

Ph.D. in Curriculum and Instruction

“A hybrid doctoral program”

Macon Campus and Atlanta Campus

Tift College of Education

Graduate Application for Admission

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MERCER
UNIVERSITY

TIFT COLLEGE OF EDUCATION

Curriculum and Instruction Program

1400 Coleman Avenue, Stetson 103, Macon, GA 31207

Macon Area: (478) 301-5394

Atlanta Area: (678) 547-6563

www.mercer.edu/education

Revised September 2010

GRADUATE ADMISSIONS REQUIREMENTS

General Information

1. The program is offered in Macon and Atlanta.
2. A minimum of three complete years, or nine semesters, including summers, are required to complete the program.
3. Classes are delivered in a hybrid combination, i.e., online and on campus, in the evenings and/or on weekends over 16-week semesters, or in summer, eight-week sessions.
4. Candidates take an average of two courses with one 2-hour doctoral seminar each semester and three courses in the summer.

Admission Requirements

All persons must complete the formal written application for admission to graduate studies. General qualifications for admission are a bachelor's and master's degree from an accredited college or university, current master's level certification in teaching, and three years of successful teaching experience. *Not all qualified applicants will be accepted.* Individuals applying for the Ph.D. program must provide the following:

- A completed Ph.D. application form.
- A copy of current master's level teaching certification.
- A copy of recent GRE scores (within the last six years).

GRE scores are not the sole criteria; applicants encouraged to apply and will need to provide strong evidence of the ability to complete doctoral courses and independent research in other areas.

- A current vita or resume.
- Two official copies of transcripts of all academic work; candidate should have a minimum cumulative graduate GPA of 3.5.
- Three professional letters of recommendation.
- A \$35 non-refundable admissions processing fee with the check made payable to *Mercer University*.

Submit all items in one packet and mail to:

**Graduate Program Associate
Ph.D. Curriculum and Instruction
Tift College of Education
Mercer University
103 Stetson Hall
1400 Coleman Avenue
Macon, GA 31207**

Interview

As a part of the application process, all candidates are required to interview with the program faculty. At that time, each candidate will complete a writing sample.

APPLICATION INSTRUCTIONS FOR GRADUATE ADMISSIONS

The Tift College of Education's Ph.D. in Curriculum and Instruction Program uses self-managed applications for admission to its programs. The self-completing structure of this application process allows greater control of the completion of the application file. ***The applicant is responsible for collecting all required application materials, with the exception of official test scores, and submitting them in one packet. Missing documents may delay the evaluation of your application.***

- The only items that will be sent separately are **official GRE** score reports. ***The Educational Testing Service institution code for submission of official score reports is Mercer University Macon Institution Code 5409.***
- The Graduate Program Associate will notify applicants upon receipt of the application packet. The admission evaluation will not begin without a complete application.
- Send all application materials, ***regardless of campus location to which you are applying, to the Macon campus address.***

1. Application

Complete the application for graduate admission. All requested information is required.

2. Application Fee

Please include the \$35 application fee in the form of a check or money order made payable to *Mercer University*. **CASH WILL NOT BE ACCEPTED.** The application fee is **non-refundable** and will not apply toward tuition. ***Former or current students of Mercer University need not submit an application fee.***

3. Unofficial GRE

If you have already taken the GRE and have the score results, we request that you include a copy with the application. This will expedite the admission decision process and allow the Tift College of Education to reach a conditional decision. ***This does not replace the requirement of an official score report for those applicants who are offered admission. GRE scores awarded six or more years previously cannot be honored.***

4. Official Transcripts

Submit two official transcripts from each college and university attended. Transcripts are required for both undergraduate and graduate course work, regardless of length of stay or if the grades are listed on another school's transcript. A transcript request form is provided to assist you in this process. Complete the transcript request form and submit it to each school's registrar. The registrar will return the transcripts to you in a sealed institution envelope. **Do not open the envelope.** Include the official **sealed** transcript with your application materials. Transcripts from all colleges and universities attended (including Mercer University) must be submitted regardless if the transcripts were previously provided in support of another application to Mercer University.

5. Letters of Recommendation

Three professional letters of recommendation are required. If the candidate is not currently employed in a school system, a letter from the applicant's most recent employer is required.

6. Application Deadlines

There are two target dates for submitting your completed application packet: February 15 and March 31. Applicants are strongly encouraged to apply early. Please note that the cohort group may be filled before the final target date of March 31.

Optional Information (continued)

Marital Status _____ Religious Preference _____

Next of Kin/Emergency Contact Name _____

Relationship _____ Telephone (____) _____

Address _____
Street City State Zip

Email address _____

Alumnus/Alumni in family? Name(s) _____

How did you hear about Mercer University's Ph.D. in Curriculum and Instruction Program?

Test Information

Have you ever taken the GRE? Yes No

If yes, scores: Verbal _____ Quantitative _____ Writing _____ Test date _____

Have you requested an official score to be sent to Mercer University Macon Institution Code 5409?
 Yes No

If no, please indicate the date you plan on taking the GRE _____
Month/Year

Education

Please list in order of attendance each college or university you have attended (including Mercer University) regardless of length of stay, amount of credits earned, or if the grades are listed on another school's transcript.

<i>School</i>	<i>Location</i>	<i>Dates Attended</i>	<i>Credits/Degrees Awarded</i>

Employment/Professional Experience

Current/Most Recent Employer _____

Employer Address _____
Street City State Zip

Employer Telephone _____

Position _____ Dates _____
Mo/Yr to Mo/Yr

Teaching Experience

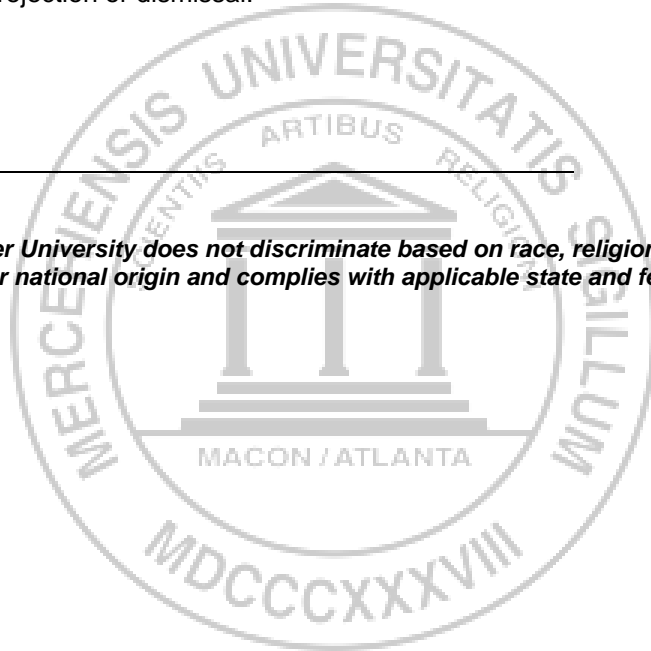
School	System	Position	Grade Level/Subject	Dates

I certify that the information given on this application is true and complete. I understand that if found otherwise, it is sufficient cause for possible rejection or dismissal.

Signature of Applicant _____

Date _____

Mercer University does not discriminate based on race, religion, gender, color, or national origin and complies with applicable state and federal laws.



TIFT COLLEGE OF EDUCATION

Ph.D. in Curriculum and Instruction

* Macon

* Atlanta

Transcript Request Form

To the applicant:

Please complete this form and use it to request two (2) official transcripts from **all** colleges/universities you have attended. Photocopy this form as needed. The institution will return transcripts to you in an official sealed envelope. *These unopened transcript envelopes should be included with your other required application documents.*

Please note: Many institutions charge a fee for transcripts. Check your institution's policy in advance.

Please print or type:

Applicant's name _____
Last First Middle/Maiden

Mailing address _____
Street City State Zip

College/University _____

Social Security number or student identification number _____

Dates in attendance _____ Degree & year _____

I authorize the release of **two** official transcripts of my academic record to the Tift College of Education, Mercer University, Macon, Georgia.

Signature _____ Date _____

To the Registrar:

The individual named above is applying to the Tift College of Education at Mercer University and requests that two (2) official transcripts be released to us. Please enclose this form with the transcripts in your envelope. Seal the envelope, sign across the seal, and return the sealed envelope to the applicant so it can be included with his/her application. ***If your institution has a policy that prohibits the release of transcripts directly to students, please send the transcripts to the following address:***

Graduate Program Associate
Ph.D. in Curriculum and Instruction
Tift College of Education, Mercer University
103 Stetson Hall
1400 Coleman Avenue
Macon, Georgia 31207