



# ANDERSON COLLEGE

Education and Kinesiology, Graduate and Undergraduate Studies

**Graduate Admission Application** - Master of Education Degree

*General Information, Application Fee, and Instructions*

## GENERAL INFORMATION

We are pleased that you have expressed interest in the Master of Education program at Anderson College. This material provides information applying for admission as a graduate student. Please review it thoroughly before completing the application.

**File completion deadline:** Application files must be completed at least four weeks preceding the first day of the term.

## APPLICATION FEE

There is a fifty dollar (\$50) application fee for graduate applicants. This application fee must be made by check or money order payable to **Anderson College**. Applications received without the fee will not be processed.

## APPLICATION INSTRUCTIONS

1. Carefully read all general information regarding graduate admission to Anderson College.
2. Complete the Application Form. Please certify that the statements made on this application are correct and complete. Understand that withholding information requested on this application or giving false information may make the applicant ineligible for admission to Anderson College are subject to dismissal.
3. The FAFSA must be completed for any student seeking loans to assist with tuition. The FAFSA may be completed on-line at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). The code for Anderson College is **003418**.
4. PRAXIS test scores must be officially sent to Anderson College.
5. Three letters of recommendation are required for admission. All letters of recommendation must be submitted in a sealed envelope with the signature of the recommender across the seal of the envelope and mailed to the Graduate School, Education and Kinesiology, at Anderson College.
6. Submit all official transcripts from any college or university that you have attended. These transcripts must be sealed and must contain official academic records from each institution. Transcripts may not be opened or tampered with. Please note that all transcripts and documents received by Anderson College become property of the college and cannot be returned.

7. A copy of your teacher's certification must be submitted along with your application.
8. The \$50 application fee must be paid in order to process your application. Applications received without an application fee will be held for no longer than 60 days.
9. Make a copy of all documents submitted, including your application, for your personal records. This may be helpful if questions or concerns may arise during the application process.

## PROVIDING ACADEMIC CREDENTIALS

Applicants must have official transcripts mailed directly to Graduate Admissions by the institution granting the baccalaureate degree or where the degree is in progress, and from all institutions at which post-baccalaureate work has been completed.

Please direct all transcripts to:

Graduate Admissions  
Division of Education and Kinesiology  
Graduate and Undergraduate Studies  
Anderson College  
316 Boulevard  
Anderson, South Carolina 29621



School Name (No Abbreviations)	City, State and County	From (M/Y)	To (M/Y)	Degree Earned or Expected	Date Degree Conferred or Expected

14. This certification must be signed and dated by the applicant before action can be taken on the application.

I understand that withholding information requested on this application or giving false information may make me ineligible for admission to Anderson College or subject to dismissal. I certify that the statements I have made on this application are correct and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send application and \$50 fee to: Graduate Admissions  
 Division of Education and Kinesiology  
 Graduate and Undergraduate Studies  
 Anderson College  
 316 Boulevard  
 Anderson, South Carolina 29621

<p><b>FOR OFFICE USE ONLY</b></p> <p>All transcripts received. Date: _____</p> <p>Bachelor's Cum. GPA: _____ In-Progress: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>PRAXIS scores received. Date: _____</p> <p>PRAXIS I Scores: Verbal _____ Math _____ Writing _____</p> <p>Three letters of recommendation received. Date: _____</p> <p>Sent to Graduate School Council for recommendation. Date: _____</p> <p>Recommendation from Graduate School Council: <input type="checkbox"/> Accepted <input type="checkbox"/> Conditional <input type="checkbox"/> Denied</p> <p>Letter sent to applicant informing applicant of Council's decision. Date: _____</p>
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*Reference Request From*

## TO BE COMPLETED BY APPLICANT

1. Applicant Name: \_\_\_\_\_  
Last Name First Name Middle

### 2. Applicant's Waiver of Right to Access

The Family Educational Rights and Privacy Act of 1974, as amended (P.L. 93-380), allows a candidate for admission to waive his or her right of access to confidential letters or statements written on his or her behalf if the recommendation is used solely for the purpose of admission and if the candidate, upon request, is notified of the names of all persons making such recommendation on his or her behalf. Anderson College does not require such a waiver as a condition for admission. However, under the legislation, the applicant has the option of signing such a waiver as follows:

I hereby waive my right of access to this recommendation and any appropriate attachments that have been written by \_\_\_\_\_ (name of recommender), on behalf of my application for admission to the Anderson College Graduate School of Education. This waiver is effective insofar as the recommendation is used solely for the purpose of admission.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## TO BE COMPLETED BY REFERENCE

The person whose name appears above is applying for admission to the Anderson College Graduate School. Your candid assessment of the applicant will greatly assist us in making a decision that benefits both the applicant and the Program. Federal law may require that your letter be shown to the applicant. Please refer to the section above titled "Applicant's Waiver of Right to Access." We appreciate the time and effort you are making to provide us with this information.

A. Please define the nature of your relationship to the individual applying to Anderson College.

Professional  Academic  Other (Explain) \_\_\_\_\_

I have known the applicant for approximately \_\_\_\_\_ years \_\_\_\_\_ months.

**(OVER)**

B. Please give us your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison to other graduate school applicants whom you have known or “fast management track” persons within your organization.

	Top 5% Exceptional	Top 25% Above Average	Average	Lower 25% Below Average	Not Observed
Integrity					
Motivation: willingness to work intensely toward goals					
Ability to work with others					
Ability to manage time wisely					
Analytical ability: problem recognition, structuring and solving					
Ability in oral expression					

C. What do you consider to be the applicant’s strengths or talents?

D. What do you consider to be the applicant’s weaknesses or challenges?

I recommend this applicant for the Anderson College Graduate Program.  
 I do not recommend this applicant for the Anderson College Graduate Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Please send the completed reference request form to:

Dr. Charles Wooten  
 Education and Kinesiology Division  
 Graduate and Undergraduate Studies  
 Anderson College  
 316 Boulevard, Anderson, South Carolina 29621  
 (864) 231-2854 (fax)