

Application Process for M.A.Ed., Rank II, Administration Certification, and Rank I Candidates:

1. To be considered for admission, a candidate must first submit a Graduate Application or an [Online Graduate Application](#) and pay the required \$30 Application Fee.
2. Each applicant must request *official* transcripts of all undergraduate and graduate work be sent directly to Graduate Admissions, University of the Cumberlands, 7985 College Station Drive, Williamsburg, KY 40769. *Transcripts accepted from students are not considered official, and cannot be accepted.* Transcripts must include:
 - The degree and date on which it was conferred.
 - A grade point average of at least 2.5 on a 4.0 scale for *most* M.A.Ed. candidates, 3.0 on a 4.0 scale for Rank I and Administrative Certification candidates, and 2.75 on a 4.0 scale for M.A.Ed. Instructional Leadership and M.A.Ed. School Counseling candidates.
3. Each applicant must submit one copy of his/her current teaching certificate or statement of eligibility. The M.A.Ed. Degree is awarded only to individuals who hold a valid teaching license. The M.A.Ed. Instructional Leadership degree requires a candidate to have three or more years of documented teaching experience.
4. Candidates seeking M.A.Ed. or Level I certification in Instructional Leadership or the M.A.Ed. in School Counseling are required to take an entrance exam for admission. Candidates can choose to take the [GRE](#) (combined verbal and quantitative score of 675 or above) or the [Miller Analogies](#) (400 or above) for admittance. Candidates seeking other Master's Degrees are not required to take an entrance exam if they hold a valid teaching license.
5. Applicants must submit three (3) [letters of recommendation](#) on the recommendation form from current or past school administrators, current or past professors, or colleagues. Applicants pursuing the M.A.Ed. or Level I certification in Instructional Leadership must provide one letter from a superintendent, one from a school district administrator, and one from a current or past school administrator or colleague. Letters for the Instructional Leadership program must be in written form and on letterhead when possible. The recommendation form letter cannot be used for the MAEd Instructional Leadership program.
6. All documents must be on file in the Graduate Admissions Office before the first day of classes. Failure to complete the above requirement will result in the student being dropped from all classes. *If dropped, students will not receive a full refund.*

7. Admission to the Graduate Program is completed by a review of the above documents.
8. Students may be conditionally or fully admitted into the M.A.Ed., Rank I, or Administrative Certification programs as explained below:

Admission Status:

- Conditional Admission: Students who are admitted without having met all admissions criteria may be conditionally admitted. All requirements for admission must be received before the beginning of the first class. Failure to do so will result in the student being dropped from all classes. Students must maintain a graduate GPA of 3.0 to continue in the program. When all conditions for full admissions are met, the student will be notified that their status has been changed to full admittance.
 - Full Admission: Students who have met all the above requirements, and who have successfully completed the application process are considered to be fully admitted.
9. After notification of acceptance, the student and his/her advisor will complete a Planned Program/Curriculum Contract. Each student will be assigned an advisor at the time of admission by the Graduate Admissions Office.
 10. The student and his or her advisor completes and signs a Planned Program/Curriculum contract prior to the student completing fifteen (15) hours of graduate credit.
 11. All graduate students who are beginning a new program must reapply for subsequent programs. A student who has just finished a Master's degree, for example, must reapply before beginning a Rank I program.

Application Process for M.A.T. Candidates

1. The Master of Arts in Teaching (M.A.T.) Program is an alternative certification program, and provides candidates possessing a baccalaureate degree the opportunity to gain teacher certification while earning a Master's Degree. Candidates under Option Six qualify for a Temporary Provisional License, and may be employed by a Kentucky school system while they pursue their degree.
2. To be considered for admission, a prospective student must first submit a Graduate Application or an [Online Graduate Application](#) and pay the required \$30 Application Fee.
3. Each applicant must request **official** transcripts of all undergraduate and any graduate work be sent **directly** to Graduate Admissions, University of the Cumberlands, 7985 College Station Drive, Williamsburg, KY 40769. **Transcripts accepted from students are not considered official, and cannot be accepted.**
 - The transcript must include:
 - The degree and date on which it was conferred.
 - The grade point average of at least 2.5 on a 4.0 scale.
4. Candidates seeking middle school certification must hold a Bachelor's Degree, or have the required number of background hours in their chosen certification area as stated below:
 - Math – 25 Hours
 - Science – 26 Hours
 - English – 24 Hours
 - Social Studies – 27 Hours

Candidates seeking Middle School certification are also required to have two (2) certification areas, and must have the required number of background hours for each prior to admission.

Candidates seeking secondary or P-12 certification must hold a Bachelor's Degree or have at least 30 hours background in their certification area prior to admission.

5. Each candidate is required to take an entrance exam for admission, and must provide acceptable scores on the required exam for their particular certification area. Candidates seeking elementary, middle, or secondary certification must submit scores on the [Praxis Content Exam\(s\)](#). Candidates seeking certification in special education must submit scores for either the [Graduate Record Exam \(GRE\)](#) (combined verbal and quantitative score of 675 or above) or the [Miller Analogies \(MAT\) Exam](#) (400 or above).
6. Each candidate must submit three (3) [letters of recommendation](#) from individuals who have knowledge of the applicant's character and dispositions.

7. All admissions documents must be on file in the Graduate Admissions Office before the first day of classes. Failure to complete the above requirement will result in the student being dropped from all coursework. If dropped, students will not be eligible for a full refund. Admission to the Graduate Program is completed by a review of the above documents.
8. Students may be conditionally or fully admitted to the Masters of Arts in Teaching program as explained below:

Admission Status:

- Conditional Admission: Students who are admitted without having met all admissions criteria may be conditionally admitted. All requirements for admission must be received before the first day of classes. Failure to do so will result in the student being dropped from all classes. Students must maintain a graduate GPA of 3.0 to continue in the program. When all conditions for full admissions are met, the student will be notified that their status has been changed to full admittance.
 - Full Admission: Students who have met all the above requirements, and who have successfully completed the application process are considered to be fully admitted.
9. After notification of acceptance, the candidate and his/her advisor will complete a Planned Program/Curriculum Contract. An advisor will be assigned by the Graduate Admissions Office at the time of admittance. A completed and signed Planned Program must be in the student's file within the first fifteen (15) hours of their program.
 10. All graduate students who are beginning a new program must reapply for subsequent programs. A student who has just finished his/her Master's degree, for example, must reapply before beginning a Rank I program.