ADMISSION

In addition to the general requirements for admission to graduate studies (see General Regulations and Procedures (https://catalog.una.edu/graduate/general-regulations-procedures)), each program within the College of Education and Human Sciences has specific requirements for admission. Teacher education programs require the submission of the following: all undergraduate and graduate official transcripts from previously attended institutions; a copy of each teacher’s certificate currently held; and, if applicable, verification of successful full-time primary/secondary teaching experience from employing Alabama superintendent’s office (ALSDE Supplement EXP). Please refer to each program for a listing of specific admission requirements.

International Transcripts

All graduate students who attended a college or university outside the United States must have their transcripts evaluated by a university-approved international credentials evaluator. Students applying for admission to any program that leads to certification as a teacher, school leader or school counselor must have their international transcripts evaluated by one of the foreign-credential evaluation services recognized by the Alabama State Department of Education. Certification program applicants should contact the UNA Certification Officer for a current listing of approved evaluators. Candidates for admission to non-certification programs should contact the appropriate department chair for approved transcript evaluation options and procedures.

Master of Arts in Education

Early Childhood Education (P-3)

1. Test scores: a score of 388 on the Miller Analogies Test, a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination, or a passing score on the appropriate PRAXIS II subject area test.
2. Scholastic achievement: a bachelor’s or higher degree from a regionally accredited institution with a minimum overall grade point average of 3.0 (4.0 scale) on undergraduate work.
3. For candidates with less than the recommended grade point average or test score, consideration will be given based on GPA and test scores.
4. Preparation: hold baccalaureate-level professional certification in early childhood-education and satisfy the requirements for the Alabama Class B professional certificate.
5. ABI/FBI background clearance.
6. Graduate coursework: candidates are limited to a total of five graduate courses prior to unconditional admission to the program. Any coursework exceeding the five-course rule may not be used for certification purposes.
7. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
8. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

Elementary Education (K-6)

1. Test scores: a score of 388 on the Miller Analogies Test, a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination, or a passing score on the appropriate PRAXIS II subject area test.
2. Scholastic achievement: a bachelor’s or higher degree from a regionally accredited institution. View program-specific minimum GPAs for admission online at http://www.una.edu/education/graduate-programs.
3. For candidates with less than the recommended grade point average or test score, consideration will be given based on GPA and test scores.
4. Preparation: hold baccalaureate-level professional certification in elementary education and satisfy the requirements for the Alabama Class B professional certificate.
5. ABI/FBI background clearance.
6. Graduate coursework: candidates are limited to a total of five graduate courses prior to unconditional admission to the program. Any coursework exceeding the five-course rule may not be used for certification purposes.
7. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
8. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

Secondary Education, including P-12 education

1. Test scores: a score of 388 on the Miller Analogies Test, a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination, or a passing score on the appropriate PRAXIS II subject area test.
2. Scholastic achievement: a bachelor’s or higher degree from a regionally accredited institution. View program-specific minimum GPAs for admission online at www.una.edu/education/graduate-programs.
3. Preparation: hold valid baccalaureate-level professional educator certification in the appropriate teaching field and satisfy the requirements for the Alabama Class B professional certificate.
4. ASBI/FBI background clearance.
5. Graduate coursework: candidates are limited to a total of five graduate courses prior to unconditional admission to the program. Any coursework exceeding the five-course rule may not be used for certification purposes.
6. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
7. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

School Counseling (P-12)
1. Test scores: submission of satisfactory scores prior to admission on either the Miller Analogies Test (MAT) or on the Graduate Record Examination (GRE); a minimum of 388 on the MAT or a minimum GRE score of 146 on the Verbal and 140 on the Quantitative portions of the exam. (See website for sliding scale of acceptable test scores and grades.)
2. Scholastic achievement: a bachelor’s or higher degree from a regionally accredited institution. View program-specific minimum GPAs for admission online at www.una.edu/education/graduate-programms.
3. International Credentials: candidates holding a bachelor's degree, a graduate degree or the equivalent from an institution outside the United States of America must submit a WES, ECE, or other ALSDE-approved credential evaluation.
4. Prerequisite: hold valid Class B or Class A professional educator certification in a teaching field and complete two full years of full-time, satisfactory education experience at the P-12 level. Candidates without teacher certification and/or teaching experience may be admitted to the School Counseling major under the Track 2 CACREP Approach by meeting the following additional requirement: successful completion of the ASBI/FBI background clearance required of school personnel in Alabama.
5. References: submit three (3) Recommendation for Admission forms that have been completed by the candidate’s supervisors or instructors. Recommendation forms are available at counselor@una.edu (counselor@una.edu) or by calling the Department of Counselor Education at 256-765-4763.
6. Employment and volunteer activities: submit a personal resume that includes a record of employment and volunteer activities.
7. Interview: successfully complete an interview with members of the Counselor Education faculty. When all required application documents have been received, the applicant will be contacted to schedule an interview.
8. Candidates must be unconditionally admitted to the School Counseling program prior to enrolling in any coursework in the program.
9. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
10. For program graduation, all School Counseling candidates must achieve a passing score on the PRAXIS II Professional School Counselor Examination (0421) and a minimum 3.25 grade point average. For certification, in addition to passing the PRAXIS II and achieving a minimum 3.25 grade point average, Track 2 CACREP Approach candidates must pass the National Counselor Examination (NCE).
11. In addition, students may earn no more than six semester hours of C work or below. A third grade of C or below will result in dismissal from the program.

Instructional Leadership (P-12) Degree Program
1. Test Scores: a score of 388 on the Miller Analogies Test, a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination, or a passing score on the appropriate PRAXIS II subject area test.
2. Scholastic achievement: a bachelor’s or higher degree from a regionally accredited institution. View program-specific minimum GPAs for admission online at www.una.edu/education/graduate-programs.
3. Preparation: hold valid Class B or Class A professional educator certification in a teaching field or instructional support area.
4. Preparation: have a minimum of three years of full-time, satisfactory educational experience in a P-12 setting which must include at least one full year of full-time P-12 teaching experience.
5. ASBI/FBI background clearance.
6. Portfolio: submit an admission portfolio. (See web site for portfolio requirements)
7. Interview: successfully complete an individual interview with University faculty and partner school districts.
8. Graduate coursework: candidates must be unconditionally admitted to a Class A instructional-leadership program prior to enrolling in any instructional-leadership coursework in the program.
9. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
10. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

Alternative Class A Program
1. Entrance exam requirement: A passing score on the appropriate Praxis II exam. It is recommended that the Praxis II exam be used for conditional admission purposes, since the Praxis II is also required for unconditional admission. Candidates without the appropriate Praxis II test score must submit a score of 388 on the Miller Analogies Test or a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination for conditional admission.
2. Degree and grade point average (GPA) requirement: a bachelor's or higher degree from a regionally accredited university with a minimum GPA overall of 2.75 (4.0) documented on the official transcript from the degree granting institution and must be the GPA that was used as the basis for granting the degree. If a graduate degree is used as the basis for admission to the Alternative A program, no graduate credit from that degree may be applied to the Alternative A program for certification purposes.
3. For candidates with less than the recommended grade point average or test score, consideration will be given based on GPA and test scores.
4. Individuals applying for admission to an Alternative Class A programs in early childhood education shall have earned at least 12 semester hours of acceptable credit, as verified on official transcripts, in each of the following areas: English language arts, mathematics, science, and social studies or earned the current passing score on the prescribed Praxis II subject assessment of the AECAP.
5. The grade point average requirement for certification in the Alternative A program is 3.25.
6. ASBI/FBI background clearance.
7. Graduate coursework: candidates are limited to a total of five graduate courses prior to unconditional admission. Any coursework exceeding the five-course rule may not be used for certification purposes.
8. If survey of special education course was completed prior to unconditional admission to Alt-A program, another approved diversity course is required.
9. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

Master of Arts Degree
Clinical Mental Health Counseling

1. Test scores: submission of satisfactory scores prior to admission on either the Miller Analogies Test (MAT) or on the Graduate Record Examination (GRE); recommended minimum score of 388 on the MAT or a minimum GRE score of 146 on the Verbal and 140 on the Quantitative portions of the exam. (See web site for sliding scale of acceptable test scores and grades.)
2. Scholastic achievement: View program-specific minimum GPAs for admission online at www.una.edu/education/graduate-programs. For candidates with less than the recommended grade point average or test score, consideration will be given based on GPA and test scores. (See website for sliding scale of acceptable test scores and grades.)
3. If a candidate meets only one of the two prescribed standards above for admission he/she may be conditionally admitted. The candidate may take no more than 2 courses per semester, and must successfully complete 12 hours of graduate credit achieving a grade point average of 3.0 or above in order to be moved to unconditional status. All courses must be in the Department of Counselor Education. After completing a minimum of 12 credit hours and no more than 15 credit hours in Counselor Education coursework, the student must have an overall grade point average of 3.0 or better. Failure to obtain this grade point average will result in the student being dismissed from the program.
4. Preparation: must hold a bachelor's degree or higher from an institution that meets the general admission requirements for graduate study at UNA.
5. International Credentials: candidates holding a bachelor's degree, a graduate degree, or the equivalent from an institution outside the United States of America must submit a WES, ECE, or other approved international credential evaluation.
6. References: submit three (3) Recommendation for Admission forms that have been completed by the candidate's supervisors or instructors. Recommendation forms are available at counselored@una.edu (counselored@una.edu) or by calling the Department of Counselor Education at 256-765-4763.
7. Employment and volunteer activities: submit a personal resume that includes a record of employment and volunteer activities.
8. Interview: successfully complete an interview with members of the Counselor Education faculty. When all required application documents have been received the applicant will be contacted to schedule an interview.
9. For graduation, Clinical Mental Health Counseling candidates must achieve a passing score on the Counselor Preparation Comprehensive Examination (CPCE).
10. In addition, students may earn no more than six semester hours of C work or below. A third grade of C or below will result in dismissal from the program.

Master of Science Degree
Health and Human Performance

1. Test scores: a score of 388 on the Miller Analogies Test, a score of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination, or a passing score on the appropriate PRAXIS II subject area test. International students MUST submit satisfactory scores of 146 on the Verbal and 140 on the Quantitative portions of the Graduate Record Examination AND scores of either 550 (paper-based), 213 (computer-based) or 79 (internet-based) on the TOEFL examination. Candidates with less than the recommended grade point average or test score may be admitted based upon a sliding scale which specifies particular grade point averages and corresponding test scores.
2. Scholastic achievement: minimum overall grade point average of 3.0 (4.0 scale) on undergraduate work.
3. If candidate meets both standards (MAT/GRE score and undergraduate grade point average requirements), he/she may be unconditionally admitted.
4. If a candidate meets only one of the prescribed standards for admission he/she may be conditionally admitted as outlined in item number one. The candidate must then successfully complete 12 hours of graduate credit achieving a grade point average of 3.0 or above in order to be moved to unconditional status.
5. Preparation: possession of bachelor's degree or equivalent in an appropriate field of study from an institution that is accredited by one of the six U.S. regional accrediting associations, by one of the agencies recognized as an accrediting agency by the U.S. Department of Education, or by an appropriate governmental agency in the country in which the institution is located. Any exceptions to this policy require the approval of the Dean of the College of Education and Human Sciences. Note: International students must submit either a WES or ECE evaluation to determine if any additional prerequisite courses are needed.
6. If a survey of special education course was completed for prior level certification, another approved diversity course is required.
7. Recommendations: three letters of recommendation to be sent to the Chair, Department of Health, Physical Education, and Recreation from professionals that can attest to the candidate's academic ability and potential for success as a graduate student.
8. Essay: type written, maximum two pages, to be sent to the Chair, Department of Health, Physical Education, and Recreation addressing these three questions:
   a. Why the candidate wishes to be considered for admission to the graduate program;
   b. How completion of a graduate degree supports the candidate's career goals; and
   c. What the candidate can bring to this graduate program.
9. Must have departmental approval.
A program of study should be planned with the academic advisor and submitted to the Dean of the College of Education and Human Sciences prior to the beginning of the second term of enrollment in the graduate program. The Health, Physical Education, and Recreation Graduate Committee will determine any prerequisite course(s) that students must complete prior to admittance to the Health and Human Performance graduate program.

**Education Specialist Degree**

**Elementary Education**

1. Test scores: Candidates must meet all testing requirements set forth by the Alabama State Department of Education. Contact the UNA certification officer for details.

2. Scholastic Achievement: a master’s or higher degree from a regionally accredited institution. View program-specific minimum GPAs for admission online at [www.una.edu/education/graduate-programs](http://www.una.edu/education/graduate-programs).

3. Preparation: candidates must be unconditionally admitted to the Education Specialist Program in Elementary Education. Requirements for admission shall include a master’s-level professional educator certificate in the same teaching field(s) in which the Class AA Professional Educator Certificate is sought, except as prescribed below:
   a. A teacher with a bachelor’s-level professional educator certificate in elementary education and a master’s-level professional educator certificate in reading may be admitted to a Class AA program in elementary education.
   b. A teacher with a bachelor’s-level professional educator certificate in any teaching field and a master’s-level professional educator certificate in English for speakers of other languages may be admitted to a Class AA program in the same teaching field for which the teacher holds a bachelor’s-level professional educator certificate.

4. ASBI/FBI background clearance.

5. Interview: successfully complete an individual interview with university faculty.

6. Graduate coursework: candidates are limited to a total of five graduate courses prior to unconditional admission to the program. Any coursework exceeding the five-course rule may not be used for certification purposes.

7. If a survey of special education course was completed for prior level certification, another approved diversity course is required.

8. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

9. If an individual is admitted to an Alabama Class AA program based on a master’s-level professional educator certificate in another state, completes a Class AA program, and subsequently applies for Alabama certification at the Class AA level, then the individual must earn at least a Class A Professional Educator Certificate before applying for Class AA certification.

**Instructional Leadership**

1. Test scores: candidates must meet all testing requirements set forth by the Alabama State Department of Education. Contact the UNA certification officer for details.

2. Scholastic Achievement: a master’s or higher degree from a regionally accredited institution. View program-specific minimum GPAs for admission online at [www.una.edu/education/graduate-programs](http://www.una.edu/education/graduate-programs).

3. Candidates must hold a valid Class A Professional Educator Certificate in Instructional Leadership or a valid Class A Professional Leadership Certificate.

4. Candidates must meet one of the following criteria:
   a. Be currently serving as a superintendent, assistant or associate superintendent, assistant to the superintendent, principal, assistant principal, supervisor (any subject and/or grade level), administrator of career and technical education, coordinator, or evaluator.
   b. Document three years of employment in an instructional leadership position for which one of the certificates is proper certification according to the current edition of the Subject and Personnel Codes of the Alabama State Department of Education.
   c. Demonstrate each of the abilities in the Class A Instructional Leadership standards prior to admission to the Class AA Instructional Leadership program or prior to completion of the Class AA Instructional Leadership program.

5. ASBI/FBI background clearance.

6. Applicants who completed a Class A program other than one approved by the State Board of Education on or after September 8, 2005, must submit a portfolio which includes:
   a. Three letters of recommendation
   b. Most recent performance appraisals
   c. Evidence of ability to lead student achievement
   d. Evidence of leadership and management potential
   e. Reasons for pursuing the Class AA certificate in Instructional Leadership.

7. Interview: applicants who completed a Class A program other than one approved by the State Department of Education on or after September 8, 2005, must submit a portfolio which includes:
   a. Three letters of recommendation
   b. Most recent performance appraisals
   c. Evidence of ability to positively affect student achievement
   d. Evidence of collaborative leadership potential.

8. Graduate coursework: candidates must be unconditionally admitted to the Class AA instructional leadership program or the Class AA teacher leader program prior to enrolling in any leadership courses in the program.

9. If a survey of special education course was completed for prior level certification, another approved diversity course is required.

10. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

**Teacher Leader**

1. Test scores: candidates must meet all testing requirements set forth by the Alabama State Department of Education. Contact the UNA certification officer for details.

2. Scholastic Achievement: a master’s or higher degree from a regionally accredited institution. View program-specific minimum GPAs for admission online at [www.una.edu/education/graduate-programs](http://www.una.edu/education/graduate-programs).

3. ASBI/FBI background clearance.

4. A minimum of three full years of full-time teaching experience in a P-12 setting.

5. Applicants must submit a portfolio containing:
   a. Three letters of recommendation
   b. Evidence of ability to positively affect student achievement
   c. Evidence of collaborative leadership potential.

6. Graduate coursework: candidates who have not met requirements for unconditional admission to a Class AA teacher leader program prior
to August 1, 2012, may not complete more than five courses in the Class AA teacher leader program prior to unconditional admission. Any coursework exceeding the five-course rule may not be used for certification purposes.

7. If a survey of special education course was completed for prior level certification, another approved diversity course is required.

8. Unconditional admission: candidates should consult with their education advisor regarding unconditional admission requirements specific to their program.

9. Note: If an individual is admitted to an Alabama Class AA teacher leader program based on a master’s level professional educator certificate in a teaching field or area of instructional support from another state, completes the Class AA teacher leader program, and subsequently applies for Class AA teacher leader certification, then the individual must earn at least a Class A Professional Educator Certificate in a teaching field or area of instructional support before applying for Class AA certification.