME: _____ OFFICE: _____

HOME ADDRESS: _____

E-MAIL ADDRESS: _____

CURRENT POSITION: _____

EMPLOYING DISTRICT: _____

SCHOOL: _____

ADDRESS: _____

PROGRAMS DESIRED: (Please indicate all programs desired)

CERTIFICATION

- _____ Rank I
- _____ School Principal – All Grades
- _____ Supervisor of Instruction – Grades K-12
- _____ Director of Pupil Personnel
- _____ Director of Special Education
- _____ School Superintendent

DEGREES

_____ Specialist in Education

ADMINISTRATIVE ENDORSEMENT HELD: _____

**Please see back of page for affidavit
ed.administration@wku.edu**

Mail to:

**Educational Administration, Leadership, & Research
WKU, 1906 College Heights Blvd, #41031, TPH 425
Bowling Green, KY 42101-1031**

AFFIDAVIT

PLEASE REVIEW AND SIGN THE FOLLOWING AFFIDAVIT

With this signed program admission form, I hereby apply to the Educational Administration Programs at Western Kentucky University. I acknowledge that a personal interview may be requested as a part of the admission procedure.

Furthermore, I affirm that I have never been convicted or charged with a felony crime, or a crime involving harm against another person. If I have ever been convicted or charged, I have attached a separate letter of explanation. The faculty, at their discretion, may request or conduct criminal records background checks on students; and, I agree to permit such a background check.

I recognize that falsification of any information or affirmation in this application could result in immediate termination from any and all Educational Administration study programs. Further, I recognize that acceptance into the various Educational Administration programs does not assure program completion. The faculty will evaluate both cognitive and leadership skills until graduation are achieved. Finally, I recognize that completion of either degree program or certification program does not automatically entitle me to a certificate from the Education Professional Standards Board of the Commonwealth of Kentucky.

Signature _____ Date _____

**ADMISSION PROCEDURES FOR
EDUCATIONAL ADMINISTRATION PROGRAMS IN
TRANSFORMATIONAL LEADERSHIP**

INTRODUCTION

Application for admission to Educational Administration programs is to be made after completion of the M.A. Degree.

Rank I, Certification in Educational Administration, require a minimum of sixty graduate semester hours. Education Specialist is a degree requiring thirty-six hours (including thesis) beyond the Masters. Joint doctoral programs are an option for qualified students. Acceptance into Educational Administration programs is based on the recommendation of a review committee. The following materials and criteria will be used by the committee to determine acceptance of candidates into specific programs.

I. ENTRANCE CRITERIA

All candidates must meet the entrance criteria to pursue graduate work at Western Kentucky University. The office of Graduate Studies Form A should be filed before course work is attempted.

- A. The candidate must have earned a grade point average of 3.2 or above (4.0 scale) on all graduate work attempted.
- B. The candidate must present an acceptable score on one of three standardized tests: the GRE, the NTE, or the MAT. The candidate must have earned a cumulative score of 2200 or above on the two (2) aptitude sections of the GRE (verbal, quantitative). The student must score 3.5 or better on the analytical section of the GRE. The NTE test shall include both Communication Skills and General Knowledge. The minimum acceptable score shall be those set by the state for the acquisition of the principal certificate. A score equal to or better than the 50th percentile shall be the minimum acceptable level on the MAT.
- C. The candidate shall submit a copy of her/his most current teaching certificate and attach it to the Graduate Studies Application.
- D. Applicants failing to meet all entrance requirements may use the due process procedures described in Part III.

II. APPLICATION PROCEDURES

- A. All candidates must file an application with the Department of Educational Administration, Leadership, and Research for an Educational Administration program. The application process should be completed within the first semester of course work and must be completed before twelve (12) semester hours of course work at Western Kentucky University.
- B. Written Personal Statement
This statement is autobiographical in nature. It should specify information about the candidate's background, educational pursuits, and professional experiences. The statement is used to determine how well the candidate expresses her/himself, and it is an important source of background information for the review committee.
- C. Head and Shoulders Snapshot
If not previously submitted to the department, a photograph (head and shoulders) shall be included with the personal statement or after admission to the program. We often have requests from superintendents both in and out of the state to recommend personnel for various administrative positions. This helps us remember you.
- D. Recommendations
Three departmental references are required from individuals who are able to comment on the professional competence of the candidate. These may be from a superintendent, principal, supervisor, or school board member. The specified forms are attached to this document. You should have each reference complete the form and return it to you in a *sealed envelope, signed across the flap*. You should forward all department application materials at one time in one envelope. PLEASE NOTE, if you previously supplied recommendations to the department for the Masters program for the school principalship and if the recommendations are less than eight (8) years old, you do not need to resubmit recommendations.
- E. Statement of Teaching
An official letter from your district verifying three (3) years of teaching experience is required.
- F. Scholastic Record
The Admissions Committee will review all undergraduate and graduate transcripts. If the student attended institutions other than WKU, official transcripts must be furnished to the Office of Graduate Studies.

G. Teaching Certificate

Certification requirements specify three years of successful teaching experience before admission to the department's program. A copy of the KDE teaching certificate must be on file with the department. In most cases this will be forwarded from the Office of Graduate Studies; however in some cases the department may request that you supply a copy of the teaching certificate.

GENERAL PROGRAM INFORMATION

A. Committee Action

When the candidate has supplied the necessary forms, the Admissions Committee will then evaluate the applicant's file (recommendations, transcripts, test scores, etc.) and will accept, reject, or recommend modifications necessary for acceptance into the appropriate Educational Administration program. A student must receive a positive recommendation from the committee before the official program of study can be prepared.

B. Advising Interview

Each student accepted into a program in Educational Administration will be assigned an advisor. After the student has filed the necessary admission forms with Graduate Studies and the Department of Educational Administration, Leadership, and Research, the advisor or other faculty members may conduct an interview and recommend an appropriate program of course work.

C. Due Process

Students may appeal a decision of the Admissions committee directly to the Department Head. If sufficient redress is not obtained, an appeal may be made to the Associate Dean for Graduate Education, College of Education and Behavioral Sciences. The decision of the Associate Dean is final.

D. Retention Criteria

In order to remain in good standing in the program, the student will be expected to maintain a grade point average of 3.5 (A = 4.00). Any student who earns a grade point in any semester below a "B" average (B = 3.00) will be computer flagged. These designated students will be warned during the first semester of below average performance and placed on probation. The student may be dropped from the program after two (2) semesters of below average performance are accumulated. To provide appropriate due process, the student who is dropped may appeal to the program's admissions review committee. The decision of the committee is final.

WESTERN KENTUCKY UNIVERSITY
EDUCATIONAL ADMINISTRATION COURSES

The following list of courses is provided to assist the student with degree or certification program planning.

- EdAd 581 Organization Administration of Occupational Education
- EdAd 583 Accounting for Pupil Personnel
- EdAd 585 Fundamentals of School Administration
- EdAd 588 School Business Management
- EdAd 590 Administration of School Personnel
- EdAd 594 Seminar on Leadership: Auxiliary Programs
- EdAd 596 Readings in Education
- EdAd 597 Problems in Educational Administration and Supervision
- EdAd 598 Field-Based Experience in Educational Administration
- EdAd 620 Seminar in the Administration of Special Education
- EdAd 625 Practicum in the Administration of Special Education
- EdAd 630 Special Education Law and Finance
- EdAd 639 The Superintendency
- EdAd 649 School System Administration
- EdAd 659 Strategic Planning in Education
- EdAd 677 School Law
- EdAd 682 School-Community Relations
- EdAd 683 Seminar in Curriculum Development
- EdAd 684 Instructional Leadership
- EdAd 686 Principles of Supervision
- EdAd 690 The School Principalship
- EdAd 694 Seminary in Educational Administration
- EdAd 696 Advanced Organizational Theory
- EdAd 697 Research in Administration and Supervision
- EdAd 699 Specialist Project (Required Six (6) Semester Hours)
- EdAd 798 Internship in Administration and Supervision
- EdAd 799 Dissertation Research

- EdFn 500 Research Methods
- EdFn 501 Educational Statistics
- EdFn 548 Research in Curriculum and Instruction
- EdFn 576 Social Issues and Trends in Education
- EdFn 601 Advanced Educational Statistics
- EdFn 612 Seminar in Community College Teaching
- EdFn 675 Higher Education in America
- EdFn 685 Academic Problems in Higher Education
- EdFn 720 Foundations of Rural Education Policy

Questions regarding these requirements should be addressed to the student's advisor or to the Department of Educational Administration, Leadership, and Research at 270-745-4890.

Please evaluate the applicant's qualifications by checking the appropriate spaces below.
Specify the group with which you have compared the individual.

Beginning Teacher () Experienced Teacher ()

QUALIFICATIONS	EXCELLENT (UPPER 5%)	GOOD 6-20%	SATISFACTORY 50%	BELOW AVG. LOWER 50%	NO BASIS FOR JUDGEMENT
Intellectual Ability					
Success as a Teacher					
Knowledge in Subject of Proposed Study					
Oral Expression					
Industry & Perseverance					
Performance in Stressful Situations					
Inquisitiveness & Independence					
Imagination & Creativity					
Potential for Leadership					
Potential for Scholarship					
Overall Potential as Administrative Candidate					

How would you vote on this applicant for employment in your agency as a leader/administrator? Please check one of the following:

Would vote to reject ()

Would vote to accept ()

Written Evaluation: Please use the remaining space on this page and additional pages as desired to provide the department with a narrative statement. This is an important part of the overall evaluation and the time you take is appreciated. THANK YOU.

Recommender (please print) _____ Position: _____

Signature of Recommender: _____ Date: _____

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