



**LAKE SUPERIOR**  
**STATE UNIVERSITY**  
**Graduate Admissions Procedures**

Master of Arts in Curriculum and Instruction

*Updated July 2010*

Please submit all documentation directly to the LSSU School of Education c/o Graduate Program Coordinator, Brown Hall, 650 W. Easterday Ave. Sault Ste Marie, MI 49783

### **Required Documents:**

1. Application for Graduate Admission, The application (Form G100) is available from the education website <http://www.lssu.edu/education/allforms.php>. Generally admission is not required to take the first course, however Ontario residents must be admitted in order to qualify for an I-20 student visa. Contact the Admissions office for addition information on visas.
2. \$35 application fee (non-refundable), payable to LSSU (waived for LSSU graduates)
3. Official transcripts from all colleges/universities attended with verification of an earned baccalaureate degree or equivalent from a regionally accredited college or university. Candidates must have a cumulative GPA of 3.0 or higher (on a 4.0 scale) OR already hold a graduate degree from a regionally (appropriately) accredited institution.
4. Professional vita (resume)
5. Reflective essay describing the candidate's professional and educational goals
6. Professional Letter(s) of Recommendation ([FormG-110](#))

### **Appeals Process**

Students who do not meet the standard admissions requirements may appeal to the Graduate Admissions Committee c/o the LSSU School of Education. Letters of appeal should be sent to the Graduate Coordinator at the address indicated below. Students should provide any and all documentation they wish the committee to take into consideration.

### **Advising Notes:**

1. Candidates must be admitted before completing half of the graduate program requirements, no matter where they are earned.
2. Graduate transfer credit is limited to a maximum of 9 semester credits, and subject to approval of the School of Education. Transfer equivalence is determined at the time of admission for credits already earned, and permission should be granted in advance by the School of Education for courses taken after admission.
3. A grade of B (3.0 on 4.0 scale) or higher is required for all courses used to meet the graduate program requirements.
4. All credits used to meet the requirements of the MA:C&I must be earned within a 10-year period immediately prior to graduation from the program.

MA: C&I Graduate Program - School of Education  
650 W. Easterday Avenue, Sault Sainte Marie, MI 49783  
(906)635-2811; FAX:(906)635-7565; <http://www.lssu.edu/education>

5. Full-time status is established to be nine (9) credits or more. Students carrying four (4) through eight (8) shall have half-time status for financial aid purposes.
6. Web advisor holds are placed upon all student registration each semester by the Registrar's Office which will allow for advising by the School of Education faculty.
7. Upon admission to the Masters program, the candidate needs to subscribe to Taskstream (<http://www.taskstream.com>).
8. Candidates will be notified of their admission status and, as necessary, assigned an initial advisor by Dr. Barbara K. Searight, the graduate program coordinator, [bsearight@lssu.edu](mailto:bsearight@lssu.edu).
9. Candidates are advised to meet with an advisor immediately to establish the applicability of any transfer credits, establish an academic plan of study, and to review the policies and procedures of the program.

**Candidates are responsible for:**

1. Submission of application documentation
2. Contacting an academic advisor to establish an academic plan
3. Providing official transcripts

**School of Education staff is responsible for:**

1. Collection of all application documentation
2. Evaluation of transfer credit, professional references and reflective essay
3. Academic advising, including developing academic plan
4. Establishing Advising folder for each candidate
5. Making recommendation to the Admission Staff regarding graduate admission
6. Forwarding to admission staff the original application for admission and fees (make a copy for SE files)
7. Forwarding to admission staff the official transcripts for entry into BANNER
8. Sending letter to the candidate notifying them of our recommendation for admission, deficiencies if any, and their opportunity to appeal
9. Filing any necessary waivers, substitutions or transfer credit evaluations, copies sent to the Admission Staff

**Admission staff is responsible for:**

1. Processing of admission fees
2. Data entry into BANNER of admission status, official transcripts, establishing holds
3. Archival of admission and transcript documents
4. Issuance of documentation needed for I-20 visas



Date:

Name  
Address  
City

Dear

Thank you for your interest in Lake Superior State University's Master of Arts Degree in Curriculum and Instruction. The items indicated below are required in order to process your application.

In	Needed	
___	___	Graduate Application for Admission (Form G100)
___	___	\$35 Application Fee (non-refundable) payable to LSSU *waived for LSSU graduates
___	___	Official transcripts from all colleges/universities attended
___	___	Professional Vita (resume)
___	___	Essay describing professional and educational goals
___	___	Professional Letter(s) of Recommendation (Form G-110)

We will complete the processing of your application as soon as the items listed above are received. Please feel free to contact the School of Education office at (906) 635-2811 if you have any question or if we can be of any further assistance.

Sincerely,

Barbara K. Searight, Ph. D.  
Graduate Coordinator  
Lake Superior State University



Date:

Name  
Address  
City

Dear

Congratulations! I am pleased to inform you that we are recommending your admission into the Master of Arts: Curriculum and Instruction program at Lake Superior State University for the upcoming semester. We are pleased that you have chosen to pursue a graduate degree through LSSU, and we look forward to working with you to achieve your personal and professional goals. We believe strongly in the importance and value of lifelong learning, and we anticipate that you will be able to make many valuable contributions

As mentioned on the application form, the Graduate Record Exam (GRE) or Millers Analogies Test (MAT) will need to be taken within the first year after admission. In addition, you will be required to subscribe to Taskstream (<http://www.taskstream.com>) when registering for your first LSSU graduate course. Information on TaskStream is available at our website: <http://education.lssu.edu/TEEPEE Home Page.html>

Please feel free to contact us for details regarding transfer credits, program requirements, course selection and registration, and academic advising. Much of the print materials regarding the program is also posted to our website: <http://lssu.edu/education/graduate.php> and we encourage you to use this as your first line of information. Furthermore, I may be reached at (906) 635-2736 or by e-mail at [bsearight@lssu.edu](mailto:bsearight@lssu.edu). You may also contact Vicki Miller, Academic Secretary for the School of Education at (906) 635-2811 or at [vmiller@lssu.edu](mailto:vmiller@lssu.edu).

Again, congratulations and welcome to Lake Superior State University.

Sincerely,

Barbara K. Searight, Ph. D.  
Graduate Coordinator

cc. Admissions Office

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