



MASTER'S DEGREE IN EDUCATION LEADERSHIP

Application Instructions for BC Students

Eligibility

1. Bachelor's degree from a regionally accredited college or university; 3.0 undergraduate GPA in the last 90-quarter credit hours (60 semester credit hours).

Application Deadlines

To receive full consideration for admission to this program, applicants must submit all application materials by the following deadlines:

- Fall Quarter: August 1
- Winter Quarter: November 1
- Spring Quarter: February 1
- Summer Quarter: May 1

Application Procedure

Submit the Graduate School online application. This secure process includes credit card payment of a \$100 application fee, and instructions for providing these supporting materials. Please disregard the Financial Statement form – please indicate as a placeholder that it does not apply to BC on-line students so you can move to the next step in the application process.

1. Unofficial Transcripts: One from each institution attended. Once you are admitted you will then need to submit official transcripts, pay a second \$100 fee. If you did not previously attend WWU. If you previously attended WWU, it is not necessary to provide WWU transcripts or other transcripts previously submitted to WWU.
2. Letter of intent stating:
 - Why you want to become a school administrator
 - How your understanding of diversity relates to improving learning for all students. Include your understanding of diversity and your leadership experiences related to student diversity in your response, recognizing that your school/district has students with diverse backgrounds. For the purpose of this letter of intent, diversity may include but not be limited to: highly capable, special needs, 504 plans, ELL/ESL, ethnicity and culture, religious affiliation, sexual orientation, socio-economic status, or other.
 - Your goals and objectives as an education leader.
3. Résumé outlining your education and professional history.
4. One copy of valid BC Teaching Certificate (teacher or educational staff associate such as counselor, psych etc.). If submitting an ESA certificate, you must include a letter from your supervisor describing your assignment and service that supports three years of documented successful school-based experience in an instructional role with students.
5. Professional Reference Forms (3): One each from two building-level administrators, and one from a district-level administrator.

Curriculum: 45 Credits

The courses outlined in the timetable are required for the master's degree. Newly admitted M.Ed. students to the Educational Administration program must take the research courses in sequence: **Spring Quarter EDAD 501; Summer Quarter EDAD 547; Fall Quarter EDAD 538.**

Once you have completed 32 credits, your Comprehensive Exam will be scheduled.