

Thank you for your interest in Park University's off-campus Master's degree programs. We are pleased to bring our convenient online graduate programs to your local area. A tuition discount of 20% has been arranged for teachers, and space in each cohort is limited to 22 students. Once you submit your application, registration, and application fee (Steps 1-3 below), I will be able to hold your place in class until your admissions file is complete.

This packet includes all of the information you will need to be admitted into the program. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at **(800) 946-9802** or by e-mail at dcastellano@graduateprogram.org.



NOTE: Park University strictly limits class size to 22 students and accepts applications on a first-come, first-served basis.

Complete steps 1-3 below to reserve your seat in this program.

Apply online at <http://graduateprogram.org/park-university/application-checklist> for faster processing.

1 Application & \$50 Application Fee (Pages 3 & 4)

Submit the cohort application and \$50 nonrefundable application fee **online** or complete pages 3 & 4 and return by fax to **(800) 504-7618**.



2 Registration Form (Page 5)

Submit your registration **online** or complete page 5 and return by fax to **(800) 504-7618**.



Once you have reserved your seat, turn to Page 2 or visit the [online checklist](#) to complete the remaining admission steps.

Congratulations on your pursuit of a Master's of Education degree with Park University!

Sincerely,

David Castellano

Graduate Information Office

(800) 946-9802

dcastellano@graduateprogram.org



Once you have reserved your seat, please continue with the following steps to complete your admission file.
Note: You will not be eligible for financial aid until your admission file is complete.

Complete your application steps online at: <http://graduateprogram.org/park-university/application-checklist>

3

Financial Aid & Payment Options (Pages 6 & 7)



Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go. If using Financial Aid, Complete the **FAFSA**. For more information, see page 6. It is in your best interest to complete the financial aid process as early as possible.

If using a Pay-As-You-Go plan, follow the instructions on Page 7.

4

Official Transcripts (Page 8)



Arrange for official, sealed transcripts to be sent directly to Park University. For electronic transcripts, please send to regtrans@park.edu. For mailed transcripts, please send to: Park University, ATTN: Graduate Admissions, 8700 NW River Park Drive CPB 104, Parkville, MO 64152

Note: a GPA of 3.0 on a 4.0 scale is required for admission. Students with a GPA between 2.75 and 3.0 may be admitted conditionally by submitting additional material.

5

Copy of Teaching License



Please upload of a copy of your current teaching license to our **online system**. You may also e-mail, fax, or mail a copy of your license as described below.

**This step is omitted for Educational technology candidates*

6

Background Check



A felony background check with FBI fingerprint check, as well as a child abuse/child neglect screening must be submitted for admission. Admission is dependent upon clearance. If these items have been completed for continuous employment or for the US military, a copy of the same may be submitted. Students can show proof of employment by getting a letter from HR or their school Administrator in lieu of a background check.

7

ONLY if GPA is below 3.0



Students with a GPA between 2.75 and 2.99 will be admitted on Probation. Students below 2.75 will be reviewed by the area coordinators.

Completing your application steps online at <http://graduateprogram.org/park-university/application-checklist> will allow for more immediate processing of your application. If you choose to submit paper forms, all documents should be e-mailed, faxed, or mailed to:



Park University
ATTN: Graduate Admissions
8700 NW River Park Drive CPB 104
Parkville, MO 64152



(800) 504-7618



dcastellano@graduateprogram.org



Application for Graduate Admission (page 1 of 2)

STUDENT INFORMATION

Name Title First Middle Last Suffix

Gender Male Female **Date of Birth** (mm/dd/yyyy)

Citizenship Status US Citizen Non US Citizen Permanent Resident

Country of Birth **Military Affiliation** Yes No

E-mail **Social Security Number** - -

Address Street City State Zip Code

Are you a Missouri resident? Yes No **County**

Preferred Phone () **Mobile Phone** ()

Please check if you accept text messages Yes No

Did either of your parents attend college? Yes No

Has anyone in your family received a degree or certificate from Park? Yes No

RACIAL/ETHNIC INFORMATION

Which of these options best describes your ethnicity? Hispanic or Latino Not Hispanic or Latino

Mark one or more races to indicate what best describes your membership in a race or combination of races:

American Indian or Alaska Native Asian Black or African-American

Native Hawaiian or other Pacific Islander White

PROGRAM INFORMATION

Term: Fall 2020

Program: M. Ed. Educational Leadership/Principalship
 M. Ed. Language & Literacy Special Reading (Certification options available)
 M. Ed. Language & Literacy ELL Emphasis (Certification options available)
 M. Ed. Educational Technology for Teachers
 Ed. S. in Educational Administration

Location: Online

EDUCATIONAL BACKGROUND

List only colleges and universities attended, that led to teaching certification. You will need to send the official transcripts from that college or university where you earned your initial certification along with either a Bachelor or Master's degree. Official transcripts will also be needed for any graduate work you would like considered for transfer credits (See Page 8).

<i>Dates Attended</i>	<i>Institution</i>	<i>Location</i>	<i>Degree</i>



Note: It is your responsibility to make sure that all official transcripts and other documents are sent directly to Park University. An official transcript is not handled by the Student. Official transcripts are mailed directly to Park University.

AGREEMENT AND CONDITIONS

1. In accordance with the privacy act of 1974, I authorize Park University representatives to access my education office records and to release copies of my grades, transcripts, evaluations, and other data to any authorized person or organization requesting this information.
2. I have read and understand the applicable Park University catalog and understand that the first 8 calendar days of a session constitute the enrollment adjustment period.
3. If for any reason my education assistance, VA benefits, Federally Funded Financial Aid or any other outside funding source payments cannot be collected by Park University, I assume the obligation to pay in full all outstanding charges in all collection and/or legal fees.
4. The use of a student user ID and password to access the computer system is the equivalent of a legal signature and creates the same obligations for the student. The student will be responsible for any and all future registrations by accessing a computer with assigned student ID#. All transactions on the computer system constitute official records recognized by the institution. All appeal decisions to policy or procedure will be based on the computer system transaction records.
5. I understand that any application fee that I pay is non-refundable.
6. For Graduate Students: I agree to abide by the Academic Honesty Policy as outlined in the Park University Catalog. In doing so, I will not give nor receive any help on any course assignments, tests, papers, or program comprehensive examinations that are expected to be performed individually. I understand that it is my responsibility to follow the policy and adhere to the consequences of noncompliance. I understand that admission may be withdrawn if it was granted on the basis of substantially incorrect information or on the omission of relevant facts, which, if known at the time of the admission, would have resulted in denial.

I hereby agree to the above conditions for application for admission to Park University.

Signature

Date



Graduate Cohort Registration Form

In order to reserve a seat in a cohort program, please submit this Graduate Cohort Registration Form along with your \$50 application fee and your Graduate Application for Admission (Pages 3 & 4) by fax to **(800) 504-7618**, by mail to Park University Graduate School, 8700 N.W. River Park Dr., Parkville, MO 64152, or online at <http://graduateprogram.org/park-university/application-checklist>.

STUDENT INFORMATION

Name Last First Middle Former/Maiden

Phone Number () E-mail Address

PROGRAM AND START DATE

- Term:** Fall 2020
- Program:** M. Ed. Educational Leadership/Principalship
 M. Ed. Language & Literacy Special Reading
 M. Ed. Language & Literacy ELL Emphasis
 M. Ed. Educational Technology for Teachers
 Ed. S. in Educational Administration
- Location:** Online

REGISTRATION AGREEMENT

As part of the cohort program, I understand that I will be registered for the entire cohort and remain registered unless written notification is submitted to the Graduate School before the beginning of each course. I acknowledge that I am financially responsible for all charges in the event of withdrawal from classes, as outlined in Park University's current tuition refund policy.

Signature Date

The fastest and easiest way to submit this form is **online**. If you choose to submit a paper form, please fax or mail to:



dcastellano@graduateprogram.org



(800) 504-7618



Park University Graduate School

8700 N.W. River Park Dr.,
Parkville, MO 64152

Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** Most students in the off-campus programs use financial aid to pay for the program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class. For help, please contact the Financial Aid Office at **(816) 584-6290**.

HOW TO APPLY FOR FINANCIAL AID

- 1 Complete the 2020-2021 Free Application for Federal Student Aid at www.fafsa.ed.gov.** Students should submit the 2020-2021 form. You will need your 2018 Federal Tax Return, your FSAID (<https://fsaid.ed.gov/npas/index.htm>) and Park University's School Code (002498). Graduate students are considered independent for financial aid purposes.
- 2 Students will be given information for a Financial Aid portal** that will provide them access to see what items are outstanding, notifications, and award letters for acceptance. Students will need to log in to this for updates on their Financial Aid status.
- 3 Review your Student Aid Report (SAR) for accuracy.** You may log back into www.fafsa.ed.gov to review your information and make any necessary corrections.
- 4 You will receive your financial aid award letter from Park once you have been academically accepted.** This lists the financial aid that you qualify for. If you wish to decline all or a portion of the award, notify the Financial Aid Office in writing. Be sure to contact the Financial Aid Office if you have any questions about your award.
- 5 Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is only required for first time Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at www.studentloans.gov (you will need your FSA ID from Step 1).

Questions? Contact Student Financial Services at (816) 584-6290 or finaid@park.edu

FEDERAL LOAN REQUIREMENTS

To be eligible to borrow funds under the Federal Direct Loan Program, you must:

- File the Free Application for Federal Student Aid (FAFSA)
- Be a U.S. Citizen or permanent resident
- Not be in default on prior educational loans
- Maintain satisfactory academic progress

THE FEDERAL (TITLE 1) TEACHER LOAN FORGIVENESS PROGRAM

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program; Park University is not responsible to verify your eligibility for this program. Please do not base your enrollment on this program, as it can be difficult to ensure qualification for government programs which are subject to reform and funding changes.

You must call 1-800-4-FED-AID to verify your eligibility or visit <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher> for an application.

THE TEACH GRANT

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides up to \$4,000 a year in grant assistance to students who are completing coursework towards certain high-need fields. In order to be eligible for a grant, a student must submit a FAFSA form, complete the TEACH Grant Counseling and sign an Agreement to Serve as a full-time teacher at certain low-income schools and within certain high-need fields for at least four academic years within eight years after completing (or ceasing enrollment in) the course of study for which the candidate received a grant. The U.S. Department of Education will determine your eligibility for this program.

For more information please contact Student Financial Services at (816) 584-6290 or finaid@park.edu.

Park University offers interest-free payment plan options. These payment options help to make your graduate degree more affordable by dividing your balances evenly over several months.

HOW TO ENROLL IN A PAYMENT PLAN:

- 1 Login to your MyPark account at <http://my.park.edu>.** You will not be able to sign up for a payment plan until you have been registered for courses. Click on the "Student" Tab and then click "Account Information/Course and Fee Statement" under My Student Financial Tools.
- 2 Select a Payment Plan.** From the "My Account Info" section, click "Go to CASHNet" to open up the payment plan options. On the "E-Payments" page, all payment plan options available to you will be listed under "Installment Payment Plans." You will have the option to choose your payment plan terms in this section. When you select your Installment Payment Plan, the system will populate your preset budget amount from your student account and outline the payments that you will make under the selected installment option.
- 3 Submit your CASHNet Agreement with Electronic Signature.** When you have decided on an Installment Payment Plan, select "View Agreement." Read the Agreement Form carefully and click to accept the payment plan agreement. There will be a \$35 Enrollment fee, and your first Installment Payment is due at the time of enrollment. If your subsequent payments are not made on time, a \$10 late fee will be assessed.

Questions? Contact the Office of Student Accounts at accounting@park.edu

IMPORTANT NOTES:

If you are using financial aid to pay for tuition, you must be enrolled and fully admitted to the program of your choice before your student loan funds can be released. You may be required to make payments until your financial aid funds are released.

Park University requires official transcripts from colleges and universities attended that led to teaching certification before a student can be approved as a candidate for graduate study or for a master's degree. If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the admission process; however, you will need to send the official transcripts from the college or university where you earned your initial certification along with either a Bachelor or Master's degree in order to be fully admitted to Park University. Official transcripts will also be needed for any graduate work you would like considered for transfer credits. Follow the steps below to request transcripts:

TO ORDER TRANSCRIPTS

There are multiple ways to request transcripts, and each college or university will have their own process.

Typically, the easiest way to order official transcripts is:

- 1 Contact the Registrar's office at your previously attended school, either by phone, e-mail, or through your university's website.
- 2 Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.



Note: Many colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.

- 3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at **(800) 946-9802**.

Please have all official transcripts sent to:

Park University
ATTN: Graduate Admissions
8700 NW River Park Drive CPB 104
Parkville, MO 64152

Electronic transcripts can be sent to:

regtrans@park.edu

Remember: An admission decision cannot be made until transcripts are received.



M. Ed. Language & Literacy Special Reading

For:

Experienced, certified teachers who wish to strengthen their skills in the areas of literacy and language development and work with students and teachers in the area of special reading.

What you learn:

The M. Ed. Language & Literacy with emphasis on special reading is designed with the following

Area of Emphasis: Reading/Literacy Specialist preparation. This area of emphasis is for educators desiring to work as literacy professionals, including, but not limited to, reading/literacy specialists in various public and private settings. The degree meets the seven standards and their aligned components for reading/literacy specialists as determined by the International Literacy Association's (ILA) Standards for the Preparation of Literacy Professionals (2017). This program leads to the Missouri Department of Elementary and Secondary Education's (DESE) Special Reading certification.* *This certificate is not available as an initial certificate; candidates must already be certified teachers.*

How you learn:

Online: This is an online cohort program. There are no weekly class meetings required; instead, you will log in to the online courseroom to complete assignments, participate in discussion topics, and other online activities designed by your professor. You will finish one 3 credit course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

Career Outcomes:

Upon completion of this program, students will earn a Master of Education with an emphasis in Language and Literacy and be eligible for Missouri special reading certification.*

Degree Requirements:

Special Reading Area of Emphasis		
ED 528	Theory/Practice in Literacy	3
ED 545	Teaching Reading to Linguistically Diverse Readers	3
ED 546	Advanced Diagnosis & Remediation of Reading Difficulties	3
ED 547	Counseling Techniques with Exceptional Children/Families	3
ED 548	Evaluation of Abilities & Achievement	3
ED 557	Language Development for the Exceptional Child	3
ED 561	Miscue Analysis	3
ED 641	Literacy Practicum I	3
ED 651	Literacy Practicum II	3
ED 526	Classroom Management Seminar	3
Total Hours		30

Note: Students must demonstrate completion of coursework (or the equivalent) in Psychology/Education of the Exceptional Child and Child and Adolescent Psychology as part of their bachelor's degree program in order to meet Missouri special reading certification requirements. Students who do not meet these requirements as part of their undergraduate coursework will be required to take ED520 Special Needs in the Classroom and ED527 Growth and Development of Children and Adolescents (or the equivalent coursework from another institution) in order to be eligible for special reading certification.

The above course outline is tentative and subject to change.

For:

Experienced, certified teachers who wish to strengthen their skills in the areas of literacy and language development and work with students and teachers in the area of ELL.

What you learn:

The M. Ed. Language & Literacy with emphasis on ELL is designed with the following

Area of Emphasis: Preparation of teachers of English Language Learners. This area of emphasis is for educators desiring ELL linguistics and second language acquisition basics as well as ELL methods, materials, and assessments for work in public and private schools. This degree program meets the National TESOL Standards as well as DESE ELL Standards. This program leads to Missouri ELL certification.* *This certificate is not available as an initial certificate; candidates must already have an initial teaching certification.*

How you learn:

Online: This is an online cohort program. There are no weekly class meetings required; instead, you will log in to the online courseroom to complete assignments, participate in discussion topics, and other online activities designed by your professor. You will finish one 3 credit course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

Career Outcomes:

Upon completion of this program, students will earn a Master of Education with an emphasis in Language & Literacy and be eligible for Missouri ELL certification.*

Degree Requirements:

English Language Learners Teacher Area of Emphasis		
ED545	Teaching Reading to Linguistically Diverse Learners	3
ED546	Advanced Diagnosis and Remediation of Reading Difficulties	3
ED652	English Language Learners Practicum	3
ED509	Language and Culture	3
ED520	Special Needs in the Classroom	3
ED552	Linguistics for English Language Learners	3
ED562	Principles of Second Language Learners	3
ED582	Methods for Teaching English Language Learners	3
ED584	Curriculum for Teaching English Language Learners	3
ED607	Assessment Strategies for English Language Learners	3
ELECTIVE	Elective will be chosen for the entire cohort	
Total Hours		30

Note: Students must demonstrate completion of coursework (or the equivalent) in Psychology/Education of the Exceptional Child as part of their bachelor's degree program in order to meet Missouri ELL certification requirements. Students who do not meet this requirement as part of their undergraduate coursework will be required to take ED520 Special Needs in the Classroom (or the equivalent coursework from another institution) in order to be eligible for ELL certification.

The above course outline is tentative and subject to change.

New cohorts for this degree program form once a year and begin their coursework in the fall semester.



M. Ed. Educational Leadership/ Principalship

For:

Experienced, currently employed, certified teachers who wish to become principals in a K-12 setting.

What you learn:

The M. Ed. Educational Leadership/Principalship is designed to allow certification for principalship in the public or private school setting. There are two Missouri state assessments that need to be completed to be a certified building administrator.

How you learn:

Online: This is an online cohort program. There are no weekly class meetings required; instead, you will log in to the online courseroom to complete assignments, participate in discussion topics, and other online activities designed by your professor. You will finish one 3 credit course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

Career Outcomes:

Upon completion of this program, students will have earned a M. Ed. Educational Leadership/Principalship and be eligible for certification as a principal in the state of Missouri. Once the 30 credit hour program is completed, two Missouri state assessments must be completed in order to be certified as a building administrator. We urge candidates to work on the Missouri School Leaders Performance Assessment (MoSLPA) throughout the two year program. This assessment replaces Park's portfolio requirement.

Degree Requirements:

ED 513	Law for Education	3
ED 514	Foundations of Educational Administration	3
ED 522	Legal Aspects of Special Education	3
ED 606	Curriculum Theory and Practice	3
ED 608	Assessment	3
ED 612	School and Community Leadership	3
ED 616	School Supervision	3
ED 624 OR ED 625	Elementary School Administration Secondary School Administration	3
ED 634	Directed Field Experience	3
ED 635	School Organization and Management	3
Total Hours		30

Note: Students are eligible for certification at the grade level that they completed their undergraduate course of study (e.g. a teacher with a Bachelor's degree in Elementary Education will earn certification as an Elementary School administrator). Individuals seeking middle school principal certification must take (or have already taken) in addition to the above 30 hours, graduate or undergraduate course credit in the following areas:

- 1) Methods of Teaching Reading (minimum of 5 semester hours, including 1 course in Techniques of Teaching Reading in the Content Fields)
- 2) Methods of Teaching Elementary Mathematics (minimum of 2 semester hours)
- 3) At least 6 credit hours in education courses focusing on middle school philosophy, organization and curriculum



Educational Specialist (Ed. S.) in Educational Administration

For:

Experienced educational leaders who wish to become a K-12 superintendent or a district level administrator.

What you learn:

The Educational Specialist in Educational Administration is designed to allow certification as a K-12 superintendent or district level administrator in a school setting. During the Ed 770, the 16-week directed internship and field experience course, you will work on a performance project that is aligned with the Missouri performance assessment.

How you learn:

Online: This is an online cohort program. There are no weekly class meetings required; instead, you will log in to the online course room to complete assignments, participate in discussion topics, and finish other online activities designed by your professor. You will finish one 3-credit hour course every 8 weeks with the exception of your field experience course that is 16 weeks. Zoom conferences may be required in some of our online courses. Following this schedule, you will complete the program in approximately 2 1/2 years.

Career Outcomes:

Upon completion of this program, you will have earned an Educational Specialist in Educational Administration. You will be eligible for certification as a superintendent or district level administrator in the state of Missouri after successful completion of the district-level administrator's assessment.

Degree Requirements:

ED705	Foundations & Organization of Educational Leadership	3
ED706	Administration of School Policy & Governance	3
ED710	School District Supervision of Instruction Assessment	3
ED711	Administration of Curriculum	3
ED720	Educational Research & Evaluation	3
ED721	School Finance	3
ED730	Advanced School Law	3
ED731	Human Resource Administration	3
ED740	School & Community Relations	3
ED741	School Plant Design & Operations Managements	3
ED770	Internship & Field Experience	3
Total Hours		33

For:

Experienced, currently employed, teachers who wish to strengthen their skills in the area of technology.

What you learn:

The Educational Technology for Teachers M. Ed degree focuses on technology- integrated instruction and assessment that emphasizes high-quality lesson design, critical inquiry, and building a community of learners. Studies will include a critical analysis of current and future technologies to enhance learning in the K-12 classroom through application, research, and data analysis.

The coursework for this 30-credit hour area of emphasis is offered in an 8-week format. A professional electronic portfolio, as well as projects embedded in course work, are required. The degree can be completed in two calendar years, including summers.

Park University is a pioneer in developing innovation online graduate programs for working professionals. This M.Ed. program is tailored for classroom teachers to apply what they learn during the program to improve and enhance learning directly in their classrooms.

Career Outcome:

Graduates will learn new strategies and techniques for utilizing technology to increase student engagement, retention, and mastery of outcomes in their classrooms. They will become an instrumental leader for other teachers in promoting the use of technology for learning.

How you learn:

Online: This is an online cohort program. There are no weekly class meetings required; instead, you will log in to the online courseroom to complete assignments, participate in discussion topics, and other online activities designed by your professor. You will finish one 3 credit course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

Degree Requirements:

ED502	Teaching and Learning in the Digital World	3
ED507	The Connected Teacher Leader	3
ED511	Utilizing Technology in Classroom Research	3
ED543	Trending Tools of the Internet	3
ED551	Educational Technology/Tools for the 21st Century Learner	3
ED564	Enhancing Instruction with Technology	3
ED571	Issues and Ethics with Technology Integration	3
ED574	Analyzing and Presenting Data in the Workplace	3
ED523	Assessment and Evaluation of Teaching and Learning in the Digital Classroom	3
ED579	Educational Technology Electronic Portfolio Development	3
Total Hours		30

*School employment as a teacher in a K-12 setting is required

About Park University's School of Education

The School of Education at Park University is to be known as a leader in the preparation of educators who will address the needs, challenges and possibilities of the 21st century. Derived from Park's vision, mission and core values, the School of Education's vision is to develop leaders in education. The School of Education's mission, embodied in five goals, is the commitment to prepare teacher candidates to be effective school professionals, reflective change agents, and advocates for equity and excellence. These core beliefs guide the School of Education as it nurtures and supports the development of teacher candidates' knowledge, skills and dispositions so they can be leaders and assume the roles of effective school professionals as they progress and transition through their program.

Admissions Requirements

1. A bachelor's degree in education from a regionally accredited institution and hold a valid state teaching certificate (applicant must provide copy of the certificate). 2. Minimum 3.0 grade point average on a 4.0 scale. 3. A felony background check and FBI fingerprint check must be completed for admission. Admission is dependent upon clearance. Students can show proof of employment by getting a letter from HR or their school Administrator in lieu of a background check. 4. Child abuse or neglect screening. (Note: If items 3 and 4 above have been completed for continuous employment or for the U.S. military, a copy of the same may be submitted. 5. Students with a GPA between 2.75 and 2.99 will be admitted on Probation. Students below 2.75 will be reviewed by the area coordinators 6. Be officially admitted to the School of Education.

Transfer Credits

No more than six (6) hours of graduate credit transferred from another academic institution may be used to meet master's degree requirements at Park University, unless such transfer is governed by interuniversity agreement. Transfer is granted only after an evaluation of the appropriateness of the courses by the program director. Other criteria that must be met in order for credits to be considered are:

1. Transfer course content is appropriate to the program. Only transfer credit earned from a regionally-accredited institution of higher education, or its equivalent, if the institution is a foreign university or college, is accepted.
2. The grade earned in the course is "B" or better.
3. Earned master's thesis credits may not be transferred.
4. The credit is not more than seven years old. A program director may waive this requirement on a course by course basis if, in his/her judgment, the content of the course has not changed appreciable during the applicable period.
5. The transfer credit must be requested prior to acceptance into the program, unless otherwise approved by the program director.

Cohort Information

These programs are dependent on a minimum of 10 and class size is limited to 22 students.

Tuition Information

The discounted tuition rate for the 2020-2021 academic year is \$464 per credit hour for FA20 students. This includes a 20% tuition discount for teachers enrolled in graduate educational programs.

Important Contact Information

Graduate Information Office	David Castellano	(800) 946-9802	dcastellano@graduateprogram.org
Graduate Admissions		(815) 559-5625	graduateadmissions@park.edu
Financial Aid Office	Financial Aid Representative	(816) 584-6290	finaid@park.edu
School of Education	Dr. Jana Neiss	(816) 559-5626	jana.neiss@park.edu
Student Success Coach	Brandee Howard	(816) 559-5630	brandee.howard@park.edu