

Ph.D. in Curriculum and Instruction

“A hybrid doctoral program”

Macon-Savannah Cohort
Atlanta Cohort

Tift College of Education

Graduate Application for Admission

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MERCER
UNIVERSITY

TIFT COLLEGE OF EDUCATION

Curriculum and Instruction Program
1400 Coleman Avenue, Stetson 103, Macon, GA 31207
Macon Area: (478) 301-5394
Atlanta Area: (678) 547-6119

www.mercer.edu/education

Revised January 2012

GRADUATE ADMISSIONS REQUIREMENTS

General Information

1. The program is offered in Atlanta, Macon, and Savannah
2. The program of study begins with the summer semester (May).
3. A minimum of three complete years, or nine semesters, including summers, are required to complete the program.
4. Classes are delivered in a hybrid combination, i.e., online and on campus, in the evenings and/or on weekends over 16-week semesters, or in summer, eight-week sessions.
5. Candidates take an average of two 3-hour courses each semester with one 2-hour doctoral seminar. A few semesters require three 3-hour courses.

Admission Requirements

All persons must complete the formal written application for admission to graduate studies. General qualifications for admission are a bachelor's and master's degree from an accredited college or university, current master's level certification in teaching, and three years of successful teaching experience. *Not all qualified applicants will be accepted.* Individuals applying for the Ph.D. program must provide the following:

- A completed Ph.D. application form.
- A copy of current master's level teaching certification.
- A copy of recent GRE scores (within the last six years).

GRE scores are not the sole criteria; applicants encouraged to apply and will need to provide strong evidence of the ability to complete doctoral courses and independent research in other areas.

- A current vita or resume.
- Two official copies of transcripts of all academic work; candidate should have a minimum cumulative graduate GPA of 3.5.
- Three professional letters of recommendation.
- A \$35 non-refundable admissions processing fee with the check made payable to *Mercer University*.

Interview

As a part of the application process, all candidates are required to interview with the program faculty and complete a writing sample.

APPLICATION INSTRUCTIONS FOR GRADUATE ADMISSIONS

The Tift College of Education's Ph.D. in Curriculum and Instruction Program uses self-managed applications for admission to its programs. The self-completing structure of this application process allows greater control of the completion of the application file. **The applicant is responsible for collecting all required application materials, with the exception of official test scores, and submitting them in one packet. Missing documents may delay the evaluation of your application.**

- The only items that will be sent separately are official GRE score reports. The Educational Testing Service institution code for submission of official score reports is: Macon and Savannah - Institution Code 5409; Atlanta - Institution Code 5025.
- The Graduate Program Associate will notify applicants upon receipt of the application packet. The admission evaluation will not begin without a complete application.
- Applicants may apply to either the Macon–Savannah Cohort or the Atlanta Cohort. In the boxes below, check which cohort you wish to attend and send your application materials to the appropriate Graduate Program Associate: Macon-Savannah Cohort or Atlanta Cohort (see addresses below):

Macon-Savannah Cohort **OR** **Atlanta Cohort**

Graduate Program Associate
Mercer University
1400 Coleman Avenue
103 Stetson Hall
Macon, GA 31207

Graduate Program Associate
Mercer University
3001 Mercer University Drive
134 B & E Building
Atlanta, GA 30341

1. Application

Complete the application for graduate admission. All requested information is required.

2. Application Fee

Please include the \$35 application fee in the form of a check or money order made payable to *Mercer University*. **CASH WILL NOT BE ACCEPTED.** The application fee is **non-refundable** and will not apply toward tuition. **Former or current students of Mercer University need not submit an application fee.**

3. Unofficial GRE

If you have already taken the GRE and have the score results, we request that you include a copy with the application. This will expedite the admission decision process and allow the Tift College of Education to reach a conditional decision. ***This does not replace the requirement of an official score report for those applicants who are offered admission. GRE scores awarded six or more years previously cannot be honored.***

4. Official Transcripts

Submit two official transcripts from each college and university attended. Transcripts are required for both undergraduate and graduate course work, regardless of length of stay or if the grades are listed on another school's transcript. A transcript request form is provided to assist you in this process. Complete the transcript request form and submit it to each school's registrar. The registrar will return the transcripts to you in a sealed institution envelope. **Do not open the envelope.** Include the official **sealed** transcript with your application materials. Mercer graduates do not need to submit their

transcripts for degrees that were awarded at Mercer University since those transcripts are already on file.

5. Letters of Recommendation

Three professional letters of recommendation are required. If the candidate is not currently employed in a school system, a letter from the applicant's most recent employer is required.

6. Application Deadlines

Completed application packets must be submitted by:

December 15 -- Atlanta Cohort
March 15 -- Macon-Savannah Cohort

Applicants are strongly encouraged to apply early.

APPLICATIONS WILL NOT BE ACCEPTED AFTER THESE DATES.



Ph.D. in Curriculum and Instruction Graduate Application for Admission

Mercer University Tift College of Education

Semester/Year: Summer 20____

Application Fee: U.S. residents (\$35)
(Current & former Mercer students are exempt.)

Campus Location: Macon-Savannah Atlanta

(Please type or print legibly)

Name _____
Last First Middle/Maiden

Address _____
Number and Street

Social Security Number _____
City State Birthdate Birthplace Zip

Telephone: Home () _____ Business () _____
City State

Cell () _____ Email _____

Citizenship Status (check one): U.S. Citizen
 Permanent resident (if resident alien, attach copy of permanent visa)
 Non-resident Alien (Visa type _____)

Optional Information

The State of Georgia asks for the collection of specific data to ensure completion of statistical reports. One additional request is race/ethnicity. Please help us to cooperate by completing the following questions:

- Are you Hispanic or Latino?
 - Yes**, I am of Hispanic/Latino origin (Includes all persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)
 - No**, I am not of Hispanic/Latino origin.
- Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:
 - American Indian/Alaska Native** (Includes all persons having origins in any of the original peoples of North and South America [including Central America], and who maintain a tribal affiliation or community attachment.)
 - Asian** (Includes all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.)
 - Black or African American** (Includes all persons having origins in any of the Black racial groups of Africa.)
 - Native Hawaiian or other Pacific Islander** (Includes all persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
 - White** (Includes all persons having origins in any of the original peoples of Europe, the Middle East or North Africa.)

Optional Information (continued)

Next of Kin/Emergency Contact Name _____

Relationship _____ Telephone (____) _____

Address _____
Street City State Zip

Email address _____

Alumnus/Alumni in family? Name(s) _____

Test Information

Have you ever taken the GRE? Yes No

If "yes", have you requested an official score to be sent to Mercer University?
 Yes No

If no, please indicate the date you plan on taking the GRE _____
Month/Year

Education

Please list in order of attendance each college or university you have attended (including Mercer University) regardless of length of stay, amount of credits earned, or if the grades are listed on another school's transcript.

SCHOOL	LOCATION	DATES ATTENDED	CREDITS/DEGREES AWARDED

Employment/Professional Experience

Current/Most Recent Employer _____

Employer Address _____
Street City State Zip

Employer Telephone _____

Position _____ Dates *Mo/Yr to Mo/Yr*

Teaching Experience

SCHOOL	SYSTEM	POSITION	GRADE LEVEL/ SUBJECT	DATES

Except for minor traffic violations, have you ever been arrested, formally accuses, cited, fined, posted bail or ordered to perform community service for violation of a law? Yes No *If yes, please attach an explanation.*

Have you ever been placed on probation or dismissed from a college for academic or non-academic reasons? Yes No *If yes, please attach an explanation.*

I certify that the information given on this application is true and complete. I understand that if found otherwise, it is sufficient cause for possible rejection or dismissal.

Signature of Applicant _____

Date _____

Mercer University does not discriminate based on race, religion, gender, color, or national origin and complies with applicable state and federal laws.



