Master's Program Application Checklist

Deadlines:
Fall: **March 15th** Spring**: October 15th**

Directions:
Complete the following application requirements by the deadline. Late applications will *not* be accepted.

Student Check Box	Application Requirements
	1. University Application- • Apply to the program through **www.calstate.edu/apply.** There is a **$55 application fee.** The deadlines to apply are listed above.
	2. Transcripts to Admissions and Records- • Request official, sealed transcripts from **ALL** community colleges and universities you have attended and have them sent directly to Admissions and Records. For more information on how to request transcripts to the university, please visit: http://www.fullerton.edu/graduate/prospective_students/index.php and click "Transcripts".
	3. Transcripts Uploaded to Cal State Apply Application- • In addition to the transcripts you submit to Admissions and Records, you <u>MUST</u> order *another* set of official transcripts and have them sent directly to your home. • Students must open your transcripts, making them unofficial, and upload a copy of the "Unofficial Transcripts" to the Cal State Apply application under the **"Unofficial Transcript"** section. • **NOTE: IF** you have attended CSUF for your bachelor's degree and/or credential program, you still **MUST** request official transcripts from CSUF, have them sent to your home, then upload the transcripts to your Cal State Apply Application. If you uploaded CSUF transcripts when you applied to the credential program, you still need to re-upload CSUF transcripts to your Master's application because the department needs to see your most recent grades from your credential coursework in order to be considered for the program. However, you do *not* need to submit CSUF transcripts to CSUF Admissions and Records Office.
	4. GPA Requirement- • Students must have a *minimum* GPA of **3.0** in their **last 60 units**. Applications with GPA's below 3.0 in the last 60 units will <u>*not*</u> be considered.
	5. Three Confidential University Faculty Recommendations- • Letters must be written using the template found: http://ed.fullerton.edu/sped/student-resources/. Students must request **three faculty letters of recommendation** from university or community college professors they have had. • Letters are **confidential** and must be submitted directly to **Lisa Alexander** by **fax (657) 278-2868** or **email (lalexander@fullerton.edu)**.
	6. Certificate of Clearance- • Students must have a <u>*valid*</u> Certificate of Clearance before entering the SPED Master's Program. • Please **upload** a copy of your **Certificate of Clearance** results to the Cal State Apply application under **"Certificate of Clearance"**. • **NOTE**: If you submitted a Certificate of Clearance for the preliminary credential program, you will need to **re-upload** a copy of your Certificate of Clearance to the SPED Master's application since this is a separate application. • For more information on how to complete the Certificate of Clearance, please visit: https://www.ctc.ca.gov/docs/default-source/leaflets/cl900.pdf?sfvrsn=2.
	7. Clear Application (Optional)- If you have completed a Preliminary (or Level I) Credential Program and are interested in completing the Clear Program along with the Master's Program, please fill out a clear department application and **upload** to the Cal State Apply application under **"Other"**. You may download the application here: http://ed.fullerton.edu/sped/_resources/pdfs/clear_credential_application.pdf.

Next Steps:

- **Faculty Interview-** Once all application requirements are completed and submitted according to this checklist, the Special Education Admissions Office will schedule a faculty interview, which includes an overview of the Master's Program and a written interview. The *written interview* will be based upon an article emailed to you. You will be given 80 minutes to write 2-3 pages based on a prompt you will be given based on the article.

    - **Interview Procedure**
    - Arrive 5 minutes prior to scheduled interview
    - Allow 80 minutes for the written interview.
    - Students must score a minimum of 80% out of 100% to be admitted to the Master's program (see rubric): http://ed.fullerton.edu/sped/_resources/pdfs/written-interview-rubric-masters-program.pdf.
    - A decision regarding your admission status to the program will be made within **2-3 weeks** after the interview.

- **Pre-requisite course SPED 501**- Upon successful completion of the written interview, you will receive an admit letter from the SPED department. Once you have received this letter, you will need to enroll in the one unit pre-requisite SPED 501. This course is only for admitted students and is only offered in Summer and Winter sessions.

Additional Requirements for SPED Master's Program:

1. There are NO rollover applications. If you do not submit all admission requirements by the deadline, you will need to re-apply to the university and re-submit all required admission material.
2. If you have been denied to the program and choose to reapply, you may only apply ONE more time. After the first denial, you are required to take two of the following Reading Courses: READING 201, 202, 290 and must receive a letter grade of "A".
3. Past program history and dispositions are considered when students apply.