CHECKLIST FOR ALL GRADUATE SCHOOL ADMISSIONS

- Complete all sections of the application form
- Enclose $50 non refundable application fee
- Obtain sealed Academic Letters of Recommendation (see section below for specifics)
- Submit application, fee and letters of recommendation to Office of Graduate Studies
- Request official transcripts from all colleges and universities previously attended sent directly to the Western State Colorado University Office of Graduate Studies
  
  Office of Graduate Studies
  Taylor Hall 303, 600 N. Adams St.
  Western State Colorado University
  Gunnison, CO 81231

MASTER OF ARTS IN EDUCATION: EDUCATIONAL ADMINISTRATOR TRACK

- Principal Statement of Eligibility from Colorado Department of Education (CDE) if pursuing an alternative license
- Documentation of completion of the CDE official transcript review for content knowledge, if pursuing an alternative license
- Verification of valid Colorado teacher license
- Documented evidence of three or more years of full-time successful experience
- Documentation of placement as a school administrator with an accredited Colorado school or internship agreement with an administrator
- Two letters of professional recommendation. See catalog for specific requirements

MASTER OF ARTS IN EDUCATION: TEACHER LEADERSHIP / READING LEADERSHIP TRACKS

- Documentation of completion of the CDE official transcript review for content knowledge
- Verification of appropriate state content exam (PLACE or Praxis II) pass scores
- Documentation of placement an accredited Colorado school
- Two letters of professional recommendation. See catalog for specific requirements

MASTER OF FINE ARTS IN CREATIVE WRITING

- 800 – 1,000-word personal statement (see catalog for content)
- 20-30 page writing sample in the appropriate genre (see catalog for format)
- Three letters of professional recommendation. See catalog for specific requirements
- For Poetry Concentration: Formal Verse Only: Verification of second-year (or its equivalent) reading competency in foreign language