

Dear Non-degree Applicant:

Thank you for your interest in taking courses through the College of Education at Purdue University. In order to be considered for admission, your application materials must be **COMPLETE**. Applicants with an undergraduate cumulative grade point average of less than 3.00/4.00 are only considered for conditional admission. All applications are subject to favorable recommendation by the department.

**Application Deadlines for Students Seeking Teacher Licensure - 2 months prior to the start of classes.**

The program area of Mathematics Education is not accepting Teacher License applications at this time.

**Application Deadline for Post Baccalaureate students – 1 month prior to the start of classes.**

**Assistantship/Financial Aid:** Only degree seeking or teacher license graduate admission classifications are eligible to hold graduate assistantships, residence hall counsellorships, or receive financial aid.

**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 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 Building Room 3229, Purdue University, West Lafayette, IN 47907; (765)494-5486. (Please allow up to 4 weeks for the evaluation processing prior to registering for any course work.)

We are unable to review your application until all required materials are received. The following materials are required for a **complete** application:

<b>REQUIRED FOR NON-DEGREE SEEKING</b> ( <i>U.S./permanent residents</i> ):	<b><u>POSTBACCALAUREATE</u></b>	<b><u>TEACHER LICENSE</u></b>
Graduate School Application (Web application at <a href="http://www.gradschool.purdue.edu/admissions/apply.cfm">http://www.gradschool.purdue.edu/admissions/apply.cfm</a> ).	X	X
<b>\$55 application fee per each application submitted</b> <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 <a href="http://www.purdue.edu/Registrar/">http://www.purdue.edu/Registrar/</a>) to make your address change. Submitting an application will not automatically change your address.</i>	X	X

**REQUIRED FOR NON-DEGREE SEEKING (U.S./permanent residents):** **POSTBACCALAUREATE** **TEACHER LICENSE**

**Send the following items to: Office of Graduate Studies, Beering Hall 6104, 100 North University Street, West Lafayette, IN 47907-2098:**

<b>Official transcripts of grades from all universities attended</b> <i>(showing Bachelor's degree awarded, or equivalent to U.S. 4 yr. Bachelor's degree; and must include transfer credit transcripts)</i>	(a)	X
<b>Photocopy of Official Transcript Evaluation from the Office of Professional Preparation and Licensure</b> <i>(office: Beering Hall of Liberal Arts &amp; Education, Room 3229, (765)494-5486)</i>	(b)	X
<b>Science Education</b> <i>(Biology Educ., Chemistry Educ., Earth/Space Educ., and Physics Educ.) program area faculty require that certification only (Teacher License) applicants submit goals statement (500 words) before the application file will be reviewed for admission consideration.</i>		X
<b>College of Education Application Questionnaire</b> Questionnaire can be found at <a href="http://www.education.purdue.edu/gradoffice/pdf_doc/app_question.pdf">http://www.education.purdue.edu/gradoffice/pdf_doc/app_question.pdf</a>	X	X

- (a) Postbaccalaureate applicants may submit a photocopy transcript of grades showing you received a Bachelor's degree, or a photocopy of the diploma showing a Bachelor's degree was awarded, or proof of Indiana Teacher's License.
- (b) The Evaluation Request Form can be found at [http://www.education.purdue.edu/oppl/home/word\\_doc/Evaluation\\_Request\\_Form.doc](http://www.education.purdue.edu/oppl/home/word_doc/Evaluation_Request_Form.doc).

**ACCEPTANCE INTO NONDEGREE STATUS DOES NOT IMPLY ADMISSION TO A GRADUATE DEGREE PROGRAM AND THERE ARE RESTRICTIONS CONCERNING THE USE OF POSTBACCALAUREATE HOURS IN GRADUATE DEGREE PROGRAMS.** For example, on an advanced degree plan of study, only twelve postbaccalaureate hours may be used (less any "undergraduate excess" credits used), and only courses in which a grade of "B" or better is earned while in postbaccalaureate status are applicable. **Apply 3-6 months in advance of the semester in which you want to be admitted into an advanced degree program to allow sufficient time for your application materials to be considered.** **Do not wait until you have completed all 12 postbaccalaureate hours of course work to apply to an advanced degree program if that is your objective.**

**SPECIAL INFORMATION FOR APPLICANTS WHO WANT TEACHER LICENSING OR LICENSE RENEWAL:**

If you want to become licensed to teach in Indiana public schools, you need to meet licensing requirements of the State of Indiana. **Direct all questions regarding license, license renewal, credit/course work required for licensing, etc. to:**

**Office of Professional Preparation and Licensure  
Beering Hall, Room 3229  
Phone: (765)494-5486  
<http://www.education.purdue.edu/licensure>**

**Before applying to our Office of Graduate Studies for Education, please contact the Office of Professional Preparation and Licensure to request an official transcript evaluation (<http://www.education.purdue.edu/licensure>).** **An official transcript evaluation is required to complete your graduate admission application.** You may also request a self-assessment sheet for the area(s) in which you are interested in teaching.

**\*\*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, Educational Specialist, 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](mailto: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 program brochures, the respective department sections online located at [http://www.education.purdue.edu/academics/degrees\\_programs.html](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](mailto: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.

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

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

Department of Educational Studies  
Sandi Olson, (765) 494-1012, [sjolson@purdue.edu](mailto: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, too, when seeking graduate assistantship appointments. Only students who have been admitted to a graduate degree program or to teacher license study are eligible for graduate appointments.

**"WHO 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](mailto:facontact@dfa.purdue.edu) or visit <http://www.purdue.edu/DFA/>.

**"WHO SHOULD I CALL TO FIND OUT ABOUT MY FEE INVOICE FOR CLASSES?"** Contact the Bursar's Office, (765)494-7570. The Bursar can answer questions regarding your status for in-state versus out-of-state fees, timetable and 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.

**"WHO 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 – Steven C. Beering Hall of Liberal Arts & Education (BRNG), (765)494-5486. **All questions regarding license requirements or renewal should be directed to the Office of Professional Preparation and Licensure.**

**"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](mailto:registrar@purdue.edu).

#### **REGISTERING FOR CLASSES AFTER OFFICIAL ADMISSION:**

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 during October Break. The earlier you register for class the more likely you will find space in the courses you need!