



## APPLICATION FOR GRADUATE ADMISSION

# Master of Education in Literacy

### ADMISSION STATEMENT

The Master of Education in Literacy Program at Judson University offers the prospective graduate student the opportunity to examine and enhance his/her knowledge base and instructional repertoire with regard to effective research-based literacy practices that are grounded in time-tested, best practice methodology. The program does not offer additional certification; rather, it is designed for the practicing classroom teacher who is motivated to become a more accomplished teacher of reading and writing. Applicants to the program who are not classroom teachers must have access to a classroom and the same group of students five days a week in order to become a degree candidate in this program. One full year of teaching experience is required prior to beginning course work.

Admission to the program is open to the most qualified applicants. A prospective student is reviewed on the basis of the profile material submitted with the application and may then be invited to interview with the Program Director and to provide an impromptu writing sample. Admission is offered to the student whose overall profile, interview, and writing sample most closely reflect the ability to succeed in and the ability to contribute to this graduate degree program.

Judson University does not discriminate against any applicant due to race, color, religion, gender, national origin, age, or disability.

### NOTICE OF DECISION

Decisions regarding admission are determined by the Director of the Master of Education in Literacy Program, the admissions committee of the Master of Education in Literacy Program's Advisory Council, and the University Graduate Council.

Applicants will be notified by mail regarding their application status once the application and all ancillary materials are submitted and have been reviewed. Questions regarding application status may be directed to the administrative assistant for Graduate Programs in Education by calling (847) 628-1105. Note: Application packets that are not complete will not be reviewed.

Please mail a complete application along with all required ancillary materials to:

**Dr. Steven L. Layne, Director**  
**Master of Education in Literacy Program**  
**Judson University**  
**1151 N. State Street**  
**Elgin, Illinois 60123**

## BIOGRAPHICAL/PROFESSIONAL INFORMATION:

\_\_\_\_\_  
First Name                                      Middle Initial                                      Last Name                                      (Maiden Name)

\_\_\_\_\_  
Street Address                                      City                                      State                                      Zip

\_\_\_\_\_  
Home Phone                                      Business Phone                                      Cell Phone

\_\_\_\_\_  
Preferred E-mail Address                                      Date of Birth

Gender:  Male  Female      Marital Status:  Married  Single      \_\_\_\_\_  
Social Security Number

How many years of full-time teaching have you completed? \_\_\_\_\_

Please identify the district and school building where you teach. Also, provide the full mailing address of your school building.

\_\_\_\_\_  
\_\_\_\_\_

To the best of your knowledge, will you be serving as a regular classroom teacher during this program?       Yes       No

If yes, in what grade do you anticipate working? (please also specify content area for middle school/high school) \_\_\_\_\_

If you will not be serving as a classroom teacher while enrolled in this program, please describe your teaching assignment and the grade level(s) with which you anticipate working.

\_\_\_\_\_

If you will not be serving as a classroom teacher while enrolled in this program, will you have access to a classroom and the same group of students on a daily basis throughout this program?  Yes       No      If yes, please explain.

\_\_\_\_\_

The federal government requests that all institutions of higher learning provide information related to race/ethnicity. *Responses are optional.*

Are you Hispanic/Latino?  Yes  No      In addition, select one or more of the following races if applicable:

American Indian/Alaska Native       Native Hawaiian/Pacific Islander       Black/African American       White       Asian

If you are not a U.S. citizen, please complete the following:  Permanent Resident in the U.S.       Immigrant

\_\_\_\_\_  
Alien Registration Number                                      Country of Permanent Residence

Religious/Denominational Affiliation: \_\_\_\_\_

Are you a member of a church?       Yes  No      Church Name & City: \_\_\_\_\_

**ACADEMIC EXPERIENCE:** Please list all colleges/universities previously attended beginning with the most recent.

College/University Name	Location	Degree(s) Earned	Dates
-------------------------	----------	------------------	-------

---

---

---

---

**PROFESSIONAL AFFILIATIONS:** Please list any professional organizations in which you hold active membership.

Organization Name	Phone	Membership No.
-------------------	-------	----------------

---

---

**EMPLOYMENT:** Please provide your employment history in the field of education dating back ten years.

Employer Name	Location	Phone	Dates of Employment
---------------	----------	-------	---------------------

---

---

---

**TUITION:** All tuition payment plans include the cost of books as well as the university technology fee.

Which payment option will you *likely* select for your Judson student account?

- Single payment: \$16,800.00 due in full on or before the start of the program.
- Per Billable Terms: Three payments of \$5,653.00 due on or before the start of each new term (summer, fall, spring). There is a \$159.00 fee for utilizing this payment option.
- Tuition Deferment Plan (TDP): An initial payment of \$1,690.00 (which includes the TDP fee of \$240.00) is due at the beginning of the program on May 15. A payment of \$1,410.00 is then due the first of every month for 11 months beginning June 15 and ending with the final payment on April 15. You will need to contact the Office of Student Accounts prior to enrollment by calling (847) 628-2053 in order to set up this plan.
- Employer Tuition Reimbursement Plan (ETRP): For graduate students who receive tuition reimbursement, an ETRP may be customized based upon the specific parameters of their district's tuition reimbursement program. An additional fee is required for this plan. Specifics may be discussed with the Office of Student Accounts by calling (847)628-2053

Will you apply for financial aid in the form of student loans?     Yes     No    If yes, please complete a Free Application for Federal Student Aid (FAFSA). Contact the Financial Aid Office at (847) 628-2532 for assistance.

## REFERRAL INFORMATION:

How did you learn about the Master of Education in Literacy Program?

- |                                                 |                                                  |
|-------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Judson Faculty Member  | <input type="checkbox"/> Mailing/Brochure        |
| <input type="checkbox"/> Professional Colleague | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Judson Alumni          | <input type="checkbox"/> Judson Website          |
| <input type="checkbox"/> Admissions Counselor   | <input type="checkbox"/> E-mail                  |
| <input type="checkbox"/> Current Judson Student | <input type="checkbox"/> Radio Advertisement     |
| <input type="checkbox"/> Friend                 | <input type="checkbox"/> Other                   |

## CONTACT JUDSON

MASTER of EDUCATION in LITERACY

Dr. Steven L. Layne, Director  
1151 N. State Street | Elgin, IL 60123

847.628.1093 | Fax 847.628.1106  
slayne@JudsonU.edu  
www.JudsonU.edu

Please identify the *specific* source of your referral (e.g. The Courier News, Prof. Amelia Bedelia) to the program:

---

## COHORT SELECTION:

Please indicate which year you are interested in entering the Master of Education in Literacy Program:

- May 2012       May 2013

If you are not admitted for the year you prefer to begin (due to lack of available space in the program), would you be willing to accept a guaranteed slot in the following year's cohort?  Yes    No

## ADDITIONAL REQUIRED DOCUMENTS:

Note: An application will not be reviewed unless all of the required ancillary materials are provided. Please be sure to include the following items with your completed, signed, and dated application:

- Completed survey: "Am I ready for the Master of Education in Literacy Program at Judson University?"
- Application fee of \$40.00. Make check payable to Judson University.
- Signed copy of the Attendance & Grading Policy.
- Copy of official teaching certificate.
- Official (signed and sealed) transcript(s) of all college course work. A G.P.A of 3.0 or higher on a 4.0 scale is preferred.
- Two letters of reference. One letter should be provided by someone who can speak to your professional experience as an educator. The second letter should address your character and should be provided by someone other than a family member. Each letter should be in a sealed envelope with the writer's signature crossing the seal.
- Typewritten, double-spaced essay (not to exceed 500 words) describing an area of literacy instruction (reading, writing, literature) in which you would like to grow professionally and discussing why you feel that growth is needed in this area.

*The whole of the above will be considered regardless of any particular strengths or weaknesses within a single component.*

I certify that the information provided on this application is correct to the best of my knowledge. I understand that failure to answer any questions truthfully, fully, and accurately may make me ineligible for admission to Judson University or may result in my dismissal from the University.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

- Completed application packet \_\_\_/\_\_\_/\_\_\_
- Packet reviewed by Program Director \_\_\_/\_\_\_/\_\_\_
- Status letter mailed \_\_\_/\_\_\_/\_\_\_  I  D
- Interview date \_\_\_/\_\_\_/\_\_\_

### Anchor Courses: K-3   4-12

- Interview and writing sample completed \_\_\_/\_\_\_/\_\_\_
- Admission committee review \_\_\_/\_\_\_/\_\_\_
- Graduate Council review \_\_\_/\_\_\_/\_\_\_  A  D
- Status letter mailed \_\_\_/\_\_\_/\_\_\_  A  D