

KEENE STATE COLLEGE

Application for Graduate Study in Education



Keene
STATE COLLEGE

Wisdom to make a difference.

Graduate Admissions | Keene State College | 229 Main Street | Keene, NH 03435-2605
gradstudies@keene.edu | keene.edu/gradstudies/

Graduate Admissions | Keene State College
229 Main Street | Keene, NH 03435-2605
Phone: 603-358-2497 | Fax: 603-358-2569
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GENERAL INFORMATION

Preferred Application Dates

Keene State College considers applications on a rolling admissions basis, however, students are encouraged to apply well in advance of scheduled classes. Applicants who submit all required materials by the dates listed below will receive prompt attention. Those who apply later risk possible delays or blocks to course registration and access to financial aid.

MARCH 1 for programs that begin with **SUMMER** classes

APRIL 1 for programs that begin with **FALL** classes

NOVEMBER 1 for programs that begin with **SPRING** classes

Keene State College reserves the right to close admissions, irrespective of the preferred application dates, once class capacity has been reached. Upon acceptance, applicants are required to pay a \$100 nonrefundable enrollment services fee.

Academic Calendar

Summer courses may begin in May, June or July depending on individual program requirements.

The **fall** semester starts the fourth week of August and ends in early December.

The **spring** semester starts mid-January and ends in early May.

Financial Aid

No matter when you plan to enroll in an academic program, you should complete the Free Application for Federal Financial Aid (FAFSA) online at www.fafsa.ed.gov. The closer you can complete the FAFSA to March 1 for the following academic year, the sooner your request for financial aid will be evaluated. Please do not wait until you are admitted into a program before completing the FAFSA. Requests for financial aid are evaluated after KSC receives FAFSA results and the applicant has been admitted into an approved program.

Does your academic program require summer course work? If so, it is your responsibility to bring this to the attention of a financial aid counselor to determine if you are eligible to receive financial aid during the summer

All students admitted into a master's, post-master's, or post-baccalaureate program are eligible to apply for financial assistance, whether they are enrolled full-time or part-time.

Full-time and part-time enrollment status for fall, spring, and summer is determined according to the following table:

Program	Academic Level	Credits	Enrollment Status
Master's	Graduate	5-8	Part-time
		9 or more	Full-time
Post-Master's	Graduate	5-8	Part-time
		9 or more	Full-time
Post-Baccalaureate	Undergraduate	6-11	Part-time
		12 or more	Full-time

Visit keene.edu/gradstudies/ and select "Financing Your Education" for more information, including graduate assistantships.

STEP 1: REQUIREMENTS FOR ALL PROGRAMS

Forward all application materials to: KSC Graduate Admissions, 229 Main Street, Keene, NH 03435-2605.

- **Completed application form with signature** (refer to the preferred application dates listed above)
- **Nonrefundable application fee** – all applicants: \$50. Make check or money order payable to Keene State College.
- **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, with a minimum grade point average (GPA) of 2.50. A GPA below 2.50 may be considered if an official score report for the Graduate Record Exam (GRE) General Test is submitted with a performance level at or above the 50th percentile for each subtest. Preference will be given to those with a GPA of 2.75 or higher.
- **Copy of current certification as a teacher or professional educator** from a state department of education. This requirement may be waived if passing scores for the Praxis I tests are submitted.
- **Passing scores for the Praxis I tests** in reading, writing, and mathematics. Having earned a master's degree does not exempt an applicant from this requirement. The Praxis I test requirement will be waived if the applicant has a current certification as a teacher or professional educator. Sample tests, registration forms, location, and fee information may be obtained by visiting the Education Testing Service website: www.ets.org.
- Essay follow directions on page iii
- **Three KSC Applicant Recommendation Forms** (two sides) completed by three different professional references. A professional reference may include; college or university professors, employers or supervisors, and professional colleagues. Members of your family and friends are not considered to be professional references. Letters of recommendation written for employment are not acceptable.

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- **Complete formal interview** with KSC faculty member designated by graduate admissions.
- A copy of **alien registration card**, if applicable.
If you are an international applicant, please review the additional requirements specified under INTERNATIONAL APPLICANT.

All programs have additional requirements or prerequisites that are listed in STEP 2.

STEP 2: ADDITIONAL CRITERIA FOR EACH PROGRAM

CURRICULUM AND INSTRUCTION

Master of Education Degree: Curriculum and Instruction – Professional Development (36 credits)

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

- 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).
- Preference will be given to candidates who are 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 1 under PROGRAM SELECTION on the application form (p. iii).

- Check the additional box under Item 1 if you earned certification in General Special Education, Early Childhood Special Education, Emotional and Behavioral Disabilities, Specific Learning Disabilities, Intellectual and Developmental Disabilities, or Reading Specialist through a post-baccalaureate program at KSC or at an approved collaborating institution, like Granite State College, and want to transfer 12 to 24 credits into the M.Ed. Curriculum and Instruction degree.

The complete eligibility criteria for the award of transfer credit is available at keene.edu/gradstudies/.

EDUCATIONAL LEADERSHIP

Master of Education Degree: Educational Leadership (36 credits)

Post-Master's Certification Program: Educational Leadership (27 credits)

The certification associated with these programs is School Principal (grades K to 12).

- Candidates for both programs 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 for both programs must be employed at least half-time in an approved educational setting for the duration of the program.
- Candidates for the Post-Master's Certification Program must have earned a master's degree in an appropriate field.

Apply to the Master of Education Degree: Educational Leadership by checking Item 2 under PROGRAM SELECTION on the application form (p. iii).

Apply to the Post-Master's Certification Program: Educational Leadership by checking Item 3 under PROGRAM SELECTION on the application form (p. iii).

SCHOOL COUNSELOR

Master of Education Degree: School Counselor (48 credits)

Post-Master's Certification Program: School Counselor (30 credits)

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

- 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.
- Preference will be given to candidates who have a minimum of 300 hours of experience with children and youth in an appropriate educational setting. Post-master's candidates must meet the minimum criteria.
- Candidates for the Post-Master's Certification Program must have earned a master's degree in a field related to counseling or social work.

Apply to the Master of Education Degree: School Counselor by checking Item 4 under PROGRAM SELECTION on the application form (p. iii).

Apply to Post-Master's Certification Program: School Counselor by checking Item 5 under PROGRAM SELECTION on the application form (p. iii).

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SPECIAL EDUCATION

Master of Education Degree: Special Education (32-38 credits)

The certification associated with this program is General Special Education (grades K to 12).

- Preference will be given to candidates who are currently certified by a recognized state department of education in Early Childhood, Elementary, or Secondary Education (English, French, Mathematics, Science, Social Studies, and Spanish) or have successfully completed a certification program in one of these areas at Keene State College.
- Candidates must be employed at least half-time in an approved educational setting or be enrolled in an approved internship for the duration of the program.
- Candidates must have a minimum of 300 hours of experience within the last three years with children and youth in an appropriate K to 12 educational setting.

Apply to the Master of Education Degree: Special Education by checking Item 6 under PROGRAM SELECTION on the application form (p. iii).

- Check the additional box under Item 6 if you earned certification in General Special Education, Early Childhood Special Education, Emotional and Behavioral Disabilities, Specific Learning Disabilities, or Intellectual and Developmental Disabilities through a post-baccalaureate program at KSC or at an approved collaborating institution, like Granite State College, and want to transfer 12 to 26 credits into the M.Ed. Special Education degree.

The complete eligibility criteria for the award of transfer credit is available at keene.edu/gradstudies/.

POST-BACCALAUREATE TEACHER CERTIFICATION

This is a non-degree-bearing program completed at the undergraduate level.

- Preference will be given to candidates who have a minimum of 300 hours of experience with children and youth in an appropriate educational setting and a minimum of two years (or the equivalent) of relevant life experience in addition to undergraduate program completion.
- Preference will be given to candidates who submit passing scores for the Praxis II content tests (typically content knowledge and essay) as specified by the New Hampshire

Department of Education. Praxis II tests are required for the following certification areas:

Biology (7 to 12)	General Science (5 to 9)
Chemistry (7 to 12)	Mid./Jr. High Math (5 to 8)
Early Childhood Education (N to 3)	Physics (7 to 12)
Earth/Space Science (7 to 12)	Secondary Math (7 to 12)
Elementary Education (K to 8)	Social Studies (5 to 12)
English (5 to 12)	Spanish (K to 12)
French (K to 12)	

Sample tests, registration forms, location, and fee information may be obtained by visiting the Education Testing Service website: www.ets.org.

Apply to the **Post-Baccalaureate Teacher Certification** program by checking one option from Items 7 to 23 under PROGRAM SELECTION on the application form (p. iii).

International Applicants

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), 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 \$50 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 has been taught in any language other than English.
- Submit a Certification of Finances form. This form is available through the Graduate Studies Office at Keene State College. Call 603-358-2497 or e-mail gradstudies@keene.edu. Please note that information disclosed on the Certification of Finances has no bearing on the admissions decision.

Refer to the PREFERRED APPLICATION DATES and forward your application, fee, and all required materials to Graduate Admissions, Keene State College, 229 Main Street, Keene, NH 03435-2605.

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APPLYING FOR:

January 2013 Summer 2013 September 2013

Please TYPE or PRINT clearly

Name (no nicknames please) Last First Middle Former last name, if any

Permanent address, number and street

City /State /Zip

Telephone, with area code

Mailing address, if different

City /State /Zip

Telephone, with area code

E-mail address

Gender

Male

Female

Date of birth

Month/Day/Year

Social Security number *

-	-	-	-	-	-
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* Students who fail to supply the correct Social Security number are not eligible to apply for financial aid or to access their confidential application records through our online system, WebAdvisor.

FOR OFFICE USE ONLY

Application date: _____

\$50 fee: _____

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

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 _____

1. Are you Hispanic or Latino?

Yes, go to question #2
 No, go to question #3

2. Which of the following best describes your Hispanic origin or descent? Mark one.

Mexican or Chicano
 Puerto Rican
 Cuban
 Other Hispanic – Specify _____

3. What is your racial background?

Check all that apply
 American Indian or Alaska Native
Specify tribal affiliation(s) _____
 Native Hawaiian or other Pacific Islander
 Asian
 Black or African American
 White

Have you been a New Hampshire resident for the past 12 months?

Yes No

If yes, for how long? _____

Are you a veteran?

Yes No

If yes, date of entry _____

Date of discharge _____

Type of separation or discharge (please enclose a copy of your DD214 Form)

If you are not separated from the 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 for applicants who are over 24 years of age and financially independent.

Parent or guardian's full name

Address (if different from above)

City/State/Zip

E-mail address

Occupation and location of employment

Veteran? Yes No

What is the highest degree obtained by this parent?

High school diploma
 Associate's (2-year) degree
 Bachelor's (4-year) degree
 Master's degree or higher

Parent or guardian's full name

Address (if different from above)

City/State/Zip

E-mail address

Occupation and location of employment

Veteran? Yes No

What is the highest degree obtained by this parent?

High school diploma
 Associate's (2-year) degree
 Bachelor's (4-year) degree
 Master's degree or higher

FOR ALL APPLICANTS

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

Are you currently certified by a state department of education as a teacher or education professional? If yes, list the state(s) and certification subject(s) or area(s):

State	Certification(s)	Number of Years
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you been employed as a full-time teacher or education professional? Yes No

If yes, was the setting public private or other _____? For how many years? _____

Disciplinary History

A. Have you ever been found responsible for a disciplinary violation (related to academic or behavioral misconduct) at an educational institution you attended after high school (or the equivalent) that resulted in your probation, suspension, removal, dismissal, or expulsion? Yes No

B. Have you ever been convicted of a misdemeanor, felony, or other crime? Yes No

If you answered Yes to either or both questions, please attach a separate sheet of paper and provide approximate dates and an explanation of each incident.

If your situation changes after you apply, it is your responsibility to notify the Graduate Studies Office.

EDUCATION

List all undergraduate and graduate colleges and universities at which you have taken courses for credit. Submit official transcripts from each institution in order to complete your application.

College/University Name	Location (City, State/Province, Zip/Postal Code, Country)	Degree Candidate?		Dates Attended (mm/yyyy)	Degree(s) Earned	# cr
		Yes	No			
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

EMPLOYMENT

Please list your most recent employment experiences.

Job Title and Nature of Work	Employer	Full- / Part-Time		Approximate Dates (mm/yyyy – mm/yyyy)
		Time	Time	
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

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 DIRECTIONS

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 (check appropriate box)

Please review the specific program information at keene.edu/gradstudies/ before selecting your program.

PROFESSIONAL DEVELOPMENT

- 1 Master of Education Degree: Curriculum and Instruction – Professional Development
- Check this box if you intend to transfer a block of 12 to 24 post-baccalaureate credits from Granite State College or another approved collaborating institution toward this degree.

EDUCATIONAL LEADERSHIP

- 2 Master of Education Degree: Educational Leadership
- 3 Post-Master's Certification: Educational Leadership

SCHOOL COUNSELOR

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

SPECIAL EDUCATION

- 6 Master of Education Degree: Special Education
- Check this box if you intend to transfer a block of 12 to 26 post-baccalaureate credits from Granite State College or another approved collaborating institution toward this degree.

For non-master's certification in General Special Education, see number 16 below.

POST-BACCALAUREATE TEACHER CERTIFICATION (this is a non-degree-bearing program consisting of undergraduate courses)

- 7 Biology (grades 7 to 12)
- 8 Chemistry (grades 7 to 12)
- 9 Dance (grades K to 12) available in conjunction with Early Childhood or Elementary Education
- 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 General Special Education (grades K to 12) and Elementary Education (grades K to 8)
- 17 Mid./Jr. High Math (grades 5 to 8)
- 18 Music Education (grades K to 12)
- 19 Physical Education (grades K to 12)
- 20 Physics (grades 7 to 12)
- 21 Secondary Math (grades 7 to 12)
- 22 Social Studies (grades 5 to 12)
- 23 Spanish (grades K to 12)

