



Cohort M.Ed. and Ed. S. Programs in Education

Student Information Packet

Thank you for your interest in Thomas University's graduate degree programs. We are pleased to bring our convenient, hybrid graduate programs to your local area. A discounted tuition rate has been arranged for teachers, and space in each cohort is limited to 20 students. Once you submit your application and application fee (Steps 1 & 2 below), I will be able to hold your place in class until your application file is complete.

This packet includes all of the information you will need to complete your application to the graduate school. 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 **(855) 296-7052** or by e-mail at kpeterson@graduateprogram.org.



NOTE: Thomas University strictly limits class size to 20 students and accepts applications on a first-come, first-served basis.

Complete steps 1 & 2 below to reserve your seat in this program.

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

1 Application (Pages 3 & 4)

Submit your application [online](#) or complete pages 3 & 4 and return by fax to **(800) 504-7618**.



2 \$50 Application Fee (Page 5)

Use our secure payment center to submit your application fee [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 graduate degree with Thomas University!

Sincerely,

Kate Peterson

Graduate Information Office

(855) 296-7052

kpeterson@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/thomas-university/application-checklist>

3

Financial Aid & Payment Options (Pages 6 & 7)

Determine how you plan to pay for the program: Financial Aid or Tuition Payment Plan. 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 Tuition Payment Plan plan, follow the instructions on Page 7.

4

Official Transcripts (Page 8)

All applicants must submit official/sealed transcripts from all institutions where a degree was awarded and all institutions where graduate coursework was completed, even if a degree was not awarded. An official transcript is required for every course for which transfer credit is being requested. If you need help, further instructions are listed on page 8.

The Office of Admissions, Thomas University, 1501 Millpond Road, Thomasville, GA 31792

5

Professional Recommendation Forms (Page 9)

The easiest and fastest way to request a recommendation is to use our [online system](#). This will allow us to e-mail reference forms directly to your recommenders on your behalf.

If you prefer to use a traditional paper form, see page 9. Each applicant must submit three recommendation forms from professional or academic references, one of which must be from a past or current administrator.

6

Personal Statement (Page 10)

Please submit a personal statement of your career and education objectives, including why you want to pursue a graduate degree. Your statement should not exceed two pages. You may upload your statement directly to the Graduate Information Office [online](#), or return by fax, e-mail, or mail as described below.

For those that have a GPA lower than 3.0 - Please explain any extenuating circumstances which may have had an adverse impact on your previous academic performance.

7

Teaching License

Thomas University requires a copy of your valid and current Teaching License in order to be admitted to the program. You may upload your teaching license directly to the Graduate Information Office [online](#), or return by fax, e-mail, or mail as described below. If you are Georgia certified you do not have to do anything; Thomas University will retrieve your certificate from the PSC. If you are not Georgia certified, you will need to submit a copy of your teaching license.

8

Teacher Leadership Program ONLY: Mentor Form (Page 11)

Candidates for the M.Ed. in Teacher Leadership, Ed. S. in Teacher Leadership and Teacher Leadership Endorsement programs are required to submit the Teacher Leader Mentor Form [online](#). If you prefer to use a traditional paper form, contact the Graduate Information Office at 855-296-7052 or kpeterston@graduateprogram.org.

If you choose to submit paper forms, all documents should be e-mailed, faxed, or mailed to:



The Office of Admissions
Thomas University
1501 Millpond Road
Thomasville, GA 31792



(800) 504-7618



kpeterston@graduateprogram.org



Cohort M.Ed. and Ed. S. Programs in Education

Application for Graduate Admission (page 1 of 2)

PERSONAL INFORMATION

Name First Middle Initial Last
 Maiden Preferred

Address Street City State
 Zip Code County Country

Home Phone () **Cell Phone** () **Work Phone** ()
Personal Email (e.g. gmail, yahoo, hotmail) **SSN** - -

Date of Birth **Gender** M F **Veteran Status** Yes No

Ethnicity American Indian or Alaska Native Native Hawaiian or Other Pacific Islander Asian White
 Black or African-American Non-Resident Alien Hispanics of any race Race and Ethnicity Unknown

Citizenship Status

List the last five years of experience as a certified teacher and/or educational administrator:

Start Year	End Year	School Name	District	City, State

Have you ever received an ethics reprimand on your certificate No Yes: *If yes, please explain the circumstances surrounding the ethics reprimand in your personal statement*

Indicate in which of the following areas you are certified:
 Birth to 5 Early Childhood Education (P-5) Early Childhood Special Ed. General Curriculum (P-5)
 Secondary English Secondary Mathematics Other:
 Middle Grades Language Arts Middle Grades Mathematics

In which state are you certified If Georgia, provide Certification ID #

Paraprofessionals seeking initial certification or those with Induction Pathway 4 (IN4T) must submit the MAT application

COHORT INFORMATION (PROGRAM AND START DATE)

Semester: SP21

Program: M. Ed. in Early Childhood w/K-5 Math Endorsement Ed.S. in Teacher Leadership
 M. Ed. in Early Childhood w/Reading Endorsement Teacher Leadership Endorsement
 M.Ed. in Middle Grades Mathematics M.Ed. in Curriculum and Instruction
 M.Ed. in Middle Grades Language Arts Dyslexia Endorsement Only
 M.Ed. in Secondary Mathematics Online Teaching Endorsement Only
 M.Ed. in Secondary English K-5 Math Endorsement Only
 M.Ed. in Teacher Leadership Gifted In-Field Endorsement Only

Location: Synchronous Online

PLEASE CERTIFY

I understand that I must have access to a classroom for field work
 I have been a certified teacher for at least 1 year (Teacher Leadership and K-5 Math Endorsement Only)



Cohort M.Ed. and Ed. S. Programs in Education Application for Graduate Admission (page 2 of 2)

ACADEMIC HISTORY

Have you previously attended Thomas University? Yes No

Semester/year of attendance

Degree

Please list all schools you have attended where degrees were earned or graduate coursework was taken. (Provide official transcripts showing conferral of your highest degree completed Master's applicants must also provide transcripts where graduate coursework was taken)

College / University	Location	Dates Attended	Degree Earned

EMERGENCY CONTACT INFORMATION

Name First Last Relationship

Address Street City State Zip Code

Phone Number () Email

TERMS, REGISTRATION STATEMENT, AND STATEMENT

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 Office of the Registrar and the Division of Education before the beginning of each course. I acknowledge that I am financially responsible for all charges in accordance with Thomas University's current tuition refund policy.

I certify that this information is true and complete to the best of my knowledge. Falsification of information on this Application could invalidate my enrollment and acceptance. I authorize any schools or colleges I have previously attended to release my personal and academic information to Thomas University representatives. I understand that all my official academic transcripts must be received by Thomas University before any admission decisions will be made. I agree, if accepted, to abide by the rules and regulations of Thomas University.

Acknowledgment

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

Signature

Date

You may also submit this form [online](#). If you choose to submit a paper form, please fax or mail to:



The Office of Admissions
Thomas University
1501 Millpond Road
Thomasville, GA 31792



(800) 504-7618



kpeterston@graduateprogram.org



Cohort M.Ed. and Ed. S. Programs in Education Application Fee Payment Form

In order to reserve a seat in a cohort program, please submit this Application Fee Payment Form and your Graduate Application for Admission (Pages 3 & 4) by fax to **(800) 504-7618**, by mail to The Office of Admissions, Thomas University, 1501 Millpond Road, Thomasville, GA 31792, or online at <http://graduateprogram.org/thomas-university/application-checklist>.

TO PAY BY CREDIT CARD ONLINE

- Go online to <http://graduateprogram.org/thomas-university/application-checklist> and click the "Application Fee." button.
- **Note:** Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.

TO PAY BY CREDIT CARD USING THIS FORM OR BY PHONE

- Complete this section only to pay your \$50 non-refundable application fee.
- If you prefer, contact the Graduate Information Office at **(855) 296-7052** to make your payment by credit card via phone.
- **Note:** Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.

Student Name

Name on Card

Cardholder Address

City **State** **Zip Code**

Card Type Visa MasterCard Discover American Express

Card Number **Expiration Date** **3 Digit Security Code**
(Found on back of card)

Cardholder Signature **Today's Date**

TO PAY BY PERSONAL CHECK:

- Complete this section only to pay your \$50 non-refundable application fee.
- Please make checks payable to Thomas University and mail your check to the The Office of Admissions, Thomas University, 1501 Millpond Road, Thomasville, GA 31792

Student Name

I will be sending my application fee by check on (date)

Student Signature **Today's Date**

The fastest and easiest way to submit this form is [online](http://graduateprogram.org/thomas-university/application-checklist). If you choose to submit a paper form, please fax or mail to:



The Office of Admissions
Thomas University
1501 Millpond Road
Thomasville, GA 31792



(800) 504-7618



kpeterston@graduateprogram.org



Cohort M.Ed. and Ed. S. Programs in Education

Applying for Financial Aid

Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** We recommend that you complete these steps as soon as possible, as your student account must be in settled/in order by the Friday before your first class begins. Please note: Students who are not enrolled in a degree program will not be eligible for financial aid. For assistance, please contact the Financial Aid Office at **(229) 584-2460**.

HOW TO APPLY FOR FINANCIAL AID

- 1 Complete the Free Application for Federal Student Aid at www.fafsa.gov.** Students must complete the 2020-2021 form, you will need your 2018 Federal Tax Returns, your Federal Student Aid ID - FSA ID (www.fsaaid.ed.gov) and Thomas University's School Code (001555). Graduate students are considered independent for financial aid purposes.
- 2 Review your Student Aid Report (SAR) for accuracy.** You will receive this form 7-10 days after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.
- 3 You will receive your financial aid award letter from Thomas University once you have been fully admitted.** Conditionally admitted students will need to submit all required documents to receive full acceptance. The award letter lists all financial aid for which you qualify. If you wish to decline all or a portion of the award, you may do so via Hawklink. Be sure to contact the Financial Aid Office at (229) 584-2460 if you have questions about your award.
- 4 Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is required for 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? Call the Financial Aid Office at (229) 584-2460
or email fnaid@thomasu.edu**

FEDERAL LOAN REQUIREMENTS

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

1. File the Free Application for Federal Student Aid (FAFSA)
2. Be a U.S. Citizen or permanent resident
3. Not be in default on prior educational loans
4. Be enrolled at least half-time in a degree-seeking course of study
5. Maintain satisfactory academic progress

THE FEDERAL (TITLE ONE) 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; Thomas 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 PROGRAM

The TEACH Grant program provides grants of up to \$4,000 a year to students who are completing or plan to complete course work needed to teach in a high need field and will commit to work as an educator in a low-income area. A minimum GPA of 3.25 is required. Thomas University is approved to participate in the TEACH grant, however, the determination of whether your position when you finish the program will qualify for the program is determined by your school district based on the federal government guidelines.

For more information, please visit <https://studentaid.ed.gov/sa/types/grants-scholarships/teach>

Thomas University offers Payment Plans for the cost of your tuition and fees through the Student Accounts Office. A payment plan allows you to spread your tuition payments over a period of several months each semester. No interest charges apply so long as your payments are made on time. Payment plans must be in place with both the payment plan application and first payment submitted to the Student Accounts Office before the 1st day of class.

ENROLLING IN A TUITION PAYMENT PLAN

- 1 **Visit the Student Accounts Office website** at <http://www.thomasu.edu/Content/Default/3/194/0/0/0/0/0/student-services/student-accounts.html> for payment schedules and details.
- 2 **Contact the Student Accounts Office** at (229) 584-2461 or email student.account@thomasu.edu to arrange payments.
- 3 **Make Payments** according to your chosen payment schedule. If you have questions about payment methods or types, please contact the Student Accounts Office or visit the above website.

Payment plans are available for all semesters, but the student must apply for the payment plan each semester. Consequently, students must satisfy their current payment plan according to its terms to register for the following semester. When a plan is set up, monthly payments are due on the 15th of each month with the down payment due upon sign-up.

Payments	Fall 4 Pay	Fall 3 Pay <small>(New students starting 2nd and 8 weeks only)</small>	Spring 4 Pay	Spring 3 Pay <small>(New students starting 2nd and 8 weeks only)</small>	Summer
Payment 1	August 15		January 15		May 15
Payment 2	September 15	September 15	February 15	February 15	June 15
Payment 3	October 15	October 15	March 15	March 15	July 15
Payment 4	November 15	November 15	April 15	April 15	

**Questions? Contact the Student Accounts Office at (229) 584-2461
or email student.account@thomasu.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.
- We work with students who receive tuition reimbursement from their employers. Contact the Student Accounts Office at (229) 584-2461 or student.account@thomasu.edu with your employer information so it may be determined if a reimbursement can be accommodated.

All applicants must submit official/sealed transcripts from all institutions where a degree was awarded and all institutions where graduate coursework was completed, even if a degree was not awarded. An official transcript is required for every course for which transfer credit is being requested.

TO ORDER TRANSCRIPTS

There are multiple ways to request transcripts, and each college or university will have its 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 **(855) 296-7052**.

Please have all official transcripts sent to:



The Office of Admissions
Thomas University
1501 Millpond Road
Thomasville, GA 31792

Or, email official electronic transcripts to:



admissions@thomasu.edu



Cohort M.Ed. and Ed. S. Programs in Education Three Professional Recommendation Forms

TO THE APPLICANT

Please complete the top portion of this form and submit it to your chosen recommender. Each applicant must submit three recommendations from professional or academic references, one of which must come from an educational professional in a supervisory or leadership position. Please have this form returned to the Graduate Information Office by email to kpeterston@graduateprogram.org; by fax to (800) 504-7618, or by mail to the The Office of Admissions, Thomas University, 1501 Millpond Road, Thomasville, GA 31792.

Applicant Name

- I waive my access to this data under the provisions of the Family Educational Rights and Privacy Act.
- I do not waive my access to this data under the provisions of the Family Educational Rights and Privacy Act.

Applicant Signature **Date**

TO THE RECOMMENDER

The person whose name appears above has applied for admission to Thomas University's Graduate Program. The Admissions Committee would appreciate your assessment of the applicant according to the questions asked on this form. Please indicate your association or contacts with the applicant which serves as a basis for your impressions of the applicant as a prospective graduate candidate:

- I have observed the applicant's professional role. I have had the applicant in class.
- I have had only casual, infrequent contacts with the applicant.
- I am not in a position to express an opinion about the applicant. *(If so, please return this form to the address above without completing the other parts.)*

I have known the applicant for **years.**

Please use a check mark to indicate your judgment of the applicant with regard to the following traits when compared to other students, nurses, and/or employees whose work you have guided and observed. Please use the following scale to rank the applicant's competency in the areas indicated:	1 - Always	2 - Most of the Time	3 - Often	4 - Rarely	5 - Never	6 - Not able to judge
Does the applicant show clear self-direction in the pursuit of his/her goals?						
Does the applicant approach problems in a constructive manner?						
Is the applicant able to take well-meant criticism and use it constructively?						
Does the applicant show insight in identifying problems?						
Does the applicant select and utilize relevant resources in problem solving?						
Does the applicant participate willingly and effectively as a group member?						
Does the applicant show leadership ability?						
Does the applicant reflect originality in approaching problems?						
Does the applicant exhibit appropriate communication skills?						
Does the applicant display willingness to expand current knowledge?						
Does the applicant indicate ability to internalize and apply new concepts?						
Does the applicant speak clearly and effectively?						
Does the applicant express ideas clearly in writing?						
Does the applicant accurately and effectively interpret the ideas of others?						
Does the applicant appraise his/her own strengths & weaknesses objectively and accurately?						
Does the applicant demonstrate ethical and honest behavior?						

Please explain any unusually high or low ratings you gave this applicant (Attach another sheet if necessary).

Please indicate your judgment regarding this applicant's promise as a candidate for graduate studies:

- Highly Recommended Recommended Not Recommended

Signature **Printed Name**

Credentials **Position and/or Title** **Institution**

Address, City, State, Zip **Phone**

Please submit a personal statement that addresses the following:

- a. Your interest in pursuing a graduate degree
- b. Your career objectives
- c. (If applicable) Explain any extenuating circumstances which may have had an adverse impact on your previous academic performance
- d. (If applicable) Explain the circumstances surrounding any ethics reprimand on your certificate
- e. Your statement should not exceed two pages

To upload your statement using our online system, visit <http://graduateprogram.org/thomas-university/application-checklist> and click “Upload Statement” on Step 6.

You may also submit your statement by email, fax, or mail to:



The Office of Admissions
Thomas University
1501 Millpond Road
Thomasville, GA 31792



(800) 504-7618



kpeterston@graduateprogram.org



Cohort M.Ed. and Ed. S. Programs in Education **Teacher Leadership Program Mentor Request Form**

Teacher Leadership Program ONLY:

As a candidate in the Teacher Leadership program at Thomas University, you will be required to participate in field experiences to complete certification requirements. To be successful in these field experiences, you will be required to obtain a school-based Mentor to assist and support you.

Keep in mind that a good mentor has several qualities:

- Enough time to support my teacher leader activities and learning,
- The authority to provide me with time to observe and coach colleagues,
- Willingness to encourage me as a student and teacher leader,
- Knowledge of the School Improvement Plan and current school initiatives to help the teacher leader plan out GACE tasks, and
- The time to communicate with my TU professors during Residency courses.

Once you choose a Mentor, and that person agrees to support you, please go to

<https://www.appforms.net/form/ThomasMentorRequest/index.html> to request that the individual complete the School System Administrator-Designated Mentor Agreement form on your behalf. If you would rather use a paper form, contact the Graduate Information Office at 855-296-7052 or kpeterston@graduateprogram.org.

For:

Middle Grades and Secondary Mathematics certified teachers with a desire to become leaders and mentors who are critical thinkers and reflective decision-makers in their schools. Teachers who hold a professional certificate in another content area but have an interest in an advanced degree in Middle Grades or Secondary Mathematics will not be eligible for a certificate upgrade until passing the GACE. Additionally, they will be required to sign the Out of Field Certification form.

What you learn:

Thomas University's graduate programs for certified teachers are designed to enhance the role of the teacher as a leader in the school community. The program's professional practices include candidate proficiencies related to expected knowledge, skills, and professional dispositions that are aligned with the expectations in professional and state standards. Coursework and experiences will be designed to address the following advanced outcomes:

- **Advanced Professional and Pedagogical Knowledge:** The candidate uses research-based, discipline-specific knowledge and pedagogy in coordinated and engaging ways to facilitate student learning.
- **Research and Inquiry Skills:** The candidate designs and implements research and assessment practices to improve teaching and learning for all learners.
- **Professional and Ethical Practice:** The candidate possesses and practices a core set of professional and ethical dispositions, serves as a teacher leader and mentor, and models practices that embrace the importance of life-long learning.

How you learn:

The courses in this program are eight weeks in length. Each course meets online from 5:45 – 8:45 p.m. every-other-week using Zoom. These synchronous face-to-face meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. Following this schedule, you will complete the program in less than 2 years.

*Students must report a minimum GPA of 3.0 on a 4.0 scale. Applicants with a GPA lower than 3.0 or an identified writing deficiency may be considered for provisional admission. Provisionally admitted students may be required to take one or more writing classes prior to or during the first semester. Decisions about additional admission requirements are determined by the University Graduate Council after a complete review of all materials presented by the applicant.

Career Outcomes:

Upon completion of this program students will have earned a Master of Education degree in Middle Grades or Secondary Education with a concentration in Mathematics and will be eligible for a certificate upgrade in the state of Georgia.

Degree Requirements:

Advanced Professional Knowledge (12 hours)		
EDU 620	Applying Technologies for Effective Instruction	3
EDU 622	Current Issues and Trends in Education	3
EDU 623	Educational Assessment and Decision Making	3
EDU 624	Collaborative Classrooms Through Social Emotional Learning	3
Mathematics Specialization (12 hours)		
MTH 670	Set Theory	3
MTH 674	Developing Algebraic Concepts	3
MTH 675	Developing Geometric Concepts	3
MTH 685	Concepts & Applications of Probability and Statistics	3
Research and Inquiry Skills (6 hours)		
EDU 610	Educational Research Methods	3
EDU 612	Teacher as Researcher	3
Professional and Ethical Practice (3 hours)		
RSC 601	Intro to Graduate Programs	3
	Advanced Graduate Professional Dispositions	0
Total Hours		33

Note: This course outline is tentative and is subject to change. Courses may be offered in a different order than outlined above.

For:

Middle Grades Language Arts certified teachers with a desire to become leaders and mentors who are critical thinkers and reflective decision-makers in their schools. Teachers who hold a professional certificate in another content area but have an interest in an advanced degree in Middle Grades Language Arts will not be eligible for a certificate upgrade until passing the GACE. Additionally, they will be required to sign the Out of Field Certification form.

What you learn:

Thomas University's graduate programs for certified teachers are designed to enhance the role of the teacher as a leader in the school community. The program's professional practices include candidate proficiencies related to expected knowledge, skills, and professional dispositions that are aligned with the expectations in professional and state standards. Coursework and experiences will be designed to address the following advanced outcomes:

- **Advanced Professional and Pedagogical Knowledge:** The candidate uses research-based, discipline-specific knowledge and pedagogy in coordinated and engaging ways to facilitate student learning.
- **Research and Inquiry Skills :** The candidate designs and implements research and assessment practices to improve teaching and learning for all learners.
- **Professional and Ethical Practice:** The candidate possesses and practices a core set of professional and ethical dispositions, serves as a teacher leader and mentor, and models practices that embrace the importance of life-long learning.

How you learn:

The courses in this program are eight weeks in length. Each course meets online from 5:45 – 8:45 p.m. every-other-week using Zoom. These synchronous face-to-face meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. Following this schedule, you will complete the program in less than 2 years.

*Students must report a minimum GPA of 3.0 on a 4.0 scale. Applicants with a GPA lower than 3.0 or an identified writing deficiency may be considered for provisional admission. Provisionally admitted students may be required to take one or more writing classes prior to or during the first semester. Decisions about additional admission requirements are determined by the University Graduate Council after a complete review of all materials presented by the applicant.

Career Outcomes:

Upon completion of this program students will have earned a Master of Education degree in Middle Grades with a concentration in Language Arts and will be eligible for a certificate upgrade in the state of Georgia.

Degree Requirements:

Advanced Professional Knowledge (12 Hours)		
EDU 620	Applying Technologies for Effective Instruction	3
EDU 622	Current Issues and Trends in Education	3
EDU 623	Educational Assessment and Decision Making	3
EDU 624	Collaborative Classrooms Through Social Emotional Learning	3
M.Ed. Middle Grades Language Arts (12 Hours)		
RDE 651	Foundations of Literacy and Assessment	3
RDE 653	Comprehension, Curricular & Programmatic Strategies for Improving Literacy Across the Curriculum	3
RDE 654	Enhancing Literacy with Literature	3
RDE 656	Patterns of Practice in the English Language Arts	3
Research and Inquiry Skills (6 Hours)		
EDU 610	Educational Research	3
EDU 612	Teacher as Researcher	3
Professional and Ethical Practice (3 Hours)		
RSC 601	Intro to Graduate Programs	3
	Advanced Graduate Professional Dispositions	0
Total Hours		33

Note: This course outline is tentative and is subject to change. Courses may be offered in a different order than outlined above.

For:

Secondary English certified teachers with a desire to become leaders and mentors who are critical thinkers and reflective decision-makers in their schools. Teachers who hold a professional certificate in another content area but have an interest in an advanced degree in Secondary English will not be eligible for a certificate upgrade until passing the GACE. Additionally, they will be required to sign the Out of Field Certification form.

What you learn:

Thomas University's graduate programs for certified teachers are designed to enhance the role of the teacher as a leader in the school community. The program's professional practices include candidate proficiencies related to expected knowledge, skills, and professional dispositions that are aligned with the expectations in professional and state standards. Coursework and experiences will be designed to address the following advanced outcomes:

- **Advanced Professional and Pedagogical Knowledge:** The candidate uses research-based, discipline-specific knowledge and pedagogy in coordinated and engaging ways to facilitate student learning.
- **Research and Inquiry Skills :** The candidate designs and implements research and assessment practices to improve teaching and learning for all learners.
- **Professional and Ethical Practice:** The candidate possesses and practices a core set of professional and ethical dispositions, serves as a teacher leader and mentor, and models practices that embrace the importance of life-long learning.

How you learn:

The courses in this program are eight weeks in length. Each course meets online from 5:45 – 8:45 p.m. every-other-week using Zoom. These synchronous face-to-face meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. Following this schedule, you will complete the program in less than 2 years.

*Students must report a minimum GPA of 3.0 on a 4.0 scale. Applicants with a GPA lower than 3.0 or an identified writing deficiency may be considered for provisional admission. Provisionally admitted students may be required to take one or more writing classes prior to or during the first semester. Decisions about additional admission requirements are determined by the University Graduate Council after a complete review of all materials presented by the applicant.

Career Outcomes:

Upon completion of this program students will have earned a Master of Education degree in Secondary Education with a concentration in English and will be eligible for a certificate upgrade in the state of Georgia.

Degree Requirements:

Advanced Professional Knowledge (12 Hours)		
EDU 620	Applying Technologies for Effective Instruction	3
EDU 622	Current Issues and Trends in Education	3
EDU 623	Educational Assessment and Decision Making	3
EDU 624	Collaborative Classrooms Through Social Emotional Learning	3
M.Ed. Secondary English (12 Hours)		
ENG 603	Argumentative and Persuasive Writing	3
ENG 604	Poetry (Genre Study)	3
ENG 613	Race, Gender & Culture in Modern British Literature	3
ENG 625	Shakespeare	3
Research and Inquiry Skills (6 Hours)		
EDU 610	Educational Research	3
EDU 612	Teacher as Researcher	3
Professional and Ethical Practice (3 Hours)		
RSC 601	Intro to Graduate Programs	3
	Advanced Graduate Professional Dispositions	0
Total Hours		33

Note: This course outline is tentative and is subject to change. Courses may be offered in a different order than outlined above.

For:

Early Childhood Education or Early Childhood Education/Special Education K-5 certified teachers with a desire to become leaders and mentors who are critical thinkers and reflective decision makers in their schools.

What you learn:

Thomas University's graduate programs for certified teachers are designed to enhance the role of the teacher as a leader in the school community. The program's professional practices include candidate proficiencies related to expected knowledge, skills, and professional dispositions that are aligned with the expectations in professional and state standards. Coursework and experiences will be designed to address the following advanced outcomes:

- **Advanced Professional and Pedagogical Knowledge:** The candidate uses research-based, discipline-specific knowledge and pedagogy in coordinated and engaging ways to facilitate student learning.
- **Research and Inquiry Skills:** The candidate designs and implements research and assessment practices to improve teaching and learning for all learners.
- **Professional and Ethical Practice:** The candidate possesses and practices a core set of professional and ethical dispositions, serves as a teacher leader and mentor, and models practices that embrace the importance of life-long learning.

How you learn:

The courses in this program are eight weeks in length. Each course meets online from 5:45 – 8:45 p.m. every-other-week using Zoom. These synchronous face-to-face meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. Following this schedule, you will complete the program in less than 2 years.

*Students must report a minimum GPA of 3.0 on a 4.0 scale. Applicants with a GPA lower than 3.0 or an identified writing deficiency may be considered for provisional admission. Provisionally admitted students may be required to take one or more writing classes prior to or during the first semester. Decisions about additional admission requirements are determined by the University Graduate Council after a complete review of all materials presented by the applicant.

Career Outcomes:

Upon completion of this program students will have earned a Master of Education degree in Early Childhood Education and will be eligible for a certificate upgrade in the state of Georgia.

Degree Requirements:

Advanced Professional Knowledge (12 Hours)		
EDU 620	Applying Technologies for Effective Instruction	3
EDU 622	Current Issues and Trends in Education	3
EDU 623	Educational Assessment and Decision Making	3
EDU 624	Collaborative Classrooms Through Social Emotional Learning	3

Mathematics Concentration (12 Hours)		
MTH 670	Set Theory	3
MTH 674	Developing Algebraic Concepts	3
MTH 675	Developing Geometric Concepts	3
MTH 685	Concepts & Applications of Probability and Statistics	3

Reading Concentration (12 Hours)		
RDE 651	Foundations of Literacy and Assessment	3
RDE 652	Application of Literacy Practices	3
RDE 654	Enhancing Literacy with Literature	3
RDE 656	Patterns of Practice in the English Language Arts	3

Research and Inquiry Skills (6 Hours)		
EDU 610	Educational Research	3
EDU 612	Teacher as Researcher	3

Professional and Ethical Practice (3 Hours)		
RSC 601	Intro to Graduate Programs	3
	Advanced Graduate Professional Dispositions	0
Total Hours		33

Note: This course outline is tentative and is subject to change. Courses may be offered in a different order than outlined above.

For:

Certified teachers with a desire to become leaders and mentors who are critical thinkers and reflective decision-makers in their schools. Candidates admitted to the M. Ed. degree in Teacher Leadership must possess a Georgia professional T-4 certificate.

The purpose of this program is to prepare classroom teachers to develop as leaders in their schools and school systems who will facilitate the design and implementation of sustained, intensive, and job-embedded professional learning based in their schools and school systems. Completers also possess the understandings that enable them to use fundamental research methods to address educational problems and assume leadership roles beyond the classroom.

How you learn:

This program is offered in two different formats: blended and synchronous online. You will select the option that you prefer.

Blended Option: This is offered to districts/areas with 10 or more students in a cohort.* These students will meet face to face at a brick and mortar location or synchronously online for five nights out of each 8-week course, from 5:45 to 8:45 p.m.. These class meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. Following this schedule, you will complete the program in less than 2 years.

Synchronous Online Option: All programs are offered in this format. For five nights out of each 8-week course, a synchronous online class session will be held from 5:45 to 8:45 p.m., during which you are required to sign in and actively participate. These synchronous online class meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. Following this schedule, you will complete the program in less than 2 years.

*Those who choose the blended format in an area that does not meet the minimum of 10 students will be switched to fully synchronous online in lieu of cancelling the cohort.

Career Outcomes:

Upon completion of this program students will have earned a Master of Education degree in Teacher Leadership. Recommendation for a Service (S) certificate P-12 requires a passing score on the Teacher Leadership GACE. Students who do not wish to earn a Master of Education degree may choose to complete the 19 Hours denoted with a † below to earn an Endorsement in Teacher Leadership.

Degree Requirements:

Advanced Professional Knowledge (9 hours)		
EDU 604	Observation and Analysis	3
EDU 620	Applying Technologies for Effective Instruction	3
EDU 623	Educational Assessment and Decision-Making	3
Research and Inquiry Skills (6 hours)		
EDU 619 †	Action Research for the Teacher Leader	3
EDU 617 †	Using Data to Improve Schools	3
Professional and Ethical Practice (18 hours)		
RSC 601	Intro to Graduate Programs	3
EDU 602 †	Teacher as Leader and Mentor	3
EDU 611 †	Leading the Professional Learning Community	3
EDU 618 †	Building Collaborative Teams	3
EDU 630	Teacher Leadership Residency I	3
EDU 631	Teacher Leadership Residency II	3
†	Advanced Graduate Professional Dispositions	0
Total Hours		33

Note: This course outline is tentative and is subject to change. Courses may be offered in a different order than outlined above. Candidates must also meet the following requirements:

- The name of a school-based mentor to serve on the Candidate Support Team throughout the program

For:

Certified teachers with a desire to become leaders and mentors who are critical thinkers and reflective decision-makers in their schools. Candidates admitted to the Ed. S. degree in Teacher Leadership must hold a Master's degree and must possess a Georgia professional T-5 or higher certificate or comparable professional certificate in another state

The purpose of this program is to prepare classroom teachers to develop as leaders in their schools and school systems who will facilitate the design and implementation of sustained, intensive, and job-embedded professional learning based in their schools and school systems. Completers also possess the understandings that enable them to use fundamental research methods to address educational problems and assume leadership roles beyond the classroom.

How you learn:

This program is offered in two different formats: blended and synchronous online. You will select the option that you prefer.

Blended Option: This is offered to districts/areas with 10 or more students in a cohort.* These students will meet face to face at a brick and mortar location or synchronously online for five nights out of each 8-week course, from 5:45 to 8:45 p.m.. These class meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. Following this schedule, you will complete the program in less than 2 years.

Synchronous Online Option: All programs are offered in this format. For five nights out of each 8-week course, a synchronous online class session will be held from 5:45 to 8:45 p.m., during which you are required to sign in and actively participate. These synchronous online class meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. Following this schedule, you will complete the program in less than 2 years.

*Those who choose the blended format in an area that does not meet the minimum of 10 students will be switched to fully synchronous online in lieu of cancelling the cohort.

Career Outcomes:

Upon completion of this program students will have earned a Educational Specialist degree in Teacher Leadership. Recommendation for a Service (S) certificate P-12 requires a passing score on the Teacher Leadership GACE.

Degree Requirements:

Advanced Professional Knowledge (3 hours)		
EDU 604	Observation and Analysis	3
Research and Inquiry Skills (6 hours)		
EDU 619	Action Research for the Teacher Leader	3
EDU 617	Using Data to Improve Schools	3
Professional and Ethical Practice (24 hours)		
RSC 601	Intro to Graduate Programs	3
EDU 602	Teacher as Leader and Mentor	3
EDU 611	Leading the Professional Learning Community	3
EDU 615	Educational Law	3
EDU 616	Educational Reform	3
EDU 618	Building Collaborative Teams	3
EDU 630	Teacher Leadership Residency I	3
EDU 631	Teacher Leadership Residency II	3
	Advanced Graduate Professional Dispositions	0
Total Hours		33

Note: This course outline is tentative and is subject to change. Courses may be offered in a different order than outlined above. Candidates must also meet the following requirements:

- The name of a school-based mentor to serve on the Candidate Support Team throughout the program

For:

Certified teachers with a desire to develop a deeper and broader knowledge of curriculum, pedagogy, and assessment. Candidates admitted to the M.Ed. degree in Curriculum & Instruction must possess a Georgia professional T-4 certificate.

How you learn:

This program is offered in two different formats: blended and synchronous online. You will select the option that you prefer.

Blended Option: This is offered to districts/areas with 10 or more students in a cohort.* These students will meet face to face at a brick and mortar location or synchronously online for five nights out of each 8-week course, from 5:45 to 8:45 p.m.. These class meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. Following this schedule, you will complete the program in less than 2 years.

Synchronous Online Option: All programs are offered in this format. For five nights out of each 8-week course, a synchronous online class session will be held from 5:45 to 8:45 p.m., during which you are required to sign in and actively participate. These synchronous online class meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. Following this schedule, you will complete the program in less than 2 years.

*Those who choose the blended format in an area that does not meet the minimum of 10 students will be switched to fully synchronous online in lieu of cancelling the cohort.

Career Outcomes:

Upon completion of this program students will have earned a Master of Education degree in Curriculum & Instruction. Recommendation for a Service (S) certificate P-12 requires a passing score on the Curriculum and Instruction GACE.

Degree Requirements:

Advanced Professional Knowledge (21 hours)		
EDU 603	Best Practices in Teaching and Learning	3
EDU 620	Applying Technologies for Effective Instruction	3
EDU 623	Educational Assessment and Decision-Making	3
EDU 624	Collaborative Classrooms through Social Emotional Learning	3
EDU 613	Curriculum Design and Development for Student Achievement	3
EDU 625	Diversity and Exceptionality in the 21st Century Classroom	3
EDU 622	Current Issues & Trends in Education	3
Research and Inquiry Skills (6 hours)		
EDU 610	Educational Research	3
EDU 612	Teacher as Researcher	3
Professional and Ethical Practice (6 hours)		
RSC 601	Intro to Graduate Programs	3
	Advanced Graduate Professional Dispositions	0
EDU 629	Instruction and Curriculum Residency	3
Total Hours		33

Note: This course outline is tentative and is subject to change. Courses may be offered in a different order than outlined above.

For:

Certified teachers with a desire to become leaders and mentors who are critical thinkers and reflective decision-makers in their schools. Candidates admitted to the Teacher Leadership Endorsement Program must possess a Georgia professional T-4 or higher certificate or comparable professional certificate in another state

The purpose of this program is to prepare classroom teachers to develop as leaders in their schools and school systems who will facilitate the design and implementation of sustained, intensive, and job-embedded professional learning based in their schools and school systems. Completers also possess the understandings that enable them to use fundamental research methods to address educational problems and assume leadership roles beyond the classroom.

*Students must report a minimum GPA of 3.0 on a 4.0 scale. Applicants with a GPA lower than 3.0 or an identified writing deficiency may be considered for provisional admission. Provisionally admitted students may be required to take one or more writing classes prior to or during the first semester. Decisions about additional admission requirements are determined by the University Graduate Council after a complete review of all materials presented by the applicant.

How you learn:

This program is offered in two different formats: blended and synchronous online. You will select the option that you prefer.

Blended Option: This is offered to districts/areas with 10 or more students in a cohort.* These students will meet face to face at a brick and mortar location or synchronously online for five nights out of each 8-week course, from 5:45 to 8:45 p.m.. These class meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. Following this schedule, you will complete the program in less than 2 years.

Synchronous Online Option: All programs are offered in this format. For five nights out of each 8-week course, a synchronous online class session will be held from 5:45 to 8:45 p.m., during which you are required to sign in and actively participate. These synchronous online class meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. Following this schedule, you will complete the program in less than 2 years.

*Those who choose the blended format in an area that does not meet the minimum of 10 students will be switched to fully synchronous online in lieu of cancelling the cohort.

Career Outcomes:

Upon completion of this program students will have earned an endorsement in Teacher Leadership.

Degree Requirements:

RSC 601	Intro to Graduate Programs	3
EDU 602	Teacher as Leader and Mentor	3
EDU 604	Observation and Analysis	3
EDU 611	Leading the Professional Learning Community	3
EDU 617	Using Data to Improve Schools	3
EDU 618	Building Collaborative Teams	3
EDU 619	Action Research for the Teacher Leader	3
Total Hours		21

Note: This course outline is tentative and is subject to change. Courses may be offered in a different order than outlined above.

Candidates must also meet the following requirements:

- The name of a school-based mentor to serve on the Candidate Support Team throughout the program

This is a non-degree program and therefore not eligible for financial aid

For:

Early Childhood educators who seek to enhance their mathematical content and pedagogical knowledge in grades K-5. Candidates who possess a valid Level 4 or higher Induction, Professional, Advanced Professional, or Lead Professional teaching certificate in one of the following fields:

Elementary Education (P-5), Middle Grades Mathematics (4-8), Special Education General Curriculum / Early Childhood Education (P-5); or Any of the following certificates combined with a core academic content concentration in mathematics: Special Education General Curriculum (P-12); Special Education Adapted Curriculum (P-12); Special Education Behavior Disorders (P-12); Special Education Learning Disabilities (P-12); Special Education Deaf Education (P-12); Special Education Physical and Health Disabilities (P-12); Special Education Visual Impairment (P-12); or Gifted Education (P-12).

*Candidates must have surpassed one year of successful teaching experience.

What you learn:

Candidates will enhance their mathematics content knowledge in grades K-5.

How you learn:

Synchronous Online: This is a fully online cohort. For five Monday nights out of each 8-week course, an online class session will be held from 5:45 to 8:45 p.m. during which you are required to sign in and actively participate. These synchronous online class meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. This program is offered as a stand-alone endorsement program or as an endorsement program embedded in an MAT, M. Ed. or Ed. S. program.

*Students must report a minimum GPA of 3.0 on a 4.0 scale. Applicants with a GPA lower than 3.0 or an identified writing deficiency may be considered for provisional admission. Provisionally admitted students may be required to take one or more writing classes prior to or during the first semester. Decisions about additional admission requirements are determined by the University Graduate Council after a complete review of all materials presented by the applicant.

Career Outcomes:

Upon completion of this program, candidates will have earned a K-5 Math Endorsement to be added to their current teaching certification.

Degree Requirements:

MTH 676	Developing Concepts of Number and Operation	3
MTH 678	Developing Concepts of Algebraic Thinking and Data Analysis	3
MTH 679	Developing Concepts of Geometry and Measurement	3
Total Hours		9

Note: This course outline is tentative and is subject to change. Courses may be offered in a different order than outlined above.

For:

Certified teachers who wish to develop specific knowledge related to reading and language development, assessment, instruction, and remediation of reading disability. Candidates must hold a Georgia professional T-4 certificate or higher.

What you learn:

Candidates learn how to recognize the characteristics of Dyslexia and support students with Dyslexia in the field and at the grade levels of their base certification.

How you learn:

Synchronous Online: This is a fully online cohort. For five nights out of each 8-week course, an online class session will be held from 5:45 to 8:45 p.m. during which you are required to sign in and actively participate. These synchronous online class meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. This program is offered as a stand-alone endorsement program or as an endorsement program embedded in an MAT, M. Ed. or Ed. S. program.

*Students must report a minimum GPA of 3.0 on a 4.0 scale. Applicants with a GPA lower than 3.0 or an identified writing deficiency may be considered for provisional admission. Provisionally admitted students may be required to take one or more writing classes prior to or during the first semester. Decisions about additional admission requirements are determined by the University Graduate Council after a complete review of all materials presented by the applicant.

Career Outcomes:

Upon completion of this program candidates will have earned a Dyslexia Endorsement to be added to their current certification.

Degree Requirements:

EDU 626	Literacy Development and Dyslexia	3
EDU 627	Assessment of Reading and Language Disabilities	3
EDU 628	Interventions for Dyslexia Students	3
Total Hours		9

Note: This course outline is tentative and is subject to change. Courses may be offered in a different order than outlined above.

For:

Candidates who seek the knowledge, skills, and dispositions to become effective online teachers. Candidates must hold a Georgia professional T-4 certificate or higher.

What you learn:

Candidates learn to plan, design, facilitate and deliver online instruction for P-12 students.

How you learn:

Synchronous Online: This is a fully online cohort. For five nights out of each 8-week course, an online class session will be held from 5:45 to 8:45 p.m. during which you are required to sign in and actively participate. These synchronous online class meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. This program is offered as a stand-alone endorsement program or as an endorsement program embedded in an MAT, M. Ed. or Ed. S. program.

*Students must report a minimum GPA of 3.0 on a 4.0 scale. Applicants with a GPA lower than 3.0 or an identified writing deficiency may be considered for provisional admission. Provisionally admitted students may be required to take one or more writing classes prior to or during the first semester. Decisions about additional admission requirements are determined by the University Graduate Council after a complete review of all materials presented by the applicant.

Career Outcomes:

Upon completion of this program, candidates will have earned an Online Teaching Endorsement to be added on to their current teaching certification.

Degree Requirements:

EDU 620	Applying Technology for Effective Instruction	3
EDU 605	Instructional Design and Practices for Online Instruction	3
EDU 606	Digital Learning Assessment Design and Data Analysis	3
EDU 607	Internship in Digital Learning	3
Total Hours		12

Note: This course outline is tentative and is subject to change. Courses may be offered in a different order than outlined above.

For:

Certified teachers who wish to enhance their understanding of how gifted learners grow and develop in order to design and teach developmentally appropriate and challenging learning experiences. Candidates must hold a Georgia professional T-4 certificate or higher.

What you learn:

Candidates will learn to create academically aligned curriculum for advanced learners that helps meet their social and emotional needs, furthers their development and keeps them engaged in classwork.

How you learn:

Synchronous Online: This is a fully online cohort. For five Tuesday or Wednesday nights out of each 8-week course, an online class session will be held from 5:45 to 8:45 p.m. during which you are required to sign in and actively participate. These synchronous online class meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. This program is offered as a stand-alone endorsement program or as an endorsement program embedded in an MAT, M. Ed. or Ed. S. program.

*Students must report a minimum GPA of 3.0 on a 4.0 scale. Applicants with a GPA lower than 3.0 or an identified writing deficiency may be considered for provisional admission. Provisionally admitted students may be required to take one or more writing classes prior to or during the first semester. Decisions about additional admission requirements are determined by the University Graduate Council after a complete review of all materials presented by the applicant.

Career Outcomes:

Upon completion of this program, candidates will have earned a Gifted In-Field Endorsement to be added to their current teaching certification.

Degree Requirements:

EDU 608	Characteristics of Gifted Children	3
EDU 609	Curriculum & Instruction for Gifted Children and Youth	3
EDU 621	Assessment & Program Implementation for Gifted Children and Youth	3
Total Hours		9

Note: This course outline is tentative and is subject to change. Courses may be offered in a different order than outlined above.



Cohort M.Ed. and Ed. S. Programs in Education

Important Info

About Thomas University

Thomas University is a four-year co-educational university that serves the post-secondary educational needs of south Georgia and north Florida. The university is located in Thomasville, Georgia, a relatively small town of over 20,000 people in rural southwest Georgia. The town is 35 miles north of Tallahassee, Florida, 55 miles south of Albany, Georgia, and 45 miles west of Valdosta, Georgia. Thomas University provides quality education through a dynamic learning environment. Innovative models for reaching learners by our caring faculty and staff change the lives of students in our local, regional, and global communities. Offering associate's, bachelor's, master's, and specialist degrees, our highest goal is to provide an educational experience that explores and develops each student's full potential.

Admissions Requirements

1) Hold a bachelor's degree (M.Ed. and Endorsement) or Master's degree (Ed.S.) in a relevant field from a regionally accredited college or university. 2) Hold a Professional teaching certificate. 3) Have access to a classroom for field work. 4) Report a minimum GPA of 3.0 on a 4.0 scale. Applicants with a GPA lower than 3.0 or an identified writing deficiency may be considered for provisional admission. Provisionally admitted students may be required to take one or more writing classes prior to or during the first semester. Decisions about additional admission requirements are determined by the University Graduate Council after a complete review of all materials presented by the applicant. 5) International students seeking admission into a graduate program must submit a Test of English as a Foreign Language (TOEFL) score of 500 (paper-based) or 173 (computer-based), or 61 (internet-based) OR China (CET) Foreign Language Exam for English minimum undergraduate of Level 4, graduate of Level 6, OR International English Language Testing System (IELTS) minimum 5.0.

Along with proof of the above criteria, teachers are required to submit the following along with their application for Graduate Admissions: 1) A personal statement of career and educational objectives, including why you want to pursue a graduate degree (maximum two pages). 2) Official transcripts showing conferral of your highest degree completed. 3) Three professional or academic references. 4) A \$50.00 non-refundable application fee made payable to Thomas University. 5) Mentor Form for Teacher Leadership program.

Technology Requirements

The following are technology and software requirements for students in the Division of Education at Thomas University. The recommendations are required to complete course requirements using Blackboard and Collaborate.

- A reliable high speed Internet connection (DSL or Cable)
- A current computer with Windows 8.1 or 10 or Mac OS9 or OSX
- Google Chrome and Firefox Browsers
- Microsoft Office Suite for Windows or Mac
- A headset with microphone (USB connection)
- A printer
- A built in camera on computer or external camera
- The latest version of Apple iTunes: <http://apple.com/itunes>
- The latest version of Apple Quicktime: <http://www.apple.com/quicktime>
- The latest version of Adobe Reader: <http://get.adobe.com/reader>
- The latest version of Adobe FlashPlayer: <http://get.adobe.com/flashplayer>
- Chrome books do not work well with Zoom, so they should not be used.

Transfer Credits

Students in a master's degree program may transfer in no more than 20% of the total degree hours required to earn the degree at Thomas University, from another institution. Graduate program directors must approve any credit for transfer that fall within the scope of Thomas University's curriculum. There is a possibility for a National Board Certified Teacher (NBCT) to receive up to six semester hours of graduate credit to apply to a Division of Education program at Thomas University.

Cohort Information

Although our graduate programs are scheduled to meet one night per week at the same time and location, we reserve the right to change meeting times and/or locations due to any extenuating circumstances. These programs are dependent on a minimum of 10 and class size is limited to 20 students.

Thomas University Tuition Guarantee

The tuition rate for students beginning in Spring and August 2020 is \$495 per credit hour and is guaranteed to students provided that they remain continuously enrolled in the program. A student is considered "continuously enrolled" provided that the student does not miss more than two courses (one semester) in their cohort sequence. Students will also be responsible for a \$100 technology fee per semester.

Important Contacts

Graduate Information Office	Kate Peterson	(855) 296-7052	kpeterson@graduateprogram.org
Admissions Office		(800) 538-9784 x1074	
Financial Aid Office		(229) 584-2460	finaid@thomasu.edu
Student Accounts Office		(229) 584-2461	student.account@thomasu.edu
Graduate Coordinator	Gale Neal	(229) 226-1621 x1135	gneal@thomasu.edu
Coordinator of Advising	Heather Cessna	(229) 226-1621 x1012	hcessna@thomasu.edu