

College of Education
Graduate and Professional
Studies in Education
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Sacramento, CA 95819-6079
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SACRAMENTO STATE

Application Instructions for Graduate and Professional Programs

Fall 2019 Application:

Please READ all instructions carefully and thoroughly **BEFORE** completing the **FALL 2019** supplemental application packet. Applicants **MUST** submit **ALL** of the Graduate School and Supplemental Application documents by the deadline date to be considered for admission to a fall graduate or professional program. Incomplete applications will **NOT** be accepted.

Application Process:

1. Complete the Graduate School application at Calstate.edu/apply. Instructions and FAQs are available on the Office of Graduate Studies website at <http://www.csus.edu/gradstudies/futurestudents/index.html#apply>. Delaying your Graduate School application can result in missing the deadline to submit supplemental materials. Complete this application **as soon as possible**.
2. Do **NOT** submit supplemental documents to the CSU Apply website. Instead, you will submit your supplemental application [here](#).
3. You will receive two confirmation emails. The second email will include your assigned SaLink Student ID number and instructions for how to set up your SaLink Account (if not already created): www.salink.csus.edu. NOTE: Please make sure that your email provider is set up to accept csus.edu emails.
4. Submit your supplemental application and supporting documents to the link at the end of [this application packet](#). Only supplemental documents submitted through [this link](#) will be reviewed. Do **NOT** submit supplemental documents to the link emailed to you by the Office of Graduate Studies.
5. Transcripts **cannot** be uploaded to the CSU Apply website. Mail or hand deliver **official** copies to the Office of Graduate Studies. **All** official transcripts must be received by the Office of Graduate Studies by the application deadline in order for your application to be considered.

Overview of Requirements for the Supplemental Application:

1. Résumé highlighting relevant experience
2. Two letters of recommendation
3. Personal Statement
4. Essay
5. Official transcripts from all colleges attended
6. Program-Specific Requirements (see [Supplemental Application Guidelines](#) for Details) that **may** include GRE, Valid Teaching Credential, CBEST, prerequisite coursework, self-assessment and language self-assessment, and/or letter of appointment from school or district

Final Submission Deadlines:

University Graduate School Application:

Due December 20, 2018: M.S. Counseling (Career Counseling; Marriage, Couple, and Family Counseling; School Counseling)

Due February 1, 2019: School Psychology (Ed.S., M.A., PPS)

Due March 1, 2019: Higher Educational Leadership, Rehabilitation Counseling, TK-12 Educational Leadership (M.A., PASC, PASC/Internship)

Due April 1, 2019: Curriculum & Instruction (face-to-face program), Multicultural Education, Special Education

Due June 1, 2019: Behavioral Science Gender Equity Studies, Educational Technology (iMET), Language & Literacy

Due July 1, 2019: Curriculum & Instruction (online program), Workforce Development

Supplemental Application Packet

Due January 14, 2019: M.S. Counseling (Career Counseling; Marriage, Couple, and Family Counseling; School Counseling)

Due February 15, 2019: School Psychology (Ed.S., M.A., PPS)

Due March 15, 2019: Higher Educational Leadership, Rehabilitation Counseling, TK-12 Educational Leadership (M.A., PASC, PASC/Internship)

Due April 15, 2019: Curriculum & Instruction (face-to-face program), Multicultural Education, Special Education

Due June 15, 2019: Behavioral Science Gender Equity Studies, Educational Technology (iMET), Language & Literacy

Due July 15, 2019: Curriculum & Instruction (online program), Workforce Development

****Incomplete applications will not be accepted****

*For information about applying to the M.A. in Child Development, please visit <https://www.csus.edu/coe/apply/undergraduate.html>

Application Procedures for Graduate and Professional Programs

Admission Requirements

All applicants must meet the University's admission requirements in order to be considered for admission to a graduate or professional program. Admission as a classified graduate student requires:

1. Bachelor's degree from an accredited university
2. Minimum 2.5 or 3.0 GPA in the last 60/90 units completed (see the [Supplemental Application Guidelines](#) and the chart on page 8 of this packet for GPA requirements by program)
3. Complete CSU Graduate School Application (CSU Apply) <https://www2.calstate.edu/apply>
4. Complete Supplemental Application

The application review process takes from 8-10 weeks, at which time you will be notified via email of the next steps, interviews, and/or any other requirements. Please note that not all programs require interviews. Candidates who are invited for an interview will be notified via email from Sign-Up Genius. Be certain to check your spam, junk, and clutter folders to ensure you don't miss this notification. All correspondence regarding interviews will be sent to applicants' **SacLink email accounts**.

Admittance to the graduate and professional programs at CSUS is a competitive process. The number of applications received far exceeds the number of students that can be admitted in a given year. Decisions regarding admission are based on consideration of the applicant's potential for success in the field, academic performance, professional promise, interpersonal skills, maturity, motivation for personal and professional development, and congruence with the program's philosophy.

Admission is determined by examining the following: (1) academic record and grade point average (GPA), (2) quality of written portions of the application, (3) quality of letters of recommendation, and (4) relevant work and/or volunteer experience. Some programs also evaluate applicants based on an interview with program faculty advisors. All applicants are rank ordered based on the above criteria, and the top candidates are offered admission to the program.

The top applicants who successfully pass all screening elements will be classified students in the program. Only those applicants who show professionalism, promise of success, and fitness will be admitted, and only those who continue to demonstrate a satisfactory level of professionalism, scholastic competence, and fitness shall be eligible to proceed in the program. Students become fully classified into a graduate or professional program only if they have completed all steps discussed in this packet.

Once students are fully admitted in the program they **MUST** read a copy of the student handbook. ALL students are responsible for knowing and following the requirements to proceed in the graduate or professional program they are admitted to. Program handbooks are available online at <https://www.csus.edu/coe/academics/graduate/handbooks/>.

REJECTED APPLICATIONS: The department staff and faculty cannot answer questions concerning the reasons why a particular application was rejected. All admissions decisions are final.

University Graduate School Application (Cal State Apply)

CSU APPLICATION FOR GRADUATE SCHOOL ADMISSION: All applicants must complete and submit the CSU [Cal State Apply](#) online application for graduate school admission. The application period opens October 1, 2018. The online application, fee, and one set of official transcripts from **all** colleges must be submitted **no later than the University Graduate School Application Deadline**. The \$55.00 non-refundable application fee must be paid online at the time the application is submitted. You may apply to only **one** graduate and professional program. If you have any questions about the University application, please call the Office of Graduate Studies (OGS) at (916) 278-6470.

TRANSCRIPTS needed for CSU Application:

- **Non-Sac State students:** One (1) set of **official** transcripts (sealed) from **all** community colleges, colleges, and universities attended (even if only one [1] course was completed) submitted directly to the Sacramento State Office of Graduate Studies (OGS), River Front Center 215, 6000 J Street, Sacramento, CA 95819-6112.
 - **All transcripts must be received by OGS by the application deadline or applications will **NOT** be considered complete. Incomplete applications are **NOT** accepted.
- **Sac State students:** If you graduated/are graduating from Sacramento State, you **DO NOT** need to submit any additional transcripts to OGS unless you attended another college after you graduated. If you are submitting official transcripts for college(s) attended after you graduated from Sac State, they must **all** be received directly by OGS by the application deadline or your application will not be considered complete. Incomplete applications are **NOT** accepted.
- **Foreign Degrees:** Applicants with degrees from outside of the United States, please visit [Applicants with Foreign Documents](#) for instructions, or call OGS at (916) 278-6470. Foreign documents/transcripts must be sent directly from your University to OGS and received no later than **one month prior** to the application deadline.
- **International Admissions:** Applicants on F-1 or J-1 visas, please visit [International Admissions](#) for application instructions.

[Cal State Apply Helpful Application Tips](#): For assistance with completing the Cal State Apply application. ****Do NOT UPLOAD ANY DOCUMENTS TO THE CAL STATE APPLY WEBSITE OR OFFICE OF GRADUATE STUDIES****

You will receive a confirmation email from the Office of Graduate Studies with your Sac State ID number and instructions regarding how to set up your SaLink Account (if not already set up). Please make sure that your email provider is set up to accept CSUS.edu emails.

****DO NOT FOLLOW any other directions in the confirmation email regarding uploading documents****

Supplemental Program Application

A. **GPA REQUIREMENT:** Applicants who do not satisfy the GPA requirements will not be considered for admission. In order to be considered for admission into the following graduate and professional programs, applicants must have a minimum **GPA of 3.0** in the last 60 semester or 90 quarter units completed:

- Behavioral Science Gender Equity Studies
- Career Counseling
- Curriculum & Instruction
- Language & Literacy
- Marriage, Couple, and Family Counseling
- Rehabilitation Counseling
- School Counseling
- School Psychology (applicants with a GPA of 2.5-2.99 will be considered on a case-by-case basis)
- Special Education

In order to be considered for admission into the following graduate and professional programs, applicants must have a minimum **GPA of 2.5** in the last 60 semester or 90 quarter units completed:

- Educational Technology (iMET)
- Higher Educational Leadership
- Multicultural Education
- TK-12 Educational Leadership
- Workforce Development

B. **RÉSUMÉ:** Experience (paid or volunteer) related to the program you are applying for is required to be considered for admission. Experience is evaluated on frequency, currency, and relevance to the field. Experience should be with diverse populations and clearly relevant to the program you are applying for.

Submit an updated résumé that lists all related experience. Although relevance will depend on the program, examples of possible experiences include teaching, coaching, instructional aide, tutoring, afterschool program, Peace Corps, camp counseling, child/youth recreational programs, group home counseling, crisis hotline counseling, ABA therapy, program coordination, instructional design, childcare center, etc.

- C. **LETTERS OF RECOMMENDATION (2):** All applicants need to request two letters of recommendation. You will initiate the recommendation request process through the [Reference Request Form](#). A separate request form will need to be submitted for each reference. After you initiate the request for a recommendation, your reference will receive a confidential link to use to upload their confidential letter. Applicants will receive a confirmation email when a reference has been received. It is recommended that one of the references be from a person who has observed the applicant's graduate-level academic potential (e.g., current or former instructor) and the other reference from a person who has observed the applicant's relevant experience in diverse settings (e.g., supervisor). **NOTE:** References from friends or family members will not be accepted. All letters of recommendation must be received by the application deadline in order for an application to be considered.
- D. **PERSONAL STATEMENT:** Applicants will submit a personal statement that should be no more than **two pages typed (double-spaced, size 12 point font)**. The personal statement should address the experiences or factors that have led to your decision to apply for the program, the characteristics you believe you possess that will enable you to succeed in the program, and your professional interests. This statement must reflect an understanding of the field and must exemplify strong written communication skills. This statement will be carefully reviewed by the admissions committee for both content and graduate-level writing ability.
- E. **ESSAY:** Applicants will submit a written response to an essay question. Written responses should be typed, double-spaced, and size 12 point font. The written response will be carefully reviewed by the admissions committee for both content and graduate-level writing ability. The essay prompts and page limit for each program are below. Be certain to respond only to the essay prompt for the program you are applying to.

Behavioral Science Gender Equity Studies (Maximum 2 pages)

List up to three specific areas of research that you may be interested in exploring further in this program. You are encouraged to review, but are not limited to, the faculty research and teaching interests posted on the College of Education faculty directory.

Counseling (Career Counseling; Marriage, Couple, and Family Counseling; Rehabilitation Counseling; School Counseling) (Maximum 1 page)

Please describe your experience in working with, serving, or socially engaging with diverse persons or populations. Please summarize your assessment of the quality, quantity, and nature of these experiences. Summarize your strengths and challenges in these relationships, as well as the strengths and challenges of diverse others in forging a relationship with you.

Curriculum & Instruction (Maximum 1 page)

Discuss up to three specific areas of education that you may be interested in exploring further in this program and why you are interested in these. Include your preparation, aptitude, and motivation for graduate study in education; your future career goals; and why this program would be a good fit. You are encouraged to review, but are not limited to, the faculty research and teaching interests posted on the College of Education faculty directory.

Educational Technology (iMET) (Maximum 2 pages)

Given that the Master's program in Educational Technology focuses on instructional design and educational technology, describe (1) an example of a successful experience you have had in using technology for learning (2) an example of a work experience where you helped lead or support others in using technology for teaching or learning, including a description of your level of involvement, and (3) what you believe to be

optimal ways that technology can successfully be used for teaching or learning. I encourage you to reference literature in your responses, as appropriate.

Higher Educational Leadership (Maximum 1 page)

Describe your ultimate objective(s) in higher educational leadership. What steps and/or intermediate positions do you plan to achieve these objectives?

Language & Literacy (Maximum 2 pages)

Please articulate your reasons for applying for the Master's in Language and Literacy at CSUS and your interest in using this degree for your career or involvement in the community. Include a specific important issue in literacy (reading or language arts with adults, adolescents, or children) and why.

Multicultural Education (Maximum 3 pages)

Discuss a current critical issue in the field of education in communities with children, adolescents, or adults with either a focus on disabilities, English Learners, and or racial/ethnic diversity, and the relationship of this issue to your motivation to become a social justice advocate.

School Psychology (Ed.S., M.A., PPS) (Maximum 1 page)

Describe your experience in working with, serving, or socially engaging with diverse persons or populations. Relate these experiences to how they may be helpful to you when working as a school psychologist.

Special Education (Maximum 2 pages)

Discuss a current critical issue in teaching students with special needs that you may be interested in exploring further in this program. You are encouraged to review, but are not limited to, the faculty research and teaching interests posted on the College of Education faculty directory.

TK-12 Educational Leadership (M.A., PASC, PASC/Internship) (Maximum 1 page)

Describe your ultimate objective(s) in TK-12 educational leadership. What steps and/or intermediate positions do you plan to achieve these objectives?

Workforce Development (Maximum 1 page)

Describe your ultimate objective(s) in workforce development advocacy. What steps and/or intermediate positions do you plan to achieve these objectives?

- F. **UNOFFICIAL TRANSCRIPTS:** All applicants will submit one set of unofficial transcripts from all community colleges, colleges, and universities attended (including any colleges you are currently attending) with their supplemental application. This set of unofficial transcripts does **NOT** replace the official transcripts required to process your CSU Application for Graduate School Admission (CSU Apply).

Program-Specific Application Requirements

The following is a list of application materials required by specific programs. If you are applying to any of these programs, please include these documents in your supplemental application submission. Applications that are missing any materials will be considered incomplete. Incomplete applications are NOT accepted.

- A. **GRADUATE RECORD EXAMINATION (GRE):** Applicants applying to the **Ed.S.** and **M.A. School Psychology** programs are required to submit GRE scores from the three sections of the General Test taken within five years of applying to the program. Register for the GRE early; reservations must be made for the test at least three to four weeks before the test date, and your scores are not sent to you or CSUS for approximately two to five weeks after you have taken the test. For dates of GRE tests given in your geographical area, visit the [GRE website](#). **The CSUS GRE code is: institution 4671. (Please note: you must designate the institution recipient as a graduate program for the codes.)** We do not have a "target" or "competitive" GRE score (we have no "minimum"). Scores are used to supplement GPA data. If you have a low GPA, a high GRE score will help your application.

- B. **PRE-REQUISITE COURSEWORK:** Pre-requisite coursework MUST be completed prior to starting one of the programs listed below. Complete the pre-requisite coursework section on the online supplemental application, indicating the course number, course title, institution where the course was completed, catalog course description, the semester and year the course was completed, or work-related equivalent experience if requesting equivalency (school psychology only).
- **Behavioral Science Gender Equity Studies:** Completion of a previous undergraduate or graduate course with a grade of “B” or higher that focuses on the area of Women’s Studies and/or Gender Studies.
 - **School Psychology:** Drugs and Behavior (e.g., PSYC 117); Abnormal Psychology (e.g., PSYC 168); Education of Exceptional Children (e.g., EDUC 100A/B); Introduction to Behavioral Statistics (e.g., PSYC 101); Introduction to Counseling (e.g., EDUC 155); Power, Privilege, and Self-Identity (e.g., EDUC 156), Tutoring Children Reading (e.g., EDUC 125).
- C. **VALID TEACHING CREDENTIAL:** Applicants applying to the programs listed below MUST have a valid teaching credential. Applicants applying to the M.S. Special Education program may be concurrently enrolled in the Special Education Teaching Credential program at Sacramento State. Complete the valid teaching credential section on the online supplemental application, indicating the credential you possess, the state where your credential is issued, and the number of years you have taught. Submit a copy of your teaching credential or verification of enrollment in the Special Education Teaching Credential program at Sacramento State.
- **Special Education** (possess a California Special Education Teaching Credential **or** are currently enrolled in a Special Education Teaching Credential Program at Sacramento State)
 - **TK-12 Educational Leadership** (minimum of four years teaching experience)
- D. **CBEST:** Successful completion of the CBEST is required for admission into the **Curriculum & Instruction, School Psychology, and Preliminary Administrative Services Credential (PASC)** programs. The **School Counseling** program requires applicants who have not yet successfully completed the CBEST to provide evidence that they are registered to take the exam. Successful completion of the CBEST is required of all candidates prior to enrolling in any fieldwork experience and to be fully admitted into the programs. The CBEST is required for all California teaching credentials (including the PPS Credential). Upload your score report or evidence of registration for the exam.
- E. **SELF-ASSESSMENT AND LANGUAGE SELF-ASSESSMENT:** Applicants applying to the **Multicultural Education** program are required to complete the [Self-Assessment and Language Self-Assessment](#) scales and upload them as part of the online supplemental application.
- F. **LETTER OF APPOINTMENT TO AN ADMINISTRATIVE POSITION FROM A SCHOOL OR DISTRICT:** Applicants applying to the Preliminary Administrative Services Credential (PASC)/TK-12 Internship program must submit a letter of appointment to an administrative position from their school or district with their supplemental application.

Program-Specific Application Requirements

Program	GPA	GRE	Pre-Requisite Coursework	Valid Teaching Credential	CBEST	Self-Assessment and Language Self-Assessment	Letter of Appointment to an Administrative Position
Behavioral Science Gender Equity Studies	3.0		X				
Career Counseling	3.0						
Curriculum & Instruction	3.0				X		
Educational Technology (iMET)	2.5						
Higher Educational Leadership	2.5						
Language & Literacy	3.0						
Marriage, Couple, and Family Counseling	3.0						
Multicultural Education	2.5					X	
Rehabilitation Counseling	3.0						
School Counseling	3.0				X ²		
School Psychology	3.0 ³	X	X		X		
Special Education	3.0			X ¹			
TK-12 Educational Leadership	2.5			X	X		Internship Program ONLY
Workforce Development	2.5						

¹ Applicants to the M.A. Special Education program may be currently enrolled in a Special Education Teaching Credential Program at CSUS

² Applicants to the M.S. Counseling, School Counseling program may submit evidence of registration for the CBEST

³ Applicants to the School Psychology program with a GPA of 2.5-2.99 will be considered on a case-by-case basis

Checklist for Graduate and Professional Programs Supplemental Applications

COMPLETE THE SUPPLEMENTAL APPLICATION AND UPLOAD SUPPORTING DOCUMENTS

PLEASE DO NOT BEGIN THE SUPPLEMENTAL APPLICATION UNTIL YOU HAVE ASSEMBLED ALL OF THE SUPPORTING DOCUMENTS LISTED IN THE CHECKLIST BELOW.

- **YOU WILL NOT BE ABLE TO “SAVE” WHILE COMPLETING THE SUPPLEMENTAL APPLICATION.**
- **YOU WILL NOT BE ABLE TO GO BACK TO THE SUPPLEMENTAL APPLICATION AND ADD ADDITIONAL DOCUMENTS AT A LATER TIME.**

CLICK HERE:
[“SUPPLEMENTAL APPLICATION”](#)

APPLICATION/SUPPORTING DOCUMENTS	UPLOAD DOCUMENT AS A PDF AND NAME FILE
Résumé with Relevant Experience	Document File Name: <u>Résumé</u>
Personal Statement	Document File Name: <u>Personal Statement</u>
Essay	Document File Name: <u>Essay</u>
Unofficial Transcripts* *Submit official transcripts to the Office of Graduate Studies	Document File Name: <u>Unofficial Transcripts</u>
GRE (Ed.S. and M.A. School Psychology Programs ONLY) *Submit scores directly to the Office of Graduate Studies using Institute Code #4671 and upload copy of score report with supplemental application.	Document File Name: <u>GRE Score Report</u>
Pre-Requisite Coursework (see application instructions for applicable programs)	Complete pre-requisite coursework section directly on supplemental application
Valid Teaching Credential (see application instructions for applicable programs)	Document File Name: <u>Copy of Credential</u>
CBEST (see application instructions for applicable programs) *Submit CBEST score report or evidence of registration for the exam	Document File Name: <u>CBEST Score Report</u> Document File Name: <u>CBEST Registration</u>
Self-Assessment and Language Self-Assessment (Multicultural Education Program ONLY)	Document File Name: <u>Self-Assessment</u>
Letter of Appointment to an Administrative Position from a School or District (PASC/TK-12 Internship Program ONLY)	Document File Name: <u>Letter of Appointment</u>
Letters of Recommendation (2)	Request confidential references using the Reference link in the application. **You will receive a confirmation email once your reference has submitted a letter**