

Master of Arts in Education Admission Requirements

Admission decisions are made by full-time faculty/staff in the School of Education using a combination of factors, including academic degree(s), records, and experiences. Applicants will be admitted to the program based upon enrollment availability and their ability to meet the following minimum recommended entrance requirements, as well as their match with program expectations. If applying for the optional Administrative Services Credential pathway, please note additional application requirements highlighted in **yellow** on both pages. All the following documents are to be submitted to the WJU Graduate Programs Admission Office:

- Grad Application to WJU
- Resume / curriculum vitae
 - A resume, or curriculum vitae, documents your prior work experience, publications, honors and awards received and a summary of your educational experiences and degrees. At a minimum, education and work/volunteer experience should be included.
- Personal Statement
 - A personal statement includes why you want to enroll in this program, your professional goals, attributes and qualities that you possess that make you a good candidate for the program, and any special interests and/or experiences you believe to be important for the admission committee to know. **Note: If applying for the Administrative Services Credential only, please indicate why you want to be an administrator.** (Two-page maximum; APA format encouraged)
- Character Essay
 - Essay Topic: We believe the essential character traits of a great teacher are found in Galatians 5:22-23 – Love, Joy, Peace, Patience, Kindness, Goodness, Gentleness, & Self-Control. Choose one of these traits and explain how it might be applied in your work setting or aspirational work setting. This essay is to represent your thoughts and the quality of work you would produce during your graduate program. (Two-page maximum; APA format encouraged}
- Two Letters of Recommendation
 - From individuals who can assess your character, academic potential, professional commitment and/or experience. It is highly encouraged that you have letters from professional educators. Letters from peers should be limited. No letters from family members. These should be in letter format and preferably on letterhead. **Note: If applying for the Administrative Services Credential, please ensure that one of the two letters is from a school or district administrator.**
- Baccalaureate and/or Master(s) Degree Transcripts
 - Official transcripts from a regionally accredited college or university verifying earned degree(s) are required. A 3.0 GPA is a good indicator of academic potential and/or success; however, applicants with 2.0-2.99 GPA will also be considered and may require a petition letter describing the steps that you plan to take in order to help you succeed in the program.

Administrative Services Credential Pathway Admission Requirements (MAEd Candidates also seeking the Admin Credential Pathway)

If you are interested in pursuing an California Administrative Services Credential, please submit the following additional documents with your MAEd application:

- Please ensure one of the two letters of recommendation required for your MAEd application (as listed above) are from your principal or vice principal addressing your leadership potential and experience on campus. This letter should highlight any leadership roles you have assumed on campus, as well as commenting on your ability to work effectively with your colleagues in the context of a “community of practice” such as a grade level team, PLC, or school leadership team.
- Verification of a holding a valid prerequisite credential
 - See Terms and Definitions (pp 3-4) [HERE](#) for more information on qualifying prerequisite credentials
- Verification of having met the Basic Skills Requirement (e.g., CBEST score report).
 - See CCTC’s [Basic Skills Requirement Leaflet](#) for more information on the Basic Skills Requirement
- Official Letter Verifying Five Years of Full-time Experience*
 - Must be on the district or employing agency's letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. School or district personnel other than the applicant must verify all experience
 - See Terms and Definitions (pp 3-4) [HERE](#) for more information

***Candidates can be admitted into the program with only three (3) years of verified full-time experience. However, 5 years of full-time experience must be completed in order to be recommended by William Jessup University’s Credential Analyst for a Preliminary Administrative Services Credential**

Review the CCCTC’s [Administrative Services Credential Leaflet](#) for more information on requirements to earn this credential

If you have questions regarding the admissions requirements or are unsure if you meet these requirements, please contact a Jessup academic counselor at 855-WJU-GRAD or 855-958-4723. We are excited to speak with you!