



Graduate Admissions Procedures

Master of Arts in Curriculum and Instruction

Updated March 2007

Please submit all documentation directly to the LSSU Department of Education c/o Graduate Program Coordinator, Crawford Hall 203, 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://education.lssu.edu/MA>]. 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 Department 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 complete at least 24 credits after admission to the program. This requirement provides for planning and program continuity, ensuring that courses are aligned with program and personal professional development goals. (corrected on 12/07).
2. Graduate transfer credit is limited to a maximum of 9 semester credits, and subject to approval of the Department of Education. Transfer equivalence is determined at the time of admission for credits already earned, and permission should be granted in advance by the Department 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.
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 Department of Education faculty.
7. Within one year after admission candidates must submit test results from either the Graduate Record Exam (GRE) or the Millers Analogies Test (MAT)
8. Upon admission to the Masters program, the candidate needs to subscribe to Taskstream (<http://www.taskstream.com>).
9. Candidates will be notified of their admission status and, as necessary, assigned an initial advisor by the department.
10. 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. Contact the department office: 906 635-2811.

Candidates are responsible for:

1. Submission of application documentation
2. Registering for GRE/MAT
3. Contacting an academic advisor to establish an academic plan
4. Providing official transcripts

Department of Education staff are 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 copies of the application for admission and fees
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. Collecting GRE/MAT test scores
10. Filing any necessary waivers, substitutions or transfer credit evaluations, copies sent to the Admission Staff

Admission staff are 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