

## PROGRAM CHECKLIST

# MS EDUCATIONAL STUDIES, EDUCATIONAL LEADERSHIP AND POLICY STUDIES

The *MS Educational Studies, Educational Leadership and Policy Studies Program* is an add on to the Building Level Administrator (BLA) Licensure Program. Because the BLA is a licensure program, a Transcript Evaluation and Credential Review (TECR) must be completed prior to admission. The TECR will take at least two weeks to complete.

Completed applications should be submitted by the deadlines listed below.

Deadlines:	TERM	TECR DEADLINE	GRADUATE APPLICATION DEADLINE
	Fall Start	July 15	August 1
	Spring Start	December 1	December 15
	Summer Start	April 1	April 15

If you have completed the BLA program, the TECR process is not needed again. (Skip the first check box.)

Contact the College of Education Office of Teacher Education and Licensure (OTEL) at [licensure@purdue.edu](mailto:licensure@purdue.edu) before continuing with the application if you have any questions about how this transfers to your state or the process.

During the process, be sure to reach out to the [admissions representative](#) to determine your eligibility and to help you through the process. The following checklist will assist you in completing your Graduate School application, your Transcript Evaluation and Credential Review (TECR) and preparing your documents supporting both applications.

- Complete the Transcript Evaluation and Credential Review (TECR) request [here](#).
  - Click on *Start Your TECR Process* (complete the form)
  - In the Area of Interest, Under the Administrative License Programs (Online or Hybrid) select one of the following:
    - Building Level Administrator (Principal)
  - Pay (\$35 TECR application fee) and submit the TECR request.

\*Only one set of original transcripts need to be sent to Purdue. Please send them to [gradadm@purdue.edu](mailto:gradadm@purdue.edu) ATTN: Graduate School Admissions. If you request official transcripts be sent to the Purdue Graduate School, those can be accessed by the licensing advisors for your TECR. If a TECR deadline is less than 7 business days away, official transcripts may be ordered and sent from the issuing institution to [licensure@purdue.edu](mailto:licensure@purdue.edu) (This only meets the TECR requirement, not the Graduate School requirement for continued enrollment.)

- Make sure this is the right program for you. Check out the [Website](#)

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### MS Educational Studies, Educational Leadership and Policy Studies

- Create an [application account](#) to start your Graduate School application.
- [Login](#) to the Graduate School application using your account credentials.
- Contact the admissions representative at [edgrad@purdue.edu](mailto:edgrad@purdue.edu) if you need assistance.
- Complete the following sections of the application based upon your enrollment objective:  
Degree Seeking (MS Educational Studies – Educational Leadership and Policy Studies)-
  - o Applicant Information - Personal Background, Emergency Contact, Residency
  - o Campus and Program
    - > Campus: Select “West Lafayette”
    - > Proposed Graduate Major: Select “Educational Studies”
    - > Area of Interest: “Educational Leadership and Policy Studies”
    - > Degree Objective: Select “Master of Science in Education (MSED)”
    - > Course Delivery: Select “Distance (online or off-campus location)”
  - o Education Background
  - o Supplemental Form (*not required*)
  - o Employment & Other History
  - o [Statement of Purpose](#)
  - o Resume Upload
  - o Diversity Essay Upload (*not required*)
  - o Fellowship Applicant Essay Upload (*not required*)
  - o [Recommendations](#)
  - o Acknowledgments
  - o Faculty Selections (*not required*)
- Pay the nonrefundable [application fee](#) by credit card. The Graduate School degree application fee is \$60 (U.S. dollars) for domestic applicants and \$75 (U.S. dollars).
- [Statement of Purpose](#) Essay is required for all applicants. Your statement is an opportunity to show the Admissions Committee who you truly are and explain why the program is an ideal fit for you and your interests. Typically, 300-500 words concerning your purpose for undertaking or continuing graduate study, your reasons for wanting to study at Purdue, and your research interests, professional plans, and career goals. Consider addressing any major deficiencies in your application (such as a low GPA) and how you plan to overcome those experiences and achieve success as a graduate student.
- Three [letters of recommendation](#) are required for all applicants. The best letters you can secure are those from former or current employers, co-workers, colleagues, tutors, and other mentors. Never ask family members or close friends. You will have the opportunity to have your recommenders submit an online recommendation by entering their email within the application.

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### MS Educational Studies, Educational Leadership and Policy Studies

**Submit an official transcript** for every college or university attended. Official transcripts should be requested to be sent directly from the issuing institution to the Purdue Graduate School or [gradadm@purdue.edu](mailto:gradadm@purdue.edu). If possible, please select Attn: "Grad School."

- Social Security numbers must be marked out before any document is uploaded.
- If degree/date awarded not listed on transcript, a copy of the original diploma must be made and verified by one of the following: the institution that issued the diploma, the employer, an official such as a lawyer (notarized), or an upper-level financial institution employee (notarized). The verifier must write "This is a true original copy of the diploma for (applicant's full name)" on the copy, and include their name, title, phone, and email address on the copy. The copy *cannot* be faxed or sent over email; it must be mailed to the graduate program.
- For *International* Transcripts:
  - For the TECR, different requirements apply from the Indiana Department of Education, including an official evaluation of Foreign Studies from a member of the National Association of Credential Evaluation Services. Please contact [licensure@purdue.edu](mailto:licensure@purdue.edu) for more information. For a list of members, go to [www.naces.org/members.html](http://www.naces.org/members.html). Please send the original report to OTEL at [licensure@purdue.edu](mailto:licensure@purdue.edu).

Your resume should provide the admissions committee with more information than what's included in the application and focus on what they need to know to better evaluate your admission. A graduate resume is different than a job search resume. Job search resumes are designed to get you an interview; graduate school resumes are designed to enhance your application and provide yet another opportunity to sell yourself.

- The resume is not limited to one-page in length (two pages is fine, though contact info must be on both pages)

- Separate your work and non-work experiences into different sections

- Include all your experiences – not just the ones targeting a specific job

- Some of the most commonly included categories in a graduate school resume are:

Objective

Education

Academic Experience/Highlights

Employment

Volunteer, Community, and/or Extra-Curricular Involvement

Certifications/Professional Development

International degree-seeking applicants whose native language is not English are required to submit proof of English proficiency. The Graduate School accepts the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores for admission. View the Graduate School's [minimum score requirements](#).

The Graduate School will routinely waive the English proficiency requirement for applicants who have received a degree within the last 3 years from a school where English is the primary language of

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### *MS Educational Studies, Educational Leadership and Policy Studies*

instruction in one of the recognized [English-speaking countries](#). Note: If you have not done so already, request that ETS send your scores electronically to the Purdue University West Lafayette campus using code 1631.

You may check the status of your submitted application by logging into your [online application](#). We will keep you updated as any items arrive.

#### **Additional Options:**

***Educational Specialist (Ed.S.) Educational Leadership and Policy Studies:*** The Ed.S. is unique to the field of education, a postgraduate degree somewhere between a master's and a doctorate. Students pursue a doctorate to obtain the highest level in their area. The Ed. S. is not a doctorate

and requires about half the credits. Ed.S. students are those that want to gain skills for a particular type of job (e.g., principal, superintendent, director of educational technology). This is a hybrid program and requires campus visits at least twice per semester [Website](#)

***Ph.D. degree in Educational Studies with a concentration in Educational Leadership and Policy Studies:*** The Cohort Doctoral Program concentrates on K-12 superintendent preparation and features the use of hybrid distance learning technologies. [Website](#)

Purdue University believes in stackable credentials. Should you choose to pursue a ***Ph.D. degree in Educational Studies with a concentration in Educational Leadership and Policy Studies***, you will be able to use 30 credit hours from the Ed.S. degree (earned at the Purdue West Lafayette campus only) towards the Ph.D. degree