



Master of Science in Education Degree Program

Application Instructions

To be considered for admission for the IU Kokomo M.S. in Education Degree program, applicants must submit the following:

- **A complete application** Applications are available for download from the Education website.
- **Official Transcripts.** Applicants must arrange for official transcripts to be sent to the Division of Education from institutions at which baccalaureate degree and initial teacher licensing program were completed. Applicants obtaining degrees from campuses within the IU system will not need to send transcripts.
- **Personal and Professional Statement.** Guidelines are available for download from the Education website.
- **Letters of Reference.** A minimum of two professional letters of reference must be included with the application.
 1. The first of these letters must be contributed by an administrator within the applicant's current school or corporation / district, which verifies that the applicant: a) has a minimum of two years of full-time P-12 classroom teaching experience, either at that corporation or elsewhere, and b) will be granted reasonable access to P-12 students and classrooms within the school or corporation during the 24-month period typically required for program completion, for the purpose of completing field experience requirements and classroom-based action research projects.
 2. The second letter must be contributed by another individual who is able to comment on the applicant's record of professional experience, and potential for success within a master's-level professional education program.
- **Application Fee.** An application fee of \$40.00 must accompany the complete application.

Admission Review Timeline:

All applications are initially reviewed by the Assistant Dean for Graduate Studies.

All complete applications are sent to pertinent representative members of the Graduate Program Council based upon applicant's teaching area and grade level.

Council members will review and send scores and decisions to the Assistant Dean for Graduate Studies.

All applicants passing the application phase of review will be invited to an interview with representative members of the Graduate Program Council.

Notification of acceptance or denial will be sent to the applicant in writing within 30 days of the receipt of complete application materials.