

Thank you for your interest in the education profession and Keene State College.

Keene State College has a long history of preparing exceptional teachers and other education professionals at the undergraduate, post-baccalaureate, and graduate levels. Our Graduate Study programs lead toward the master of education degree, post-master's certification, and post-baccalaureate teacher certification. Whether you are an experienced educator or are taking your first step toward teacher certification, KSC is ready to help you achieve your goals as a new teacher, master teacher, school counselor, or principal. Through individualized counseling and support, our Graduate Study faculty and staff help applicants determine the best program options based on prior experience, interests, and personal goals.

Keene State College Graduate Study programs are framed by standards from national organizations and are accredited by one or more of the following agencies: the New England Association of Schools and Colleges (NEASC), the National Council for Accreditation of Teacher Education (NCATE), and the New Hampshire State Board of Education. These standards specify the knowledge, skills, and dispositions professional educators should have, and in that way suggest desired outcomes of the various programs and options.

In keeping with our mission and vision, the KSC Education faculty has generated four themes that are fundamental to the process of teaching and learning. These themes weave through our curriculum for beginning teachers and advanced-level professionals at both the undergraduate and graduate levels.

KSC Education programs strive to prepare education professionals who:

- Explore the dynamic nature of the teaching and learning process
- Demonstrate professional and ethical behaviors that meet high expectations and standards
- Understand the world from multiple perspectives
- Contribute to a just and equitable world

We are seeking students who are committed to excellence. The ideal candidate for admission into a Graduate Study program at Keene State will demonstrate professional and personal qualities, including:

- Clear communication skills
- Ability to work collaboratively
- Professional appearance and demeanor
- Commitment to lifelong learning and service to the community
- Clear understanding of the ethical obligations of the profession
- Demonstrated commitment to honoring diverse perspectives
- Respect, empathy, and caring for others
- Ability to accept responsibility for one's own actions
- Consistent ability to be present, punctual, and prepared
- Demonstration of integrity and honesty
- Willingness to work diligently to achieve success

STEP 1: REQUIREMENTS FOR ALL PROGRAMS

All applicants must submit the following materials and meet the specified standards.

Please refer to **STEP 2** for additional requirements for each program.

Forward required materials for **STEP 1** and **STEP 2** to:

KSC Admissions Office, 229 Main Street, Keene, NH 03435-2604.

- Completed application form with signature (see deadline below)
- Application fee of \$40
- Official transcripts from all prior colleges or universities attended (undergraduate and graduate). Applicants must hold a bachelor's degree from an appropriately accredited institution of higher education. Transcripts for course work completed at Keene State will be obtained by the Admissions Office.
- A minimum GPA of 2.50 is required for all graduate programs at KSC. Preference will be given to candidates who have earned a GPA of 2.75 or greater. Courses completed as part of the bachelor's degree, as well as those courses completed later, may be considered in determining the candidate's potential to succeed in graduate studies.
- Praxis I scores: (reading, writing, and mathematics) **or** current certification
- Essay
- Three letters of recommendation completed on a KSC Graduate Study in Education Recommendation form

APPLICATION DEADLINE

April 1
December 1
March 1

MATRICULATION

Fall semester
Spring semester
Financial aid deadline for priority consideration

While Keene State College considers applications on a rolling admissions basis, students are encouraged to apply by April 1 for the fall semester and December 1 for the spring semester. Keene State reserves the right to close admissions, irrespective of these deadlines, once class capacity has been reached.

Once accepted, students are required to pay a \$100 nonrefundable enrollment services fee by May 1 for the fall semester and by December 15 for the spring semester. After those dates, the fees may be accepted on a space-available basis.

International Applicant

If you are not a U.S. citizen, you are an international applicant. If transcripts of course work you did at a foreign college or university are being forwarded to KSC, you must have the transcripts evaluated by a professional service such as World Education Services, Inc. (www.wes.org, 800-937-3895), and the transcripts must be accompanied by a certified English translation. In addition, all international applicants must demonstrate proficiency in the English language.

For international applicants:

- Complete the application.
- Enclose the \$40 application fee.
- Submit transcripts of all college preparatory education and/or college- or university-level coursework (a certified English translation must accompany the transcripts).
- Submit official results of the Test of English as a Foreign Language (TOEFL) if the language of instruction for the majority of your education is/was taught in any language other than English.
- Submit a Certification of Finances form. This form is available through the Admissions Office at Keene State College. Call 800-KSC-1909 or 603-358-2276. Please note that information disclosed on the Certification of Finances has no bearing on the admissions decision.
- Forward application, fee, and all required materials to the Admissions Office at Keene State College, 229 Main Street, Keene, NH 03435-2604. Refer to the APPLICATION DEADLINE.

STEP 2: ADDITIONAL CRITERIA FOR EACH PROGRAM

Master of Education Degree

CURRICULUM and INSTRUCTION – PROFESSIONAL DEVELOPMENT (36 credits)

36 credits – This program is intended for experienced teachers who seek a master of education degree.

The successful candidate will meet the following criteria:

- Candidates must have a minimum of one year of full-time teaching experience working with children and youth in an appropriate educational setting (pre-K to 12).
- Candidates must be employed at least half-time in an approved educational setting for the duration of the program.
- Preference will be given to candidates who have a minimum of two years of relevant life experience, or the equivalent, in addition to undergraduate program completion.

Apply to this program by checking Item 1A under PROGRAM SELECTION on the application form (pg. iii).

36 credits, including 18 to 24 transfer credits – This program is intended for experienced teachers who became certified through an approved post-baccalaureate program at KSC or at an approved collaborating institution. A maximum of 24 transfer credits may be applied toward this degree. The amount and award of credit is contingent

upon matriculation at KSC, documentation of current certification, and completion of an approved post-baccalaureate program at KSC or at an approved collaborating institution.

The successful candidate will meet the following criteria:

- Candidates must have completed a post-baccalaureate program at KSC or at an approved collaborating institution that resulted in current certification. Documentation must be submitted to the Admissions Office.
- Candidates must have a minimum of one year of full-time teaching experience working with children and youth in an appropriate educational setting (pre-K to 12).
- Candidates must be employed at least half-time in an approved educational setting for the duration of the program.
- Preference will be given to candidates who have a minimum of two years of relevant life experience, or the equivalent, in addition to undergraduate program completion.

Apply to this program by checking Item 1B under PROGRAM SELECTION on the application form (pg. iii).

Master of Education Degree

EDUCATIONAL LEADERSHIP (36 credits)

The certification associated with this program is School Principal (grades K to 12).

The successful candidate will meet the following criteria:

- Candidates must have a minimum of two years of full-time experience working with children and youth as a qualified educator in an approved educational setting. Three years of full-time experience is required before the New Hampshire Department of Education will grant certification as a principal (grades K to 12).
- Candidates must be employed at least half-time in an approved educational setting for the duration of the program.

Apply to this program by checking Item 2 under PROGRAM SELECTION on the application form (pg. iii).

Post-Master's Certification

EDUCATIONAL LEADERSHIP (22 credits)

The certification associated with this program is School Principal (grades K to 12).

The successful candidate will meet the following criteria:

- Candidates must have earned a master's degree in an appropriate field.
- Candidates must have a minimum of two years of full-time experience working with children and youth as a qualified educator in an approved educational setting. Three years of full-time experience is required before the New Hampshire Department of Education will grant certification as a principal (grades K to 12).
- Candidates must be employed at least half-time in an approved educational setting for the duration of the program.

Apply to this program by checking Item 3 under PROGRAM SELECTION on the application form (pg. iii).

Master of Education Degree

SCHOOL COUNSELOR (48 credits)

The certification associated with this program is Guidance Counselor (grades K to 12).

The successful candidate will meet the following criteria:

- Candidates must have a minimum of 300 hours of experience with children and youth in an appropriate educational setting. Preference will be given to candidates with a year or more of experience.
- Preference will be given to candidates who have a minimum of two years (or the equivalent) of relevant life experience in addition to undergraduate program completion.

Apply to this program by checking Item 4 under PROGRAM SELECTION on the application form (pg. iii).

Post-Master's Certification

SCHOOL COUNSELOR (31 credits)

The certification associated with this program is Guidance Counselor (grades K to 12).

The successful candidate will meet the following criteria:

- Candidates must have earned a master's degree in a field related to counseling or social work.
- Candidates must have a minimum of 300 hours of experience with children and youth in an appropriate educational setting. Preference will be given to candidates with a year or more of experience.
- Preference will be given to candidates who have a minimum of two years (or the equivalent) of relevant life experience in addition to undergraduate program completion.

Apply to this program by checking Item 5 under PROGRAM SELECTION on the application form (pg. iii).

Master of Education Degree

SPECIAL EDUCATION (36 credits)

36 credits, including 18 to 24 transfer credits – This program is intended for teachers who have completed an approved post-baccalaureate program at Granite State College (GSC) that resulted in current certification in one of the following areas: general special education, emotionally disturbed, learning disabilities, or mental retardation.

A maximum of 24 transfer credits may be applied toward this degree. The amount and award of credit is contingent upon matriculation at KSC, documentation of current certification, and completion of an approved post-baccalaureate program at an approved collaborating institution such as GSC.

The successful candidate will meet the following criteria:

- Candidates must have completed a post-baccalaureate program at GSC that resulted in current certification in one of the following areas: early childhood special education, general special education, emotional and behavioral disabilities, specific learning disabilities, or intellectual and developmental disabilities.
- Candidates must be currently certified by a recognized Department of Education in an appropriate SPED area. Documentation must be submitted to the Admissions Office.

- Candidates must have a minimum of 300 hours of experience with children and youth in an appropriate educational setting. Preference will be given to candidates with a year or more of experience.

- Candidates must be employed at least half-time in an approved educational setting for the duration of the program, or be enrolled in an approved KSC internship.

Apply to this program by checking Item 6 under PROGRAM SELECTION on the application form (pg. iii).

Post-Baccalaureate Teacher Certification

GENERAL SPECIAL EDUCATION (grades K to 12)

This program is intended for two categories of candidates who seek certification in general special education (grades K to 12):

A. The candidate has demonstrated an academic foundation in general education if any of the following apply:

- Currently certified by a recognized department of education
 - Formerly certified within the past three years
 - Completed methods or student teaching within the past three years
- Candidates in this category will complete 24 SPED credits.

The successful candidate will meet the following criteria:

- Preference will be given to candidates who have demonstrated strengths in math, science, social studies, or language arts (English, reading, or related areas).
- Preference will be given to candidates who have a minimum of 300 hours of experience with children and youth in an appropriate educational setting.
- Preference will be given to candidates who have a minimum of two years (or the equivalent) of relevant life experience in addition to undergraduate program completion.

Apply to this program by checking Item 7A under PROGRAM SELECTION on the application form (pg. iii).

B. The candidate does not have a demonstrated academic foundation in education

- Non-certified candidates (may or may not have prior teaching experience)
- Candidates in this category must demonstrate an academic foundation in general education, at the elementary or secondary level, before proceeding to the final 24 SPED credits.

The successful candidate will meet the following criteria:

- Preference will be given to candidates who have demonstrated strengths in math, science, social studies, or language arts (English, reading, or related areas).
- Candidates must have a minimum of 300 hours of experience with children and youth in an appropriate educational setting. Preference will be given to candidates with a year or more of experience.
- Preference will be given to candidates who have a minimum of two years (or the equivalent) of relevant life experience in addition to undergraduate program completion.

Apply to this program by checking Item 7B under PROGRAM SELECTION on the application form (pg. iii).

Post-Baccalaureate Teacher Certification

EARLY CHILDHOOD, ELEMENTARY AND SECONDARY EDUCATION

The successful candidate will meet the following criteria:

- Candidates for the certification areas listed below must submit official scores for the Praxis II content knowledge examination specified by the New Hampshire Department of Education.

Biology (7 to 12)	General Science (5 to 9)
Chemistry (7 to 12)	Mid./Jr. High Math (5 to 8)
Earth/Space Science (7 to 12)	Physical Science (7 to 12)
Elementary Education (K to 8)	Secondary Math (7 to 12)
English (5 to 12)	Spanish (K to 12)
French (K to 12)	Social Studies (5 to 12)

- Preference will be given to candidates who submit passing Praxis II scores.

Note: Candidates for **Early Childhood Development** are strongly encouraged to submit official scores for the Praxis II content knowledge examination specified by the New Hampshire Department of Education in association with this certification.

- Preference will be given to candidates who have a minimum of 300 hours of experience with children and youth in an appropriate educational setting.
- Preference will be given to candidates who have a minimum of two years (or the equivalent) of relevant life experience in addition to undergraduate program completion.

Apply to this program by selecting one certification option from Items 8 to 20 under PROGRAM SELECTION on the application form (pg. iii).

STEP 3: PROGRAM SELECTION

Before selecting a particular program, prospective students are expected to review the detailed information at:

<http://keenestateinfo.com/gradstudies/>

After reviewing STEPS 1 and 2, and the specific program information on the website, select one program from Items 1 to 20 under PROGRAM SELECTION on the application form (pg. iii). Once STEPS 1, 2, and 3 have been completed, the Graduate Admissions Committee will examine all documentation to determine if the application will progress to STEP 4, the interview.

STEP 4: INTERVIEW

The Graduate Admission Committee will consider interview results prior to making the final admission decision.

Keene State College

229 Main Street, Keene, NH 03435-2604
603-358-2276 or 800-KSC-1909
Fax: 603-358-2767
admissions@keene.edu
<http://keenestateinfo.com/gradstudies/>

Application for Graduate Study in Education

APPLYING FOR: Fall _____ (year) Spring _____ (year)

Please TYPE or PRINT clearly.

Name: Last _____ First _____ Middle _____ Former Last Name (If Any) _____

Street Address _____

City _____ State _____ Zip _____ County _____

() ()

Home Telephone _____ Work Telephone _____

E-mail _____

Social Security Number (to be used as student ID number): _____

Sex: Male Female Date of Birth: _____
Month/Day/Year

Are you a U.S. citizen? Yes No

If you are not a U.S. citizen, please specify: Country of Birth _____ Country of Citizenship _____

Type of Visa _____ Native Language _____ TOEFL Test Dates _____

How would you describe yourself? (optional) American Indian/Alaskan Native Asian/Pacific Island Black, Non-Hispanic Origin

Hispanic White, Non-Hispanic Origin Mixed Race _____ Other _____

Are you a New Hampshire resident? Yes No If yes, for how long? _____

Are you a veteran? Yes No If yes, please indicate: Date of Entry _____ Date of Discharge _____

Type of Separation or Discharge _____ (Please enclose a copy of your DD-214 form.)

If you are not separated from military service, please provide us with a letter from your Commanding Officer certifying your current dates of active service and that you are in good standing.

FAMILY INFORMATION (Optional)

Father's or Guardian's Full Name _____

Mother's or Guardian's Full Name _____

Address (if different from above) _____

Address (if different from above) _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Occupation & Location of Employment _____

Occupation and Location of Employment _____

Veteran? Yes No Bachelor's (4-year) degree? Yes No

Veteran? Yes No Bachelor's (4-year) degree? Yes No

Your Spouse's Full Name _____

Spouse's Occupation and Location of Employment _____

Address (if different from above) _____

City _____ State _____ Zip _____

For Office Use Only

Application Date: _____

Application fee \$40: _____

If you wish to pay your application fee by credit card (Visa or Mastercard), please provide us with the following information:

Visa Mastercard

Credit Card # _____

Expiration Date _____

Signature _____

FOR ALL APPLICANTS

How did you learn about the Programs for Graduate Study in Education at Keene State College? _____

Do you hold a current NH teaching certification? Yes No Number of years of full-time teaching experience _____

EDUCATION

Most Recent College/University

Location

Dates Attended

Major

Minor

Degree(s) Earned

Previous College/University

Location

Dates Attended

Major

Minor

Degree(s) Earned

EMPLOYMENT

Are you currently employed? Yes No Number of years with current employer _____

Occupation

Employer

Employer's Address

City

State

REFERENCES

List the individuals who will be submitting letters of recommendation. Three are required; additional ones are optional.

Name

Title

Relationship to Applicant (supervisor, associate, etc.)

Work Address

Telephone Number

Name

Title

Relationship to Applicant (supervisor, associate, etc.)

Work Address

Telephone Number

Name

Title

Relationship to Applicant (supervisor, associate, etc.)

Work Address

Telephone Number

REQUIRED ESSAY

Prospective students must submit an essay of approximately three typewritten, double-spaced pages, with full name and page number in the upper right-hand corner of each page. The essay will be reviewed by the Admissions Committee to evaluate your potential to effectively engage in advanced studies and your ability to think and write clearly, creatively, and critically. Essays will be evaluated on form and content.

The Keene State College graduate program is committed to promoting school reform that embraces the needs of all students. For this reason, we ask you to address each of the following points:

- Your experience with children of pre-kindergarten age through 12th grade. Please provide specific examples of your experience in developing relationships and collaborating with youth, teachers, administrators, and families.
- Special abilities, life experiences, and personal qualities you bring to the program.
- Self-assessment: areas of strength in your knowledge and skills and areas for further development.
- Underlying values that guide you in working with and advocating for students in schools.
- Your experiences, thoughts, and feelings about working with people who are different from you.
- Your experiences as an advocate and/or agent of change within a system.

PROGRAM SELECTION (Choose One Option)**OPTIONS for PROFESSIONAL DEVELOPMENT and EDUCATIONAL LEADERSHIP**

- 1A Master of Education Degree: Curriculum and Instruction – Professional Development
- 1B Master of Education Degree: Curriculum and Instruction – Professional Development
(Check 1B if you are applying to transfer a block of 18 to 24 post-baccalaureate credits into the Master of Education Degree: Curriculum and Instruction – Professional Development)
- 2 Master of Education Degree: Educational Leadership
- 3 Post-Master's Certification: Educational Leadership

OPTIONS for SCHOOL COUNSELOR

- 4 Master of Education Degree: School Counselor
- 5 Post-Master's Certification: School Counselor

OPTIONS for SPECIAL EDUCATION

- 6 Master of Education Degree: Special Education
(Check this item if you are applying to transfer a block of 18 to 24 post-baccalaureate credits into the Master of Education Degree: Special Education)
- 7A 24-credit Post-Baccalaureate Teacher Certification: Special Education
- 7B "General" education foundation plus 24-credit Post-Baccalaureate Teacher Certification: Special Education

OPTIONS for TEACHER CERTIFICATION**Post-Baccalaureate Teacher Certification**

Select one certification option from Items 8 to 20 below:

- 8 Biology (grades 7 to 12)
- 9 Chemistry (grades 7 to 12)
- 10 Early Childhood Education (grades N to 3)
- 11 Earth/Space Science (grades 7 to 12)
- 12 Elementary Education (grades K to 8)
- 13 English (grades 5 to 12)
- 14 French (grades K to 12)
- 15 General Science (grades 5 to 9)
- 16 Mid./Jr. High Math (grades 5 to 8)
- 17 Physical Science (grades 7 to 12)
- 18 Secondary Math (grades 7 to 12)
- 19 Spanish (grades K to 12)
- 20 Social Studies (grades 5 to 12)

FOR ALL APPLICANTS:

I certify that I am aware of New Hampshire Law RSA 189: 13-A, which, in part, requires school administrative units to conduct a background investigation and a criminal history records check for all individuals who, during the performance of their intended duties, would come into regular contact with pupils. I understand that individuals who have been convicted of certain crimes are not allowed to work in an educational setting. I further certify that to the best of my knowledge the information I have given in this application is correct and complete.

I understand that the College charges and bills for the entire semester. Checking this box is required and represents, upon registration, a firm commitment to pay in full the total charges for the entire semester. This commitment becomes legally binding once I register for and begin each semester.

NOTE: Applications will not be processed without a signature.

Today's date

Signature of applicant

The information provided to Keene State College becomes the property of the College. In accordance with the Family Educational Rights and Privacy Act (FERPA), students retain the right to review their records.

NEW HAMPSHIRE RESIDENTS ONLY

You must complete and have notarized the statement below regarding domicile. If this is not appropriate, attach a notarized statement detailing all facts upon which your claim for N.H. domicile is based. If you are claiming N.H. domicile but are not currently living in the state, be certain to explain the circumstances that require you to live elsewhere. Payment of property and/

or residency taxes does not in itself constitute the basis for a claim to legal domicile.

N.H. residents who are military personnel on assignment outside the state and who are applying for admission or have dependents doing so, should submit a statement establishing that they entered the armed forces from the state of N.H. This statement should be certified by a commanding officer.

A copy of "Rules Governing Tuition Rates for the University System of NH" may be obtained by writing the Admissions Office. Misrepresentation of facts in order to establish a claim to N.H. domicile will be viewed by the admission office as justification for revoking an acceptance or returning an application without consideration.

Student's name Last First Middle

Legal domicile Street City New Hampshire

I have been legally domiciled at the address above for the past twelve months. I have no other domicile, am on the checklist of the town or city of domicile, and am financially independent.

SIGNATURE OF STUDENT

Sworn to me this day of , 20

(Notary Public, Justice of the Peace, etc.) (SEAL)

WHEN COMPLETED

Return the completed application with requested materials to:

Admissions Office, Keene State College
229 Main Street, Keene, NH 03435-2604

Keene State College

Admissions Office
229 Main Street, Keene, NH 03435-2604
603-358-2276 or 800-KSC-1909
Fax: 603-358-2767
admissions@keene.edu
<http://keenestateinfo.com/gradstudies/>

Applicant Recommendation Form

APPLICANT INFORMATION

Name of Applicant: _____

Address: _____

Phone: _____ E-mail: _____

Selected KSC Program: _____

Applicant Signature: _____ Date: _____

REFERENCE INFORMATION

Name of Reference: _____ Job Title _____

Address: _____

Phone: _____ E-mail: _____

Reference Signature: _____

DIRECTIONS FOR REFERENCE

The above applicant is seeking admission to Graduate Study in Education at Keene State College. Please complete both sides of this form and return it to: Admissions Office, Keene State College, Keene, NH 03435-2604.

How long have you known the applicant? _____

In what capacity? _____

On a separate sheet of paper, please give your appraisal of the applicant's potential to be an effective graduate student and future educator based on your experience with this individual. Please be as specific as possible.

Keene State College

Please evaluate the applicant's professional dispositions by circling the appropriate number using the scale below.

Strongly Disagree 1 2 3 4 5 **Strongly Agree** NA – not applicable

Professional Dispositions	Scale	Comments – please elaborate
The applicant exhibits clear and accurate communication skills (e.g., listening, writing, speaking).	1 2 3 4 5 NA	
The applicant works cooperatively and collaboratively.	1 2 3 4 5 NA	
The applicant presents appropriate professional appearance and demeanor.	1 2 3 4 5 NA	
The applicant exhibits enthusiasm and passion for students and teaching.	1 2 3 4 5 NA	
The applicant is committed to lifelong learning and service to the community.	1 2 3 4 5 NA	
The applicant demonstrates clear understanding of legal and moral obligations of the profession.	1 2 3 4 5 NA	
The applicant demonstrates understanding of and is open to diverse perspectives.	1 2 3 4 5 NA	
The applicant demonstrates respect, empathy, and caring for others.	1 2 3 4 5 NA	
The applicant accepts responsibility for own actions.	1 2 3 4 5 NA	
The applicant is present, punctual, and prepared.	1 2 3 4 5 NA	
The applicant demonstrates consistent integrity and honesty.	1 2 3 4 5 NA	
The applicant exhibits willingness to work diligently to achieve success.	1 2 3 4 5 NA	