

LEE UNIVERSITY

APPLICATION FOR ADMISSION GRADUATE PROGRAMS IN EDUCATION

P.O. Box 3450

Cleveland, TN 37320

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INFORMATION AND INSTRUCTIONS

Application Priority Deadlines:

November 1st - Spring, April 1st – Summer, June 1st – Fall

Application Process

Degree-Seeking Students

- Completed application and writing sample (see below)
- Recommendations from three professional sources (see attached)
- Two official transcripts of all undergraduate and graduate work
- Millers Analogies Test (MAT) or Graduate Records Examination (GRE) aptitude scores taken within the last 10 years
- \$25 application fee (non-refundable)
- Graduate Interview
- Background Check and Fingerprinting (see attached)

Non-Degree Seeking Students

- Completed application
- Official transcripts of all undergraduate and graduate work
- \$25 application fee (non-refundable)

Writing Sample

Respond to the following in 500 words or less and submit with completed application.

1. Describe your philosophy of teaching
2. Describe your goals in completing this Graduate Program.

Educational Leadership Track

Please note that if you wish to pursue the Leadership Track within the M.Ed. program there are extra materials that must be submitted as well as certain pre-requisites that must be met. Contact the Graduate Office for specific information about this program.

Transcript Evaluation

Students applying to the MAT/license program must have a transcript evaluation. Please complete the included form and return it to the Graduate Studies in Education Office along with copies of all transcripts



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FINGERPRINTING AND BACKGROUND CHECK TEACHER EDUCATION ADMISSION

Tennessee law requires that all students wishing to be admitted to a teacher education program must first be fingerprinted and have a background check. This must be completed before admittance to the Teacher Education Program. Additionally, students are responsible for the cost of the background check and fingerprinting.

Here is the procedure:

Call the following number to register to be fingerprinted: 1-855-226-2937 or go to www.L1enrollment.com. Click on the Tennessee map – click online scheduling – click on language preference – type in your name – select non-DCS childcare/adoption provider – select Childcare-Related Worker (private) and go from there.

You will be asked for your ORI number – this is a code that will insure that your report will be sent to Lee University. The Lee University ORI number is: TNCC06012.

If you are asked for a Transaction Type or Transaction Number, use the code “DP” which indicates you are a university student.

When you are asked for the agency, indicate “Applicant Pay” since you are responsible for the cost. Applicants may pay for the transaction by debit or credit card by calling 1-855-226-2937 OR at www.L1enrollment.com.

The closest places to have your fingerprints taken are:

UPS Store at 114 Stuart Rd. Cleveland (423-478-1141)

UPS Store at 2288 Gunbarrel Road, Chattanooga (423-499-4440) The store is in the “Best Buy” / “Hobby Lobby” shopping center, near McAllister’s Deli. You do not have to have an appointment – you may go during store hours:

Monday – Friday (8:30 – 7:00)

Saturday (10:00 – 4:00)

AIM Mail Center at 412 S. White Street, Athens (423-507-9736) during store hours:

Monday – Friday (9:00 – 5:00)

Saturday (10:00 – 2:00)

Typically, the results should be received by Lee University in 10 business days. Please complete the procedure at least two weeks before you wish to be admitted to the Teacher Education Program. This time frame will allow sufficient time for the Teacher Education Office to process your complete application.



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Applicant Waiver

I am applying for admission to the Teacher Education Program or Graduate Education Program at **Lee University**. By signing this waiver, I am agreeing to the release of any and all of my criminal history that may be in the TBI and FBI criminal databases. Further, I will disclose any arrests, convictions, etc. to the Director of Teacher Education within ten (10) business days of the occurrence.

Applicant Name (Printed)

Student ID Number

Applicant Signature

Date

NOTE: The information disclosed in the background report will be handled according to FERPA guidelines.

For Office Use Only

Date of Background Check: _____ Status _____

Notes: _____

TRANSCRIPT EVALUATION REQUEST

Name	SS #
Email	
Phone	Date

LIST ALL INSTITUTIONS ATTENDED: (PLEASE ATTACH ALL TRANSCRIPTS TO FORM)

COLLEGE/UNIVERSITY	MAJOR	DEGREE EARNED	DATE COMPLETED

I AM INTERESTED IN...

- License Only Completing the M.A.T (Master of Arts on Teaching) Degree
 Additional Licensure In _____ I hold a license in _____

REQUEST EVALUATION FOR...

Special Education

- Interventionist, K-8
- Interventionist, 6-12
- Early Childhood, PreK-3
- Comprehensive, K-12

Middle Grades (6-8)

- English
- Math
- Social Studies
- Science

Elementary

- PreK-3
- Elementary, K-5

Secondary Education

- Business (6-12)
- English (6-12)
- Math (6-12)
- Biology (6-12)
- Chemistry (6-12)
- French (6-12)

All Grades

- Art, K-12
- Health/PE, K-12
- Theatre, K-12
- TESOL, PreK-12

- History (6-12)
- Spanish (6-12)
- Psychology (9-12)
- Communications (6-12)

**PLEASE RETURN THIS FORM AND OFFICIAL OR LEGIBLE COPIES OF ALL TRANSCRIPTS TO
"LEE UNIVERSITY, COLLEGE OF EDUCATION, GRADUATE PROGRAMS" AT THE ABOVE ADDRESS.**