

Admission Requirements

Each applicant must clearly demonstrate that s/he can fulfill the requirements of the program and have the capacity to complete graduate level work. **Documentation of all these requirements must be sent to the Office of Graduate Services, Raubinger Hall Room #139.**

A. Transcripts and Certifications

- Official transcripts from all institutions of higher education previously attended.
- Applicants must have a bachelor's degree from an accredited college or university with a GPA of not less than 3.0 on a 4.0 scale.
- An applicant who has a graduate degree from an accredited college or university must have a GPA of not less than 3.5 on a 4.0 scale.
- A standard NJ instructional or educational services certificate or its out-of-state equivalent is required.

B. Admission Testing

- A minimum verbal score of 450 (older scale: prior to August 1, 2011) or 150 (current scale) on the Graduate Record Examination or
- Applicants must have a scale score of at least 388 on the Miller Analogies Test.
- Official copy of the results of MAT or GRE. This requirement is waived if your graduate GPA was at least 3.5 on a 4.0 scale.

C. Experience

- At least five years of successful, fulltime teaching or educational services experience is required. An original letter from a school official (principal or assistant principal or human services director), on the school's official letterhead, must be submitted. Included should be dates of employment and the positions held during those specific dates.
- Applicants with fewer than five but at least three years of successful educational experiences may be considered for admission contingent upon materials submitted in their portfolio that would strongly support their leadership potential. The five year experience requirement should be met by program completion.

D. Letters of Recommendation

- Two letters of professional recommendation, at least one from your school principal who will serve as your mentor for your administrative internship. All letters must be on official letterhead with original signatures.

E. Interview

- A personal interview will be required before being accepted for matriculation. You must bring a portfolio that includes the following:
 1. A resume and a copy of all your certifications.
 2. A one-page statement on why you would like to be in our program and what your career aspirations are in the next few years after completing our program. A copy of this essay should also be sent to the graduate admissions office.
 3. One recommendation letter from your principal and one from another professional in a leadership position.
 4. One or two artifacts that show your teaching competency.
 5. One or two artifacts that support your leadership experiences either on the job or in your community.
- Applicants who do not meet the grade point average or minimum admissions test requirements may supplement the portfolio with additional materials that support their academic and leadership potential for successful completion of this graduate program.
- At the interview, you will be requested to complete a short writing sample demonstrating your ability to respond to a leadership prompt in a coherent well articulated manner.
- The interview and written response will take approximately one hour.