

Dear Degree Applicant:

Thank you for your interest in an educational program at Purdue University through the College of Education. Specifics about graduate programs in the College of Education may be found at <http://www.education.purdue.edu/gradoffice> under “Degrees and Programs.” Please read the information below regarding application procedures and requirements.

WHEN MUST APPLICATION MATERIALS BE COMPLETE? All complete application files will be reviewed on the dates below. All applications are subject to favorable recommendation by the department.

Program Area:	For Fall Admission	For Spring Admission	For Summer Admission
Art Education (PhD Only)	Rolling Admission	Rolling Admission	Rolling Admission
Agricultural & Extension Ed. (PhD Only)	January 15	January 15	January 15
Biology Education	Rolling Admission	Rolling Admission	Rolling Admission
Career & Technical Education	Rolling Admission	Rolling Admission	Rolling Admission
Chemistry Education	Rolling Admission	Rolling Admission	Rolling Admission
Consumer & Family Sciences & Ext. Ed.	Rolling Admission	Rolling Admission	Rolling Admission
Counseling Psychology (PhD Only)	December 15		
Cultural Foundations	Rolling Admission (Except for PhD, which is January 15)	Rolling Admission (Except for PhD, which only admits for Fall)	Rolling Admission (Except for PhD, which only admits for Fall)
Curriculum Studies	Rolling Admission	Rolling Admission	Rolling Admission
Earth Space Science Education	Rolling Admission	Rolling Admission	Rolling Admission
Educational Leadership	Rolling Admission (Except for PhD, which is April 15)	Rolling Admission (Except for PhD, which only admits for Fall)	Rolling Admission (Except for PhD, which only admits for Fall)
Educational Psychology	Rolling Admission	Rolling Admission	Rolling Admission
Educational Technology	January 15	September 15	September 15
English Education	Rolling Admission	Rolling Admission	Rolling Admission
Geoenvironmental Science Education	Rolling Admission	Rolling Admission	Rolling Admission
Gifted Education	Rolling Admission	Rolling Admission	Rolling Admission
Literacy & Language Education	Rolling Admission	Rolling Admission	
Mathematics Education (Not accepting Teacher License applications)	Rolling Admission	Rolling Admission	Rolling Admission
Physics Education	Rolling Admission	Rolling Admission	Rolling Admission
School Counseling (Master’s Only)	January 15		
Science Education	Rolling Admission	Rolling Admission	Rolling Admission
Social Studies Education	Rolling Admission	Rolling Admission	Rolling Admission
Special Education	Rolling Admission	Rolling Admission	Rolling Admission
Technology Education	Rolling Admission	Rolling Admission	Rolling Admission

TAKING COURSES TO USE FOR AN INDIANA TEACHING/SCHOOL PRACTITIONER LICENSE OR RENEWAL?

1. **You may be subject to a formal assessment by a designated faculty review panel prior to gaining access to courses leading toward teacher licensure as a non-degree or graduate degree-seeking student.** Automatic access to a teacher licensure program at the graduate level is not guaranteed and departmental jurisdiction grants faculty the privilege of reviewing students in a more comprehensive manner via a formal faculty review panel, following the receipt of an Office of Professional Preparation and Licensure formal evaluation.
2. **You may need an official evaluation from the Office of Professional Preparation and Licensure before taking any courses you wish to use toward teacher licensure as a non-degree or graduate degree-seeking student.** Contact: Office of Professional Preparation and Licensure, Beering Hall of Liberal Arts & Education Room 3229, Purdue University, West Lafayette, IN 47907; (765) 494-5486. (Please allow 4 weeks for the evaluation processing prior to registering for any course work.)

Ph.D. NOTE: Purdue University has a policy that states a second Ph.D. may not be awarded at Purdue University. If an applicant has earned a Ph.D. from Purdue University or any other institution, he/she may not apply or be admitted to another Ph.D. program at Purdue University. If you would like to request an exception to this policy, it must go before the Graduate Council; however, an exception is seldom approved.

WHAT MATERIALS AM I REQUIRED TO PROVIDE FOR A COMPLETE APPLICATION? The following materials are required for a complete application. Some items can be submitted online. Others should be sent to the Office of Graduate Studies at 100 N. University Street, Beering Hall Rm. 6104, West Lafayette, IN 47907.

<u>REQUIRED FOR DEGREE SEEKING</u> (U.S. & Permanent Residents):	<u>MASTER'S</u>	<u>EDUCATIONAL SPECIALIST</u>	<u>DOCTORAL</u>
Graduate School Application (<i>less than one year old</i>) (Web application at http://www.gradschool.purdue.edu/admissions)	X	X	X
\$55 application fee per each application submitted <i>If you have previously enrolled at Purdue University and have a new address, please contact the Office of the Registrar (phone: 765-494-6165 or http://www.purdue.edu/Registrar/) to make your address change. Submitting an application will not automatically change your address.</i>	X	X	X
Official transcripts of grades from all universities attended (<i>showing bachelor's degree awarded, or equivalent to U.S. 4 yr. Bachelor's degree</i>)	X	(a)	(a)
Statement of Purpose (<i>300-500 words; be sure to include your name</i>) View http://www.purdue.edu/GradSchool/Admissions and http://owl.english.purdue.edu/handouts/pw/p_perstate.html	X	X	X
THREE completed recommendation forms (Graduate School Form 3) (Recommendation forms can be found at http://www.gradschool.purdue.edu/admissions)	X	X	X
Vita (<u>Required for</u>): * <i>all ELCF PhD applicants</i>			(*)
Program Supplementary Information Sheet	(b)	(b)	(b)
College of Education Application Questionnaire Questionnaire can be found at: http://www.education.purdue.edu/gradoffice/pdf_doc/app_question.pdf	X	X	X
"GRE," Graduate Record Examination (<u>Required for</u>): * <i>all counseling applicants;</i> * <i>all Educational Psychology & Gifted Education applicants;</i> * <i>all Educational Leadership and Cultural Foundations applicants;</i> * <i>all graduates of non-U.S. institutions of higher education</i> * <i>all applicants with less than 3.0/4.0 undergraduate cumulative GPA</i>	(*)	X	X

Testing Notes: When registering for the GRE, code Purdue University (1631) to receive scores. All applicants required to supply official GRE scores should register for the general aptitude test. In general, a combined GRE verbal and quantitative score of 1000 (or more) is expected.

- (a) Educational Specialist and Doctoral applications require Bachelor's and Master's degree for consideration except Counseling Psychology.
- (b) For Dept. of Educational Studies – Administration, Counseling, or Special Education: program supplements are required.

STEPS IN A TYPICAL APPLICATION PROCESS:

1. When your application is received, an email message will be sent to confirm materials we have received and remind you of any missing application materials.
2. When all required application materials are complete, an email message will be sent to confirm that your application is ready for the admission review committee. When a decision is made, you will be notified.
3. If your application is favorably reviewed, you may be *recommended* for admission by the department to which you applied. **ADMISSION IS NOT OFFICIAL UNTIL CREDENTIAL ANALYSIS IS COMPLETED BY THE UNIVERSITY GRADUATE SCHOOL. AN OFFICIAL ADMISSION LETTER WILL BE MAILED TO YOU FROM THE DEAN OF THE PURDUE UNIVERSITY GRADUATE SCHOOL.**
4. After *official admission by the dean of the graduate school*, you will receive a letter from the Office of Graduate Studies in the College of Education confirming admission.

****All records submitted by and on behalf of an applicant become the property of Purdue University and cannot be returned.****

*****All students admitted to the Graduate School may not register for undergraduate courses only, at any time. If a student is taking an undergraduate course, he/she must also register for at least one credit hour of a graduate level course. This includes students in postbaccalaureate, license, Master's, or Doctoral programs. If a graduate student wants to enroll in only undergraduate courses for a semester, the student will need to complete an undergraduate application, pay the undergraduate application fee, and be admitted as an undergraduate student.*****

We look forward to receiving your application materials. Please contact our office (education-gradoffice@purdue.edu, (765) 494-2345) if you have any questions.

Sincerely,

Office of Graduate Studies

COMMONLY ASKED QUESTIONS

"WHOM SHOULD I CONTACT WHEN I HAVE QUESTIONS ABOUT THE GRADUATE APPLICATION PROCESS?" Be sure to read all the information provided in the Graduate Application, the respective department sections online at http://www.education.purdue.edu/academics/degrees_programs.html, and this letter. If you have additional questions, contact the Office of Graduate Studies for the College of Education: Room 6104, Beering Hall of Liberal Arts & Education (BRNG), (765) 494-2345 education-gradoffice@purdue.edu. Office hours are Monday-Friday, 8:00 a.m.-noon and 1:00 - 5:00 p.m.

"WHAT IF I AM DENIED?" Sometimes staff and budget resource allocation make it difficult to admit everyone who applies. You will be notified by letter if you are denied admission. Graduate applicants are encouraged to apply to more than one institution. If you are not accepted at Purdue University, we hope you will be accepted into another program.

"WHOM DO I CONTACT TO ARRANGE TO TAKE THE GRADUATE RECORD EXAMINATION (GRE)?" View the Educational Testing Service at www.gre.org. To arrange an appointment to take the GRE locally, contact the Prometric Testing Center at (765) 447-0626, 4050 Britt Farm Drive, Lafayette, IN 47905.

"HOW CAN I MAKE SURE THE DEPARTMENT TO WHICH I APPLY WILL RECEIVE MY GRE SCORES?" On your GRE registration form, indicate institution code, R1631. Register for the "general" GRE test.

"WHOM DO I ASK ABOUT GRADUATE ASSISTANTSHIPS?" If you are applying to:

Department of Curriculum & Instruction
Deb Aldridge, (765) 494-2368, deb@purdue.edu

Department of Educational Studies
Sandi Olson, (765) 494-1012, sjolson@purdue.edu

In addition, if your Bachelor's degree is in an area outside of Education (such as Economics or Speech and Hearing, etc.), contact that department on campus, also, when seeking graduate assistantship appointments.

"HOW DO I APPLY FOR GRADUATE FELLOWSHIPS?" Please see "Financial Aid and Fellowships" at www.education.purdue.edu/gradoffice/. Fellowships require nomination by a faculty member and are awarded competitively based on credentials. Generally, nominations will be submitted by faculty advisors in December or January for the coming Fall session. If you have additional questions, talk with your faculty advisor about the nomination process for your program area.

"WHOM SHOULD I CONTACT FOR STUDENT LOANS AND FINANCIAL AID?" Only degree seeking or teacher license graduate admission classifications are eligible to hold graduate assistantships, residence hall counsellorships, or receive financial aid. Contact the Financial Aid Office, Schleman Hall, (765)494-5050 or email at facontact@dfa.purdue.edu or visit <http://www.purdue.edu/DFA/>.

"WHOM SHOULD I CALL TO FIND OUT ABOUT MY FEE INVOICE FOR CLASSES?" Contact the Bursar's Office, (765) 494-7570 or email at <http://www.purdue.edu/bursar/>. The Bursar can answer questions regarding your status for in-state versus out-of-state fees, timetable and if you decide to drop a course, the amount of refunds which may apply. If you have any questions regarding your invoice -- call or visit the Bursar in HOVDE Hall.

"WHEN DO LATE REGISTRATION FEES APPLY?" Generally, late fees are \$200 and will begin the second week after classes begin in each session for students who have not previously registered for that session.

"WHAT DO I NEED TO KNOW ABOUT COURSES TAKEN AS PASS/FAIL OR AUDITED?" Any courses taken as pass/fail or audited may not be used on a plan of study for a Master's or doctoral degree.

"WHOM SHOULD I CALL TO FIND OUT MORE INFORMATION ABOUT TEACHING LICENSE OR LICENSE RENEWAL REQUIREMENTS?" Contact the Office of Professional Preparation and Licensure, Room 3229 – Beering Hall of Liberal Arts & Education (BRNG), (765) 494-5486, licensure@purdue.edu. **All questions regarding teacher license requirements or renewal should be directed to the Office of Professional Preparation and Licensure.**

"WHO WILL HELP ME SELECT THE RIGHT COURSES FOR MY DEGREE OBJECTIVE AFTER I AM ADMITTED TO THE PROGRAM?" Please contact your assigned faculty advisor; who has the expertise in your program area to help you.

"AFTER I AM ADMITTED, HOW WILL I KNOW THE STEPS NEEDED TO COMPLETE MY DEGREE OBJECTIVE?" First, contact your faculty advisor about your specific program requirements. When you are admitted, a checklist, which you should save and mark off each requirement as it is met, will be mailed to you. If you have additional questions, the Office of Graduate Studies for the College of Education is available Monday-Friday, 8:00 a.m.-noon and 1:00 - 5:00 p.m. Please call (765) 494-2345 or e-mail education-gradoffice@purdue.edu.

"WHO IS RESPONSIBLE TO SEE THAT I COMPLETE REQUIREMENTS FOR MY PROGRAM OF STUDY?" Ultimately, it is your responsibility to make sure you have met all the requirements for your program of study. Regular, timely communication with your faculty advisor is essential throughout your program of study. *Contact your advisor to discuss your progress and plan future steps to meet requirements.*

"WHEN DO CLASSES BEGIN?" Academic calendars can be found on the Registrar's website here:

<http://www.purdue.edu/registrar/InterOps/Calendars/index.htm>. Please note that these calendars are subject to change without notice. If you have any questions or concerns, please contact the Office of the Registrar at (765) 494-858, registrar@purdue.edu.

"WHEN CAN I REGISTER FOR CLASSES?"

When you receive official notification of admission from the Graduate School, you may register for classes. Please contact the temporary advisor named in your official notification letter to assist you in selecting classes. Registration for Summer and Fall semester usually begins after Spring Break week (March). Spring semester registration usually begins after October Break. The earlier you register for class, the more likely you will find space in the courses you need!

"WHAT IS THE BEST ADVICE YOU CAN GIVE TO A GRADUATE STUDENT OR SOMEONE APPLYING TO YOUR PROGRAMS?" No matter when the deadline is, apply and submit materials *EARLY!*