

Master's Program Application Checklist

Deadlines:

Fall: June 1st

Directions:

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

| <h3>Application Requirements</h3> |
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| <p>1. University Application/Program Application-</p> <ul style="list-style-type: none">• Apply to the program through the Cal State Apply website: www.calstate.edu/apply. There is a \$70 application fee. Please upload copies of official transcripts from your last 60 units of coursework (including CSUF) and a copy of a valid Certificate of Clearance OR valid Teaching Credential to the Cal State Apply application. More info on admissions requirements is listed below. |
| <p>2. Transcripts Uploaded to Cal State Apply Application-</p> <ul style="list-style-type: none">• Official transcripts- All applicants must upload copies of the official transcripts from the last 60 units (including CSUF transcripts) to the Cal State Apply application. (<i>TDA and Unofficial transcripts printed from your student portal will NOT be accepted.</i>)• Ordering transcripts- Students must request hard copies of official transcripts. The transcripts must be mailed to the student's home (NOT to CSUF's SPED Department).• Uploading transcripts to Cal State Apply application- The hard copies of transcripts must be opened (making them "unofficial"), then uploaded to the Cal State Apply application under the "Unofficial Transcripts" section.• NOTE: If you attended CSUF for your bachelor's degree and/or credential program, you are still required to request official CSUF transcripts; transcripts must be mailed to your home (NOT to the CSUF SPED department), 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. However, you do not need to submit CSUF transcripts to the CSUF Admissions and Records Office. |
| <p>3. Transcripts to Admissions and Records-</p> <ul style="list-style-type: none">• Applicants NEW to CSUF must request a separate set of official, sealed transcripts from ALL community colleges and universities you have attended and have them sent directly to Admissions and Records. |
| <p>4. GPA Requirement-</p> <ul style="list-style-type: none">• Students must have a <i>minimum</i> GPA of 3.0 in their last 60 units. Applications with GPAs below 3.0 in the last 60 Units will <u>not</u> be considered. |
| <p>5. Three Confidential University Faculty Recommendations-</p> <ul style="list-style-type: none">• Students must request three faculty letters of recommendation from university or community college professors they have had.• Letters are confidential and must be completed by the professors. Follow the instructions when you apply through Cal State Apply |
| <p>6. Certificate of Clearance-</p> <ul style="list-style-type: none">• Students must have a <u>valid</u> Certificate of Clearance OR a valid Teaching Credential before entering the SPED Master's Program.• Please upload a copy of your Certificate of Clearance results OR a valid Teaching Credential 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 it 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. |
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Next Steps:

- **Online Interview-** Once all application requirements are completed and submitted according to this checklist, the Special Education Admissions Office will email the students within approximately two weeks after the deadline to schedule their online written interview. The email will include: 1) The date and time of the SPED Master's Program Interview, 2) The journal article that the student will be required to read and respond to during the written interview. Please review the article and have it with you while you are doing the written interview. 3) And a PowerPoint covering an overview of the program.
- **Review Material-** Please review this information a few days **PRIOR** to your interview date.
- **Interview Procedure-** On the day of your interview, students **MUST** be present at a computer with internet 10 minutes prior to the interview in order to complete the written interview for the SPED Master's Program. During this timeframe, you will receive an email containing the interview writing prompt. The writing prompt will be used in conjunction with the journal article to write your written response. **There will be no make-up interviews! If you miss the interview, you will need to reapply to the program. We observe your work ethic from this interview process.**
- **Score:** Candidates must score a minimum of 80% out of 100% on the interview to be admitted to the SPED MSE program.
(See rubric for guidelines: [MS Interview Rubric](#))
- **Admission Decision-** A decision will be made approximately two weeks after the interview. Students will be notified via email regarding the admissions decision.
- **Pre-requisite course SPED 501-** Upon successful completion of the written interview, you will receive an admitted 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 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 reapply to the university and resubmit all required admission materials.
2. If you have been denied admission 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.