

### General Information

Thank you for your interest in the education profession and Keene State College.

Tomorrow's educational leaders emerge from Keene State as new teachers, advanced special educators, master teachers, school counselors, and principals. At Keene State, we successfully guide intelligent and enthusiastic individuals as they become confident, competent educators actively improving public and private school environments.

Whether you are an experienced educator or are taking your first step toward teacher certification, KSC is ready to help you achieve your goals. Your opportunity to have a positive influence on the future of education begins when you engage in an area of Advanced Study in Education at KSC.

Keene State College proudly offers these programs and options toward the master of education, post-master's certification, and post-baccalaureate teacher certification. All are accredited by the New Hampshire State Board of Education and the National Council for Accreditation of Teacher Education. Each program and option meets or exceeds specified N.H. certification competencies. More important, we are committed to bringing the highest level of state and national education standards to life. We strive to create an educational environment that fosters the development of professionals – educators dedicated to addressing the needs of students in ways that will dramatically improve their lives.

The faculty and staff of Keene State College are very excited about each program option. Our instructors include full-time faculty members and model practitioners in the field, who present meaningful, relevant information and provide experiences essential to the development of strong, practitioner-oriented skills. Our graduates are noted for an active leadership style that stimulates positive systemic change within demanding school environments.

Join our effort to promote school reform and improvement by discovering your potential to become a new teacher, advanced special educator, master teacher, school counselor, or principal. Through Advanced Study in Education at KSC it is possible for you to become a leader in the schools of tomorrow.

#### APPLICATION REQUIREMENTS

All applicants must submit the following materials and meet the specified standards. Forward required documents to: Admissions Office, Keene State College, 229 Main Street, Keene, NH 03435-2604.

1. **Completed application with fee** (in-state \$25, out-of-state \$35). An individual file will be created when this material is received. Requirements 2-8 may be submitted with your application or at a later date.

2. **Official transcripts from each college or university attended** (undergraduate and graduate). Applicants must hold a bachelor's degree from an appropriately accredited institution of higher education. Transcripts for course work completed at Keene State will be obtained by the Admissions Office.

3. **A minimum 2.50 grade point average for undergraduate work or an official score report indicating:**

- a score in the 50th percentile or above on all three subtests of the (General) Graduate Record Exam® (GRE®) or
- a score in the 50th percentile or above on the Miller Analogies Test

4. **Three letters of recommendation** completed on a KSC "Recommendation for Advanced Study in Education" form

5. **A typewritten essay** (see application form for details).

6. **If you possess a current New Hampshire teaching certificate:** a copy of your certificate(s).

7. **If you DO NOT possess a current New Hampshire teaching certificate:** an official score report indicating "passing scores" on the PRAXIS I: Pre-Professional Skills Test (computer-based test or paper-and-pencil test results are accepted). Information on the *Registration Bulletin* or *Test at a Glance Booklet* may be obtained at [www.ets.org](http://www.ets.org) or by calling 609-771-7395.

8. **Additional requirements for specific programs or options:**

#### CURRICULUM AND INSTRUCTION

(Master of Education)

*Professional Development Track (for experienced educators)*

- Current teacher certification
- One year of full-time teaching experience

*Certification Track (for beginning educators)*

- Program Planning Sheet – to be completed by the KSC Office of Teacher Education and Graduate Studies after items 1-2 are received
- At least 100 hours of contact with children in a public school setting – **Strongly Recommended**

#### EDUCATIONAL LEADERSHIP

(Master of Education or Post-Master's Certification)

- Current teacher certification
- Two years of full-time teaching experience
- A personal interview with an Educational Leadership faculty member

#### SCHOOL COUNSELOR (Master of Education or Post-Master's)

- A personal interview with a School Counselor faculty member
- At least 100 hours of contact with children in a public school setting – **Strongly Recommended**

#### SPECIAL EDUCATION

(Master of Education or Post-Master's Certification)

*Leads to advanced certification: Emotionally Disturbed and Learning Disabilities*

- Current certification in "General Special Education"
- One year of full-time teaching experience in special education

#### POST-BACCALAUREATE TEACHER CERTIFICATION PROGRAM

*Preparation for beginning educators or experienced educators seeking additional certification*

- Program Planning Sheet – to be completed by the Office of Teacher Education and Graduate Studies after items 1-2 are received
- At least 100 hours of contact with children in a public school setting – **Strongly Recommended**

### General Information

#### INTERNATIONAL APPLICANTS

An international applicant is a candidate who is not a United States citizen. A certified English translation of transcripts may be provided by the original institution or the appropriate diplomatic embassy. Students who wish to transfer previous course work from foreign colleges or universities must have a course-by-course evaluation of international educational credentials completed by a member of the National Association of Credential Evaluation Services, Inc. A list is available from KSC's Office of National and International Exchange, 603-358-2348. International applicants must be proficient in the English language. A minimum score of 550 on the TOEFL (Test of English as a Foreign Language) is expected.

In addition to items 1-8 listed on the front, international applicants must provide the following:

1. A certified English translation of each transcript submitted.
2. Official results of the TOEFL if the language of instruction for the majority of your education is/was any language other than English.
3. Certification of Finances. This form is available through the Admissions Office at Keene State College. Call 603-358-2276 or 1-800-KSC-1909. Please note that information disclosed on the Certification of Finances has no bearing on the admission decision.

#### APPLICATION DEADLINES

Normally, application folders completed by the deadline will be evaluated for matriculation for the following semester.

DEADLINE	MATRICULATION
April 1	Fall semester
December 1	Spring semester
March 1	Financial aid deadline for priority consideration

Keene State College reserves the right to close admissions, irrespective of these deadlines once class capacity has been reached. Once accepted, students are required to pay a \$100 nonrefundable enrollment services fee by May 1, prior to becoming fully matriculated.

#### VISITING THE CAMPUS

Visitors are welcome. You may schedule an interview by contacting the Admissions Office at 603-358-2276 or at 1-800-KSC-1909. Be sure to mention that you are interested in graduate studies.

#### COURSE WORK COMPLETED PRIOR TO ACCEPTANCE

*Should you complete courses at Keene State College before you have been accepted?*

In general, no. Acceptance into Advanced Study in Education marks the point at which an applicant receives a commitment from KSC to deliver a specific educational program. No more than nine credits of graduate-level course work may be completed prior to acceptance. An individual wishing to get an early start by registering for classes prior to acceptance bears the risks that he or she will not be accepted and that course requirements may change.

However, two courses are intended to serve as an introduction (general context and skills) to the Master of Education and are required for program advancement. They are: ESEC 601: Research Strategies in Education and ESEC 602: Students, Families, Schools and Society.

#### COURSE AVAILABILITY

Graduate-level courses required for the Master of Education degree or Post-Master's Certification Program are usually offered throughout the year, Monday-Thursday after 4:30 p.m. Undergraduate courses, required for options leading toward teacher certification (Master of Education: Curriculum and Instruction Option-Initial Certification Track or Post-Baccalaureate Teacher Certification Program) are normally offered Monday-Friday during the day only. Note: There is a limited offering of undergraduate courses during the evening. The most current information on course schedules is available at [www.keene.edu](http://www.keene.edu).

#### TRANSFER CREDIT

*Post-Master's and Master of Education*

Normally, no more than nine credits of graduate-level course work will be considered for transfer. This limit includes course work completed at KSC prior to acceptance. The Office of Teacher Education and Graduate Studies coordinates the evaluation of requests for transfer credit. An evaluation will not be completed until an individual has fulfilled all application requirements. For additional information on transfer credit, refer to the "Graduate Studies" section of the current KSC catalog or visit [www.keene.edu](http://www.keene.edu).

*Teacher Certification Programs*

Undergraduate course work is never "transferred" into the Master of Education-Initial Certification Track or the Post-Baccalaureate Teacher Certification programs. However, prior course work is used, whenever applicable, to fulfill specific competencies required for certification. The Office of Teacher Education and Graduate Studies coordinates the evaluation of transcripts for the development of individualized program planning sheets. Evaluations will be completed after application requirements 1 and 2 have been met.

#### FINANCES

*Federal Education Loan*

Matriculated students may apply to borrow a limited amount of money through the U.S. Dept. of Education Stafford Loan Program. Students must submit a Free Application for Federal Student Aid (FAFSA) and contact the KSC Office of Student Financial Services at 603-358-2280 or online at [www.keene.edu](http://www.keene.edu). Loan recipients must enroll in classes *at least* on a part-time basis. Students whose enrollment status falls below part-time or who are no longer matriculated must *immediately* notify Student Financial Services.

*Additional Sources*

- The Fred L. Barry Graduate Fellowship promotes the development of innovative educational leaders.
- The Norma W. Walker Scholarship is dedicated to the enhancement of learning and experience in reading.

Each year, an award is granted from each of these specialized funds to a matriculated graduate student. Students must obtain and submit an application through the Office of Teacher Education & Graduate Studies.

*Graduate Assistantships*

A limited number of graduate assistantships are awarded each year to matriculated graduate students. Graduate assistants work twenty hours per week for fifteen weeks in the fall and spring semesters. In return, they receive a stipend of \$1,500 and a waiver of tuition and course fees for up to nine credits of in-state tuition each semester. Students must pay for books, registration fees, and other related expenses.