



# Application for Graduate Education Programs

Thank you for considering Utica College for graduate education. In order to avoid delay in processing your application, please read the following instructions carefully before filling out the attached application.

Required GPA-3.0 out of a possible 4.0

Entrance tests— Any one of the following may be used for application to the Education programs. Specific programs may require successful passage of the CST and LAST (See information below and on back for specific program requirements):

1. Miller Analogies Test (MAT) - The Graduate Admissions Office at Utica College administers the MAT. The test takes an hour, is done online and you receive the score immediately when you are through. Cost is \$75 and may be taken Monday through Friday at the Graduate Admissions Office, 120 White Hall. Please contact the office to schedule a time to take the exam and request a complimentary study guide in .pdf format. **(315) 792-3010**

2. GRE

3. NYS Teacher Exams (need passing grades on both the LAST and the specific CST that corresponds with the subject area you wish to apply for). For more information: [www.nystce.nesinc.com](http://www.nystce.nesinc.com)

**If you already have completed a Master's Degree, you do not have to take an entrance examination. Students who do not use English as their primary language may also be asked to take the TOEFL.**

## Applicants to the Childhood Education Program:

- Bachelor's degree from an accredited institution
- Overall GPA of 3.0 on a 4.0 scale
- Two letters of recommendation
- A major or major equivalent in an appropriate liberal arts area
- Multi-Subject Content Specialty Test (CST), Miller Analogies Test (MAT), or Graduate Record Exam (GRE). (CST is preferred).

*Additional requirements, which may be satisfied at the graduate or undergraduate level:*

- 6 credits in each of the following areas: English, science, math, history; and
- One year of college level study in a language other than English (American Sign Language may be used); and
- One course in the fine arts.

## Applicants to the Childhood & Special Education Program:

- Bachelor's degree from an accredited institution
- Overall GPA of 3.0 on a 4.0 scale
- Two letters of recommendation
- A major or major equivalent in an appropriate liberal arts area
- Multi-Subject Content Specialty Test (CST), Miller Analogies Test (MAT), or Graduate Record Exam (GRE). (CST is preferred).

*Additional requirements, which may be satisfied at the graduate or undergraduate level:*

- 6 credits in each of the following areas: English, science, math, history; and
- One year of college level study in a language other than English (American Sign Language may be used); and
- One course in the fine arts.

(over)

### **Applicants to Adolescence Education, and Adolescence and Special Education Programs:**

- Bachelor's degree from an accredited institution
- Overall GPA of 3.0 on a 4.0 scale
- Two letters of recommendation
- A major or major equivalent in the subject area in which they wish to teach
- Multi-Subject Content Specialty Test (CST), Miller Analogies Test (MAT), or Graduate Record Exam (GRE). (CST is preferred)

*Additional requirements, which may be satisfied at the graduate or undergraduate level:*

- One year of college level study in a language other than English (American Sign Language may be used)

### **Applicants to Adolescence Education Apprenticeship Teacher Certification Program:**

- Bachelor's degree from an accredited institution
- Overall GPA of 3.0 on a 4.0 scale
- Two letters of recommendation
- A major in the subject area they wish to teach
- Passing scores on the Liberal Arts and Sciences Test (LAST) and the Content Specialty Test (CST) in the subject area they wish to teach

*Additional requirements, which may be satisfied at the graduate or undergraduate level:*

- One year of college level study in a language other than English (American Sign Language may be used)

### **Prerequisite Coursework**

In some cases, students wishing to apply for graduate programs in Education may not meet necessary coursework requirements. Coursework necessary to meet missing requirements needs to be successfully completed with a grade of "B" or better before applying to a graduate program.

If you have questions, please contact the Graduate Admissions Office for advisement.

### **Applicants to the Special Education Teacher Certification Program and Leadership and Instruction for Inclusive Classrooms Program:**

- Bachelor's degree from an accredited institution
- Overall GPA of 3.0 on a 4.0 scale
- Two letters of recommendation
- Scores from either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT)

### **Applicants to the Educational Leadership and Administration Programs:**

- Bachelor's degree from an accredited institution
- Overall GPA of 3.0 on a 4.0 scale
- Two letters of recommendation
- Scores from either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT)
- Must hold an initial, professional, or permanent teaching certificate

### **Applicants to the Certificate of Advanced Study in Educational Leadership (CAS) – School District Leader, School Building Leader:**

- Completed application
- Bachelor's degree from an accredited institution
- Must hold an initial, professional or permanent teaching certificate
- Current resume with at least three references with current phone numbers
- Three letters of recommendation:
  - 1) One from a school administrator
  - 2) One from an immediate supervisor
  - 3) One from a practicing administrator of their choice

**Graduate Admissions Office  
120 Addison Miller White Hall  
Utica, NY 13502**

**Phone: (315) 792-3010 Fax: (315) 223-2530**

**Email: [gradstudies@utica.edu](mailto:gradstudies@utica.edu)**

**[www.utica.edu](http://www.utica.edu)**



**Please check one:**

- MS-Adolescence Education Apprenticeship Teacher Certification Program Subject \_\_\_\_\_
- MS-Childhood Teacher Certification (Elementary, grades 1-6)
- MS-Childhood and Special Education Teacher Certification, (Elementary, grades 1-6)
- MS-Adolescence Teacher Certification (Secondary, Grades 7-12) Subject \_\_\_\_\_
- MS-Adolescence and Special Education Teacher Certification (Secondary, Grades 7-12) Subject \_\_\_\_\_
- MS-Special Education Teacher Certification
- MS-Inclusion (Leadership and Instruction for Inclusive Classrooms)

**Educational Administration**

- MS In Educational Leadership and Administration
- CAS—School Building Leader
- CAS—School District Leader

I am applying to start in the:

- Fall Semester \_\_\_\_\_ (Year)
- Spring Semester \_\_\_\_\_ (Year)
- Summer Semester \_\_\_\_\_ (Year)
- Apprenticeship \_\_\_\_\_ (Year)

I would like to study:

Full Time \_\_\_\_\_ Part time \_\_\_\_\_

Name \_\_\_\_\_ Sex: \_\_\_ M \_\_\_ F  
Last First MI

Former last name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State or Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Main telephone \_\_\_\_\_ Secondary or Work telephone \_\_\_\_\_

Email address \_\_\_\_\_ Date of Birth: Month \_\_\_ Day \_\_\_ Year \_\_\_

Social Security Number (Optional) \_\_\_\_\_ Citizenship:  US Citizen  Permanent Resident  Other \_\_\_\_\_

Are you a veteran of the United States Armed Forces? Yes \_\_\_ No \_\_\_ If yes, date of entry into service \_\_\_\_\_

**Document checklist for application:**

- Completed application
- Official transcripts from all undergraduate and graduate institutions you attended
- Two letters of recommendation; three for educational administration programs
- Signed personal conduct statement
- Personal statement
- Proof of graduate admissions testing (see attached list of tests for specific programs)
- \$50 application fee (waived for UC grads)

Official transcripts must be sent separately to this office from issuing institution in a sealed, signed envelope. The applicant may also provide official transcripts to this office in a sealed, signed envelope from the issuing institution.

**The following item is optional. No information you provide will be used in a discriminatory manner.**

**Are you Hispanic or Latino? \_\_\_ YES \_\_\_ NO**

Regardless of your answer to the prior question, please check ONE OR MORE of the following groups in which you consider yourself to be a member:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Please send all applications and supporting documents to:

**Graduate Admissions Office  
120 White Hall, Utica College  
1600 Burrstone Road  
Utica, NY 13502 USA  
Phone: 315-792-3010  
Fax: 315-223-2530**

Please be very accurate with information. Utica College verifies information in all applications.

### Educational Experience

Please list all colleges and/or universities you have attended. List most recent degrees first.

Name of School	Years	Academic Major	Degree Received	GPA

### Work Experience

Please list the jobs you have held in the past seven years. List most recent job first.

Employer	Business Address	Dates of Employment	Title/Nature of Work

Please continue jobs on a separate sheet if necessary.

### How did you first hear about graduate programs at Utica College?

*(Your accurate answer helps us enhance our future marketing programs)*

- UC Website via an online search
- I knew about UC graduate programs because I live in the area
- A graduate fair at \_\_\_\_\_
- My school has an articulation agreement with Utica College
- Utica-area Newspaper (OD, etc)
- Radio
- UC Alumni
- Someone currently in a UC graduate program
- An employer
- Other \_\_\_\_\_

## PERSONAL STATEMENT

Required of all Applicants. Using the space below, please answer both of the following questions. If you need more space, please attach additional pages to the application or attach your answers to the application on a separate sheet of paper.

**1. Discuss how the master's degree in Education will assist you in meeting your long and short term career goals.**

**2. How can schools maintain high standards of quality and rigorous achievement expectations while at the same time facilitate learning for children?**

I understand that withholding information on this application or giving false information may make me ineligible for admission to the College or subject to dismissal. With this in mind, I certify that these statements are correct and complete.

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**Signature**

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**Date**

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**Please note: Once application materials have been submitted to Utica College, they cannot be returned to the applicant.**

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## Personal Conduct Statement-To be completed and sent in with application

Directions: Circle the appropriate responses below. If you answer yes to any of the questions, you must provide an explanation and the specifics on an attached piece of paper. None of the circumstances listed below represents an automatic bar to student teaching or certification.

It is to be understood that your failure to be forthright releases Utica College and the Education Program morally, ethically, and legally from any implied or inferred obligation with respect to student teaching placement, continuation, and/or completion. Any consequences that may result from your lack of honesty will be yours to bear.

If at any time between now and the conclusion of student teaching (or the completion of your program of study, degree, or certification process) any of your responses to the questions listed below change, you are to notify the Director of the Teacher Education Program immediately. Failure to do so may jeopardize your successful completion of student teaching and certification.

Your signature at the bottom of this page will signify that all of your responses are accurate and that you understand the aforementioned terms.

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- A. Have you ever resigned from a position rather than face disciplinary action?      **Yes**      **No**
- B. Has any disciplinary action been brought against you which resulted in your being discharged from employment?      **Yes**      **No**
- C. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable circumstances?      **Yes**      **No**
- D. Have you ever been convicted of any crime (felony or misdemeanor)?      **Yes**      **No**
- E. Are you now under charges for any crime (felony or misdemeanor)?      **Yes**      **No**
- F. Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any charges?      **Yes**      **No**
- G. Have you ever had a teaching credential revoked, suspended, or annulled?      **Yes**      **No**
- H. Have proceedings ever been initiated against you pursuant to Education Law Sections 3020a? (In other words, has a school district ever taken legal action to have you "fired"?)      **Yes**      **No**
- I. Have you ever been expelled or suspended from another institution of higher learning?      **Yes**      **No**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## RECOMMENDATION FORM

To the applicant: This form should be given to an individual under whom you have studied or worked and who is able to comment on your qualifications for graduate study. Please complete the upper portion of this side. Have the recommender return this form to you in a sealed envelope, signed across the seal.

Your name \_\_\_\_\_

Social Security Number (optional) \_\_\_\_\_

Under the provisions of the Family Education Rights and Privacy Act.

I have retained the right to access this recommendation.

I have waived the right to access this recommendation.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

To the recommender: On the next sheet, please provide a narrative description of the applicant's qualifications for graduate study. Please include an assessment of how this applicant compares to others whom you have taught, or with whom you have worked. Return this recommendation to the applicant in a sealed envelope, which you have signed across the seal. Note that the applicant may be under deadline to provide this recommendation. Thank you.

Name of Recommender \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

Daytime Telephone ( ) \_\_\_\_\_ Date \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Please give your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison with others applying for graduate study whom you may have known in the applicant's proposed field of study.

	Top 3%	Next 10%	Next 20%	Middle Third	Lowest	Unable to judge
<b>Intellectual ability</b>						
<b>Analytical ability</b>						
<b>Imagination/creativity</b>						
<b>Organizational ability</b>						
<b>Written communication</b>						
<b>Oral communication</b>						
<b>Ability to solve complex problems</b>						
<b>Initiative</b>						
<b>Persistence/drive</b>						
<b>Ability to work independently</b>						
<b>Computer proficiency</b>						

**Please comment on the applicant's qualifications for graduate study on the back of this sheet or attach comments to this form on a separate sheet.**

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