

**Truett McConnell**  
U N I V E R S I T Y

THE PETER AND GREDEL WALPOT  
SCHOOL OF EDUCATION

Application for Master of Education:  
Concentration in Elementary Education



**Truett McConnell University equips  
students to fulfill the Great Commission  
by fostering a Christian worldview  
through a biblically centered education  
in a family friendly environment.**

100 Alumni Drive, Cleveland, GA 30528  
Phone: (706) 865-2134, ext. 2131  
(800) 226-8621  
Fax: (706) 865-3110  
Email: [gradadmissions@truett.edu](mailto:gradadmissions@truett.edu)  
[www.truett.edu](http://www.truett.edu)

International Student Admissions, please contact the Admissions Office for the appropriate application.

Thank you for your interest in the Master of Education program at Truett McConnell University (TMU). The Master of Education is designed to maintain and further develop currently accomplished teachers as servant-leaders in the diverse world in which we live. These teachers are collaborative with others, respectful to all constituencies, organized and proactive. They are also competent communicators who are lifelong learners.

Please review the graduate admission requirements and complete the required forms and application below. The information you include in your application will assist the Admissions Committee in evaluating your potential for success in graduate studies, and as an Educational leader.

Contact the Office of Graduate Admissions at 706-865-2134, ext. 2131 or [gradadmissions@truett.edu](mailto:gradadmissions@truett.edu) if we can assist you in any way.

### **General Graduate Admission Requirements**

Applicants should meet the following minimum requirements for full admission to the graduate program:

1. Bachelor's Degree from an accredited institution.
2. Have a minimum cumulative GPA of 2.75 on a 4.0 scale

### **Admission Requirements for Master of Education**

A perspective Master of Education candidate will follow guidelines for the original requirements specified in the graduate Catalog along with the following:

- Evaluation for the previous year (evaluation should include formal and informal observations).
- A two page essay on the personal commitment to the education profession to include but not limited to personal testimony for being called to the profession, reasons for obtaining a Master's Degree, and future professional goals.
- Attach a current resume.
- Professional Recommendation Forms. Two professional references are required from persons other than relatives who have known the applicant personally for at least two years. The references should communicate the applicants' qualifications and professional attributes.
- Any additional information as requested by the Admissions Committee.

### **Graduation Requirements**

Master of Education candidates will follow guidelines for the original requirements specified in the graduate catalog along with the following:

- The candidate should have a GPA of 3.0 with no course grade below a "B".
- Only a maximum of 8 graduate credit hours can be from another college/university.

### **Transfer Requirements**

For transfer requirements, the Education Faculty will review possible candidate transfers on a case by case basis. Should a transfer be granted, admission requirements must be met but only a maximum of 8 credit hours will be accepted as a transfer credit.

### **Applicants must submit the following as a part of the general admission requirements:**

1. Official application for admission form.
2. Official transcripts for all undergraduate and graduate coursework. The transcript from the institution granting the bachelor's degree is necessary for all applicants. If the degree program is incomplete when the application is filed, a transcript of work to that date must be submitted, and after graduation, a final official transcript must be furnished indicating the degree received.

**Please send application form and requested items to:  
Truett McConnell University, 100 Alumni Drive, Cleveland, GA 30528  
Attn: Graduate Admissions**

**Please PRINT or type:**

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

What year do you plan to enroll at Truett McConnell University? \_\_\_\_\_

**PRESENT MAILING ADDRESS**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PERMANENT HOME ADDRESS**

If different from above, specify dates mail should go to this address: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PERSONAL BACKGROUND**

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

Sex:  Male  Female

Citizenship:  USA  Permanent Resident  Other Country \_\_\_\_\_  
(If you selected "Other Country," please request an International Student Application.)

Have you been convicted of a felony within the last seven years?  Yes  No

If you wish to identify an ethnic group, please indicate to which group you belong:

Native American  Asian/Pacific Islander  Latino/Chicano/Hispanic  African American  
 White (Caucasian)  Other

Religious Affiliation:

Georgia Baptist  Other \_\_\_\_\_

Church Name: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

Church Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**PREVIOUS EDUCATION**

1. College/University Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_ Units completed at the time of application: \_\_\_\_\_  
Degree and Date Received: \_\_\_\_\_  
Cumulative GPA (based on a 4.0 scale): \_\_\_\_\_

2. College/University Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_ Units completed at the time of application: \_\_\_\_\_  
Degree and Date Received: \_\_\_\_\_  
Cumulative GPA (based on a 4.0 scale): \_\_\_\_\_

3. College/University Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_ Units completed at the time of application: \_\_\_\_\_  
Degree and Date Received: \_\_\_\_\_  
Cumulative GPA (based on a 4.0 scale): \_\_\_\_\_
4. College/University Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_ Units completed at the time of application: \_\_\_\_\_  
Degree and Date Received: \_\_\_\_\_  
Cumulative GPA (based on a 4.0 scale): \_\_\_\_\_

(List additional schools attended on a separate sheet.)

### **NON-DISCRIMINATION POLICY**

Truett McConnell University does not discriminate on the basis of race, color, national and ethnic origin, sex, or disability in any of its policies, procedures or practices. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities. Inquiries regarding this policy may be directed to the Vice President of Student Services, 100 Alumni Drive, Cleveland, GA, 30528.

### **CERTIFICATION**

I certify that to the best of my knowledge, the information furnished in this application is true and complete. I agree that if such information, or any information upon which my admission is based, is not true or complete, Truett McConnell University may rescind my degree. I further agree that if admitted, I will abide by the rules and regulations of Truett McConnell University including, but not limited to, those rules contained in the current Truett McConnell University catalog and student handbook. I acknowledge that all official transcripts which I forward to Truett McConnell University become the property of Truett McConnell University and will not be forwarded to any institution nor returned to me. I also understand that I am not eligible for financial aid unless I am accepted into a post-baccalaureate or graduate program. I am not eligible to receive financial aid for any courses taken prior to admission to the graduate program.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Application for Master of Education – Professional Recommendation Form

**This portion is to be completed by the applicant.**

\_\_\_\_\_  
Last name of Applicant (please print) First Middle

\_\_\_\_\_  
Applicant's Address

This recommendation is from a (please circle one):    Principal    Professional Acquaintance    Teacher/Professor  
Employer    Other (please specify)\_\_\_\_\_

Federal law grants students access to their educational records after enrollment. I voluntarily waive my right of access to the information contained in this recommendation and agree that it shall remain confidential.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: This form is to be completed by someone who is not a member of your immediate family and has known you for at least one year. Please complete the top portion of each recommendation form yourself. All recommendations should be sent directly by the persons who complete them as indicated below.**

The individual named above is applying for admission to the Truett McConnell University Master of Education degree program. Thank you for your part in this important phase of the applicant's life.

1. In view of your knowledge of the applicant, how do you assess his or her abilities and character in the following categories as compared to his or her peers?

	Not Observed	Weak	Fair	Average	Very Good	Outstanding
Commitment						
Decision Making Ability						
Maturity						
Self-Discipline						
Communication Skills						
Interpersonal Relationships						
Dependability						
Leadership Skills						

2. How long have you known the applicant? \_\_\_\_\_

3. How well do you know the applicant?     Very well     Rather well     Casually     Not well

4. Do you see this person as someone whom you would hire?     Yes     No     Unsure (Please comment on extra sheet.)

5. I recommend this applicant for admission to Truett McConnell University Master of Education degree program.  
 Highly recommend     Recommend     Recommend with reservations     Do not recommend

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

Please send directly to: Office of Graduate Admissions, Truett McConnell University, 100 Alumni Drive, Cleveland, GA 30528  
 Questions? (706) 865-2134 ext. 2131, (800) 226-8621, (706) 865-3110 (Fax), Email: gradadmissions@truett.edu

