

## PSEL Master of Education Program Packet

Dear Prospective Preparation of Special Education Leaders (PSEL) Student:

Thank you for your interest in PSEL Master of Education program. This packet includes PSEL Information, requirements, application and other PSEL related forms.

Transcripts are required in order to evaluate the application. Once you submit the online application please submit all college transcripts. In order for a transcript to be considered as official, the transcript must be sent from your university to University of St. Thomas, School of Education or received in an envelope sealed by the institution. Students may be considered for Conditional Admission based on unofficial copies of the transcripts.

Mail transcripts to:

University of St. Thomas  
School of Education  
Attn: Debbie Fernandez  
3800 Montrose Blvd.  
Houston, TX 77006

### Graduate Admission Guidelines

- Posted baccalaureate or advanced degree GPA of 3.0
- One reference for academic ability, character, and professionalism
- Essay (250-300 words) on career goals and how an M.Ed. will contribute to your career.

### Alternative Admission Option

- Posted baccalaureate or advanced degree GPA of 2.75 to 2.99, and
  - A new GPA will be calculated by UST/SOE admissions office using the last 60 credit hours. If the calculated GPA and the last 60 hour GPA are 2.75 or higher and below 3.0 the student will be required to submit graduate admission test scores.
  - Students may submit either GRE scores **OR** MAT Scores. The required GRE scores on the new test are 146 on the Verbal, 145 on the Quantitative and 3.5 on the analytical. Older versions of the GRE require a combined Verbal and Quantitative score of 800 and Analytical Writing score of 3.5. The required score for the MAT is 394.
- One reference for academic ability, character, and professionalism
- Essay (250-300 words) on career goals and how the PSEL M.Ed. program may contribute to your career.
- M.Ed. Policy Form

Please contact either Debbie Fernandez at (713) 525-3829 or at [fernanda@stthom.edu](mailto:fernanda@stthom.edu) for answers to questions about the application process, to check on the status of your evaluation, or to request a paper based application.

Sincerely,

Nora Hutto, Ed.D.  
Dean, School of Education  
Professor

## Master of Education Application Checklist

Return Application Documents to: University of St. Thomas - School of Education  
3800 Montrose Blvd.  
Houston, TX 77006

### Admission Required Documents:

- Application
- Application Fee of \$35
- M.Ed. Policy Form\*
- Official transcripts
- Essay (250-300 words) on career goals and how an M.Ed. will contribute
- One reference for academic ability, character and professionalism
- Test Scores for students admitted under the Alternative Admission Option

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The essay and the reference may be sent by fax to (713) 525-3871 or scanned and attached to an email to the attention of Paula Hollis. In order for a transcript to be considered as official, the transcript must be sent from your University to University of St. Thomas, School of Education or received in an envelope sealed by the institution. Transcripts and supporting documents may be mailed to:

University of St. Thomas  
School of Education  
Attn: Debbie Fernandez  
3800 Montrose Blvd.  
Houston, TX 77006

Contact: Debbie Fernandez at (713) 525-3829 or [fernanda@stthom.edu](mailto:fernanda@stthom.edu).



UNIVERSITY  
ST. THOMAS  
HOUSTON

**Master of Education  
School of Education Policies**

Name: \_\_\_\_\_  
(Last) (First) Middle Student ID# or Last 4 digits SS#

.....  
**I acknowledge I have been informed of the following policies related to the M.Ed. Program.**

**Please initial you have read and understand each of the six (6) statements below.**

1 \_\_\_\_\_ In order to take courses in the M.Ed. program, I acknowledge I am required to meet one of the following admission options.

**Graduate Admission Guidelines**

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2 \_\_\_\_\_ I acknowledge that prior to receiving the M.Ed. degree, I must have taught for two years and complete an action research study (See Graduate Catalog for further details regarding this requirement).

3 \_\_\_\_\_ I understand as a graduate student at University of St. Thomas I will be expected to maintain a cumulative GPA of 3.0, and if my GPA falls below a 3.0 for two consecutive semesters I may be subject to probation and/or being withdrawn from the program and no more than one "C" Grade may be applied toward the degree.

4 \_\_\_\_\_ I acknowledge I am financially responsible for all charges in the event of withdrawal from classes as outlined in the current tuition at the University of St. Thomas. Furthermore, I agree to pay all collection expenses, which could be up to 50%, including reasonable attorney fees, if I do not fulfill my payment obligations.

5 \_\_\_\_\_ I understand that, upon PSEL Master Program completion, I will need to fulfill a required service obligation. Click here for details on the on the service obligation

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please return to:  
Malloy Hall Rm. 127  
Fax: 713/525-3871

or Mail: School of Education - University of St. Thomas  
3800 Montrose Boulevard, Houston, Texas 77006-4626  
Email: [fernanda@stthom.edu](mailto:fernanda@stthom.edu)

### **Directions to the School of Education Web Pages**

Information about the School of Education at the University of St Thomas is available on our web pages at

[www.stthom.edu](http://www.stthom.edu).

The application is available by following the path:

Admissions and Financial Aid — Apply Online - Master of Education

Additional information about the graduate program is available by following the path:

Schools and Centers for Excellence – School of Education - Master of Education

The Graduate School of Education Academic Catalog is available by following the path:

Schools and Centers for Excellence – School of Education - Master of Education – Graduate Catalog

The PSEL Degree Plan is available by clicking [here](#).

## GRE/MAT Test Information

**Graduate Record Exam (GRE) Information** – for more information visit [www.ets.org/gre](http://www.ets.org/gre)  
Register for the General Test (verbal reasoning, quantitative reasoning and analytical writing sections are required).

*Computer Based Test (CBT)* on line at [www.ets.org/gre](http://www.ets.org/gre) (credit card only) or Call the Testing Center. CBT Test is taken by appointment at a Testing Center.

*Paper Based Test* Follow bulletin directions (only given twice a year). Bulletins are available online at the GRE website.

Minimum Scores Required

Revised Test

General Test – Verbal – 146; Quantitative – 145; and Analytical Writing – 3.5

Older Version

Combined score of 800 on the Verbal and Quantitative sections and 3.5 on the Analytical Writing Test

**Miller's Analogy Test (MAT) Information** – for more information visit [www.MillerAnalogies.com](http://www.MillerAnalogies.com)

Currently, more than 500 Controlled Testing Centers (CTCs) in the United States, Canada, and overseas administer the MAT. The locations and phone numbers of all the current CTCs are listed on the MAT website.

Once you determine where you wish to take the MAT, contact that CTC directly for all pertinent testing information, including:

- Testing fees
- Testing schedules
- Application procedures
- Test administration procedures
- 

Minimum Score required is 394.



## REFERENCE FORM: MASTER OF EDUCATION PROGRAMS

**Name of Applicant:** \_\_\_\_\_

**Federal law permits the candidate to see this form unless s/he has signed this waiver:**

*I hereby voluntarily waive my right to review this reference form submitted to the University of Saint Thomas, School of Education, Teacher Education Program.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<i>Please rate the applicant in each of the following categories by comparing this individual with others of comparable training and experience observed in class, at work, or other group activities.</i>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Below Expectations</i>	<i>Not Observed</i>
<b>Is Open to New Ideas-</b> Solicits others' points of view and shows evidence of using their relevant suggestions in later performance.				
<b>Exhibits Flexibility-</b> Attempts to understand and accept necessary changes, concepts, and ways of doing things.				
<b>Demonstrates Cooperation-</b> Shows ability to work for overall effectiveness of the group, not only personal goals.				
<b>Shows Willingness to Accept and Use Feedback-</b> Invites feedback and shows a willingness to receive and benefit by feedback.				
<b>Is Able to Deal with Conflict-</b> Shows consistent willingness and ability to consider others' points of view. Accepts responsibility for own mistakes and avoids blaming.				
<b>Exhibits Enthusiasm-</b> Displays overall optimism and zeal when performing tasks. Is willing to be involved and to develop positive interrelationships with colleagues and/or co-workers.				
<b>Models Appropriate Academic Behavior</b> – Is timely in preparing assignments and uses a high level of professional regard on all work submitted				
<b>Demonstrates Multicultural Sensitivity-</b> Uses sound judgment and demonstrates consistent sensitivity to diversity and respect for all.				
<b>Exhibits Initiative and Motivation-</b> Initiates and engages in all attendance requirements and deadlines. Participates in class or work activities and completes duties and assignments in a timely manner.				
<b>Demonstrates Honesty and Integrity.</b> Exhibits ethical and legal behaviors when dealing with others. Maintains confidentiality and respects boundaries.				

Adapted from:

<sup>1</sup>McAdams, Foster, & Ward (2007) *Journal of Counselor Education and Supervision*, Volume 46, Number 2, pages 227-229.

**Please see other side.**

Do you think the person is academically proficient to complete successfully a graduate program?

Yes    No    No Comment

Do you think this person has the personal qualities necessary to perform as an effective professional?

Yes    No    No Comment

**Additional Comments:**

In what capacity have you known the candidate? \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

**Mail to: Graduate Admissions  
School of Education  
University of St. Thomas  
3800 Montrose Blvd.  
Houston, Texas 77006**

**Fax to: Graduate Admissions  
(713) 525-3871**

## Tuition and Fees Fall 2013 through Summer 2014

### Undergraduate

Credit	\$885 per credit hour
Audit	\$442 per credit hour
Senior Citizen Credit(65+)	30% discount of total cost
Senior audit (55+)	\$50 per credit hour
UST Alumni (Credit) hrs.**	50% discount for first 12

*Activity Fee (11 or fewer hours per semester)	\$65
*Activity Fee (12 or more hours per semester)	\$110
Application Fee (varies per school)	\$15-\$35
Applied Music - individual lesson	\$350-\$900
New Freshman Student Fee	\$200
New Transfer Student Fee	\$100
Technology Fee	\$60

### Graduate (M.Ed.)

Credit	\$795 per credit hour
Senior Citizen Credit (65+)	30% discount of total cost
Seniors audit (55+)	\$50 per credit hour

*Activity Fee (7 or fewer hours per semester)	\$47
*Activity Fee (8 or more hours per semester)	\$82
Late Registration	\$50
New Graduate Student Fee	\$100
Technology Fee	\$36

### Fees

Company Deferment	\$50
Late Company Deferment	\$100
Diploma (copy)	\$50
International student postage fee (one time fee)	\$75
International student fee (each Fall and Spring)	\$112.50
Late Registration	\$50
Official Transcript (Each)	\$8.25
Parking Fee	\$75
Placement Test (if applicable)	\$30
Same Day Transcript (Each)	\$25



Dear Prospective Student,

The Office of Health Promotion & Wellness (HP & W) assesses and responds to the health and wellness needs of the students and the UST campus at large. Students entering a graduate program who are 29 years of age or under and will be attending in a classroom with other students are required to submit documentation of immunization against Meningococcal Meningitis at the beginning of the term.

**We strongly encourage you to get your proof of immunization in ASAP to avoid any issues with your attending classes on time.**

**Senate Bill 1107 REQUIRES** that **ALL INCOMING STUDENTS**, including transfer and graduate students, submit proof that they have been vaccinated against Meningococcal Meningitis. In accordance with the Center for Disease Control (CDC) recommendations, the bacterial meningitis vaccination must have been received ***at least after the student's 16th birthday and within the past 5 years.***

**This information DOES NOT apply to students who are 30 years and older or students enrolled only in online courses.**

Your right to claim an exemption from the vaccinations must be submitted on the appropriate form(s) found on the UST web page [www.stthom.edu](http://www.stthom.edu).

**Immunization forms must bear the signature or stamp of the physician or public health personnel and include the month, day, and year of vaccination. If your records are being sent from your physician, please make sure all required vaccinations are included, up to date and in English.**

You may contact the office of Health and Wellness Promotions for additional information about immunization requirements at:

University of St. Thomas  
Office of Health and Wellness Promotion  
*3800 Montrose Boulevard- Box #80  
Houston, Texas 77006-4626*

*Phone 713-525-3513*

*Email: [wellness@stthom.edu](mailto:wellness@stthom.edu)*