

2025 Admission Requirements **Educational Leadership/Administration ONLINE** *Master's (M.S.) and Specialist (Ed.S.)*

ADMISSIONS REQUIREMENTS

Professional Experience

Applicants must have the following experience. Applicants not meeting the criteria below will be ineligible for the program.

- At least two years of full-time PK-12 classroom teaching experience in a Florida school.
- A current Florida Professional Educator Teaching Certificate K-12.
- Current employment in a Florida school or Florida school district.
- Two Most Recent Summative Performance Evaluations with Instructional Practice and Student Growth.

Applicants in year 2+ of their teaching certification who do not hold a professional certificate and who are interested in the program should contact the Graduate Coordinator, Allison Young, and Program Director, Dr. Chris Small, for eligibility guidance.

Degrees & GPA

- **Master's Program:** An earned bachelor's degree from a regionally accredited U.S. institution or a comparable degree from an international institution, with a **minimum 3.0** (on a 4.0 scale) grade point average (GPA) in Upper-Division coursework attempted (Last 60 hours).
- **Specialist's Program:** An earned **graduate** degree from a regionally accredited U.S. institution or a comparable degree from an international institution, with a **minimum 3.0** (on a 4.0 scale) grade point average (GPA).

ADMISSIONS DEADLINES

SPRING – **October 1**

SUMMER – **March 1**

FALL – **June 1**

APPLYING IN THE PORTAL

The FSU application is a 2-step process. You must first submit your online application. Once you submit your application, you will receive an email with information on accessing your Application Status Page. The Status Page is where you will pay your application fee, add recommenders to your application, and upload the required application materials. To apply: <https://gradschool.fsu.edu/>

Campus/Location = Online/Distance Learning

Master's (M.S.) Program = Educational Leadership/Administration – MS – EH

Specialist (Ed.S.) Program = Educational Leadership/Administration – EdS – EH

APPLICATION DOCUMENTS

Updates to your Application Checklist may take up to 48 hours to reflect on your Application Status Page after adding any new materials and/or documents.

Resume/Curriculum Vitae (CV)

Please upload your most recent Resume/CV including your current employment. Your resume should show at least two years of full-time PK-12 classroom teaching experience in a Florida school.

Professional Educator Teaching Certificate K-12

Submit your Florida Educators Teachers Certificate through the portal.

Performance Evaluations on Instructional Expertise

Applicants must submit their two most recent, completed, summative performance evaluations in a Florida public school setting (including charter schools), per Section 1012.34, F.S., obtained during the last four years that document student growth and “Effective” or “Highly Effective” ratings on Performance of Students and Instructional practice under the Florida Educator Accomplished Practices (FEAPS) adopted by the State Board of Education.

Summative Performance Evaluations must be complete and include the following:

- Obtained in the last 4 years
- Final overall rating
- All instructional practice ratings
- Student growth measure for the entire academic year
- Effective or Higher Rating on Student Performance & Instructional practice:

Student performance evaluations for teachers must include their students' growth or achievement data. For non-teaching school administrators, evaluations must include data on the students attending the school.

Instructional Practice evaluations for teachers must include indicators based on each FEAPS. For non-teaching school administrators, evaluation criteria must be based upon indicators of the FEAPS and may include specific job expectations related to student support.

Important Information & FAQs

- Classroom observations (formal or informal) do NOT meet the same criteria as evaluations under the FEAPS and cannot be accepted and should not be submitted.
- If your most recent evaluation will not be complete with an overall final rating by the admissions deadline but you have additional complete evaluations with effective or highly effective ratings within the last four years, you can submit those.
- If you recently completed your second year of teaching but your evaluation will not be complete by the admissions deadline, you will not be eligible for that admit term. You may apply for the following admit term once your evaluation is complete.

Principal Leadership Recommender Form

The Principal Leadership Recommender Form must be completed by your current school Principal, who has evaluated your most recent teaching or performance and has knowledge of your demonstrated critical leadership skills, dispositions, and leadership potential.

Step 1: Submit an FSU application through the portal and upload your CV/Resume showing current employment. This is required before submitting the Principal Leadership Recommender Form.

Step 2: Using the DocuSign link below, you will fill out your name, as well as the name and email of the Principal who will complete the form. Once this is complete, you will click “Begin Signing”. On the next page, you will enter your application number and hit “Finish”. The form will then be sent to the principal’s email address you provided to complete the form. When the Principal completes their portion of the form, a final copy will be sent to the Academic Specialist to be uploaded to your application portal and marked complete.

The form must be filled out and signed electronically through DocuSign. Handwritten copies will not be accepted.

DocuSign Link: [Principal Leadership Recommender Form Link](#) or <https://bit.ly/4c5M9QE>

Statement of Purpose

(12 pt. font, Single-spaced, Limit of 2 pages): Describe your aptitude and interest in graduate study in educational leadership, including your preparation for this field and future career goals. Please specify why FSU is a good intellectual and professional fit for you.

Essay Question

(12 pt. font, Single-spaced, Limit of 1 page): From your professional work experience, describe and analyze one situation that involved a dilemma related to school leadership and how you demonstrated critical leadership skills and dispositions in response to this dilemma.

Letters of Recommendation

A total of two Letters of Recommendation must be submitted. Both letters should be from individuals who can describe your ability to meet the graduate level of rigor and expectations in coursework, writing and speaking skills, work ethic, and completing field experiences.

- Letters from friends or family will not be considered. Letters should be professional, typed on letterhead, and have a signature.
- Up to 5 letters of recommendation will be reviewed.
- Upon entering the recommender’s email address, the application system will send instructions to your recommender for uploading letters.

GRE Scores

GRE Test Scores are Currently WAIVED for Master's and Specialist's degree applicants. Applicants with a competitive GRE score may continue to submit scores. If you do not submit scores, the item will be waived on the application checklist.

Transcripts

Please see the “Transcript Requirement” section on The Graduate School website for detailed information and submission instructions: <https://gradschool.fsu.edu/admissions/graduate-admissions>

- **Official Transcripts:** Official transcripts are ONLY required for admitted students & applicants who require SpanTran evaluations of International Transcripts.

Unofficial Transcripts: Unofficial transcripts are required for your application to be reviewed. Please submit ALL unofficial transcripts from each College and/or University attended. FSU only allows for application review with unofficial transcripts from U.S. institutions. For applicants with transcripts from a non-U.S. institution, a credential evaluation must be received before the application can be reviewed. **Official transcripts on the application checklist will show a red “X” until they are submitted. Applicants who have submitted all required documents and are only missing official transcripts are still considered complete and will be reviewed.*

- **International Transcript Requirements:** FSU requires a course-by-course credential evaluation for Fall 2024 applicants and beyond who have degrees from a non-U.S. institution. International and domestic applicants with degrees earned from international institutions must submit their official transcripts through a NACES approved evaluator for transcripts from a non-U.S. institution. SpanTran has created a custom application for FSU to ensure you select the right kind of evaluation at a discounted rate. Please see the “Transcript Requirements” section of the Graduate School website for detailed information. <https://gradschool.fsu.edu/admissions/graduate-admissions>

English Language Proficiency Test Scores

Official English Language Proficiency results are required of all international applicants whose native language is not English. You can find the approved tests and minimum scores required here under the “English Language Proficiency” section: <https://gradschool.fsu.edu/admissions/international-admissions>

- **Self-Reported Scores**
Although official scores are required, most departments will begin reviewing your application with self-reported scores while waiting for the official scores to arrive. You can self-report your scores on your Online Status Page after you submit your application.
- **Waiving English Language Proficiency**
The English Language Proficiency requirement can be waived at the University level for applicants who have earned a BA or higher in the US or an English-speaking country. *A variety of countries are exempt from the English language proficiency requirement.

Departmental Contacts

For additional questions about Admissions requirements, please contact Graduate Coordinator, Allison Young at aryoung@fsu.edu.

For more in-depth information regarding Level 1 Certification and program expectations, please contact program director, Dr. Kevin Forehand keforehand@fsu.edu