Application Instructions for Graduate Admissions

The School of Education Master of Arts in Teaching program use self-managed applications for admission. The candidate is responsible for collecting all required application materials, with the exception of any official test scores that may be required, and submitting the material in one packet. **Missing documents may delay the evaluation of your application.**

- The only items that should be sent separately are official PRAXIS and GRE score reports if needed for admission. These **MUST be sent directly from ETS. SCORES SENT TO THE APPLICANT WILL NOT BE ACCEPTED.**
- The School of Education will notify applicants of the receipt of the application packet. The admission evaluation will not begin until an application packet is completed.

1. University Application Instructions
   - Complete the Application on-line for the University of Arkansas at Monticello. The application can be found at [https://www.uamont.edu/forms/admissions/admissionsform2.asp](https://www.uamont.edu/forms/admissions/admissionsform2.asp)
   - Additionally, please provide the **ADMISSIONS OFFICE WITH ALL REQUIRED INFORMATION. THE ADMISSIONS OFFICE APPLICATION REQUIREMENTS ARE FOR THAT OFFICE ONLY AND WILL NEED TO BE SENT DIRECTLY TO THAT OFFICE.**

2. Graduate Program Application Instructions
   - Complete the application packet for graduate program admission. All the information requested is required before the application will be processed. Also include a copy of the applicant’s teaching licensure.

3. Official Transcripts
   - Submit **Two** official transcripts from each college and university attended. Transcripts are required for both undergraduate and graduate course work. A transcript request form is provided to assist in the process. Complete the transcript request form and submit it to each university’s registrar. The registrar will return the transcripts to the applicant in a sealed institution envelope. **Do not open the envelope.** Send the sealed envelope with the application material to the UAM School of Education Graduate Coordinator’s office.
     - Transcripts from all colleges and universities attended (including UAM) must be submitted, regardless if the transcripts were provided in support of another application to UAM.

4. Letters of Recommendation
   - Three professional letters of recommendation are required.
Master of Arts in Teaching Graduate Application for Admission

Mail completed packet to:

Coordinator for Graduate Programs  
School of Education  
University of Arkansas at Monticello  
PO Box 3608  
Monticello, AR 71656

Semester: _______ Year: _______

(Please Print or Type)

Name: ____________________________  ____________________________  ____________________________

Last First Middle/Maiden

Address: ____________________________  ____________________________  ____________________________  ____________________________  ____________________________

Street City State Zip

Social Security Number: ____________________________  Birthdate: ____________________________

Telephone  Home (____) ____________________________  School (____) ____________________________  

Cell (____) ____________________________  Email ____________________________

How did you hear about the UAM Master of Education programs?

Education:

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

<table>
<thead>
<tr>
<th>School</th>
<th>Location</th>
<th>Dates Attended</th>
<th>Credits/ Degrees Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Professional Experience:

Seeking Licensure in:

_____Middle Childhood 4-8

_____Secondary 7-12 ________________Content Area

_____P-12 Art, PE, Music ________________Content Area

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 __________________

The University of Arkansas at Monticello School of Education does not discriminate based on race, religion, gender, color, or national origin and complies with applicable state and federal laws.

The MAT program is designed for students who have a bachelor’s degree in a content area and wish to be licensed to teach. The graduate education courses required in the MAT meet the certification requirements for professional education coursework. The undergraduate major can be used to meet the course requirements in the teaching specialization area. However, some students may have a major or minor in a related field but may lack courses in a specific content area taught in Arkansas Schools. The admission committee may not require a course-by-course match with a UAM undergraduate major but may focus on the applicant’s knowledge and experiences to satisfy some requirements. Each applicant’s Graduate Program Admission and Design Committee will determine any deficiencies that exist in coursework and will design a program of study to help the candidate remove the deficiencies. The committee’s recommendation decisions shall be final.
University of Arkansas at Monticello
School of Education
Master of Education Programs

Transcript Request Form

To the applicant:
Please complete this form to request (2) official transcripts from all colleges/universities attended. Photocopy this form as needed. The institution will return transcripts to the applicant in an official sealed envelope. Transcript envelopes should not be opened by the applicant and should be mailed with all other application documents.

Please note: Many institutions charge a fee for transcripts. Check the institution’s transcript policy in advance.

Please Print or Type

Applicant’s Name ________________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle/Maiden</th>
</tr>
</thead>
</table>

Mailing Address ____________________________________________

College/University ____________________________________________

Social Security Number or Student Identification Number ________________

Dates of Attendance ___________________ Degree and Year ________________

I authorize the release of two official transcripts of my academic record to the School of Education, University of Arkansas at Monticello.

Signature ___________________________ Date ___________________________

To the Registrar:
The individual named above is applying to the School of Education at the University of Arkansas at Monticello and request that two (2) official transcripts be released to us. Please enclose this form with the transcripts in your envelope. Seal the envelope, sign across the seal, and return the sealed envelope to the applicant so it can be included with his or her application packet. If the institution has a policy that prohibits the release of transcripts to students, please send the transcripts to the Coordinator for Graduate Programs, School of Education, University of Arkansas at Monticello, PO Box 3608, Monticello, AR 71656.
Personal and Professional Fitness Declaration:

Answer the questions below by circling “Yes” or “No.” If you answer “Yes” to any question you must submit a full explanation, which includes: 1) details of the incident and/or arrest; 2) specific charge made; 3) consequences; and 4) a reflection on the incident and how the incident has impacted your life. Please use a computer to generate your explanation, and give careful attention to mechanics of writing, grammar, and spelling. Please sign and date.

1. Have you ever been convicted of a felony or misdemeanor (other than a moving traffic violation), been found guilty or entered a plea of nolo contendere (no contest), even if adjudication was withheld in Arkansas or any other state?

   Yes   No   Date: ____________________
   Check applicable box(es)
   □ Misdemeanor   Specific Charge;__________________
   □ Felony   Specific Charge;__________________

2. Have you ever, for reason of inappropriate behavior, including academic dishonesty, been denied entrance to, failed to complete a class or program, or been dismissed from a school, college, or university? Or is such action pending?

   Yes   No   Date: ____________________
   Name of institution:__________________________________________

I hereby affirm that all information supplied is complete and accurate. It is my understanding that I shall not be admitted to the Master of Arts in Teaching program until I have submitted all credentials specified. I also understand that withholding information requested or giving false information will make me ineligible for admission and enrollment.

Signed:______________________________ Date: ________________________
University of Arkansas at Monticello School of
Education Master of Arts in Teaching
Candidate Memorandum of Understanding

Please initial each line indicating your understanding and commitment to each provision. Return this form with your MAT application.

I agree to complete all prerequisite courses required for my licensure area. I understand that I will not be fully admitted to the MAT program without all prerequisites being met.

I understand that a 3.00 GPA is required to remain in the MAT program. Dropping below a 3.00 GPA or having more than two Cs in coursework can result in expulsion from the program.

I understand that my hiring school district may inquire about my status in the program. I also understand that the Coordinator for Graduate Programs will notify the school district if any concerns arise in regard to successful completion of the program/degree.

I understand that I must demonstrate professional and ethical behavior and abide by the Code of Ethics for Arkansas Educators to remain in this program and to be recommended for licensure.

I understand that Arkansas’ passing scores are required on the PRAXIS Core or GRE, and PRAXIS II subject specialization test for admission to the MAT program.

I understand that I must take and receive passing scores on the PRAXIS PLT (licensure area) test to be recommended for a standard teacher licensure.

I understand that participation in course discussions and timely submission of assignments are required for passing grades in any course.

I understand that I must have a letter of employment on file in the School of Education Graduate office to be enrolled in the MAT internship courses.

I understand that I must verify my enrollment in all courses each semester by checking my WeevilNet study list.

I understand that I must finalize my bill each semester by emailing or contacting the UAM cashier’s office and simply saying, “Please finalize my bill.” This applies even if you have a zero (0) balance or are using loans/grants, etc.

I understand that an Arkansas History course is required to be licensed in Middle Childhood 4-8 and 7-12 Social Studies.

I understand that it is my responsibility to acquire a criminal background check and a check by the Child Maltreatment Registry for recommendation for a provisional or standard license.
I understand that it is my responsibility to have the proper technology to complete the coursework and that it is my responsibility to have or develop the necessary skills in technology needed to complete the coursework.

I agree to adhere to all dates as set by UAM and the UAM School of Education. I understand that these dates can be obtained via the UAM Catalog and/or by regularly checking my UAM email account and that these sources are not exhaustive.

I understand that I must complete an application for graduation at the beginning of the semester prior to the projected graduation semester/date.

I understand that I must check my UAM email account on a regular basis for university, program and instructor information.

I agree to fully read all course syllabi and regularly submit class assignments and complete class requirements.

I understand that I must purchase any required materials and that failure to do so could result in failure of the course.

I understand that failure to adhere to the above conditions could result in an F in the coursework and my dismissal from the program.

________________________________________________________________________  ____________
Signature of Applicant                                                 Date
Candidate Availability Information:

I would like the MAT program Coordinator to notify local school districts of my availability for employment as a teacher during the next academic year.

The program coordinator will distribute an alphabetical list of all available candidates. Inclusion on this list indicates that the candidate is available for employment for the coming school year.
The list will include: name, home address, phone number, and content area/level of licensure being pursued, and grade level. Please complete the following to ensure the accuracy of this information.

Name: ____________________________

Address: __________________________

Phone Number: ____________________ Content

Area: ____________________________ Grade

Level: ____________________________

ALL DECISIONS RELATED TO EMPLOYMENT WILL BE MADE BY LOCAL DISTRICTS USING THEIR STANDARD PROCEDURES.
Based upon current state regulations, upon acceptance into the MAT program, candidates will be eligible for employment with a “Provisional License”.

School of Education PO Box 3608 Monticello, AR 71656
Applicant Check List

I have submitted to the University of Arkansas Office of Admissions the following:

Date Submitted

___________ Completed application for admission [www.uamont.edu/admissions]

___________ Transcript from college of highest degree received

___________ Immunization records against measles, mumps, and rubella (two doses)

I have submitted to the School of Education Graduate Coordinator the following:

Date Submitted

___________ Completed application for admission to the program

___________ OFFICIAL ETS PASSING scores on the Praxis Core or GRE;

___________ OFFICIAL ETS PASSING scores on the appropriate PRAXIS II Specialty area examination for which licensure is sought.

___________ TWO OFFICAL COPIES of all transcripts