

GRADUATE STUDIES IN EDUCATION

ADVANCED GRADUATE STUDIES ADMISSIONS CHECKLIST

1. _____ signed application
2. _____ \$35.00 application fee
3. _____ official transcripts showing all graduate work sent from the university to the Graduate Office
4. _____ copy of current teaching license INCLUDING initial/standard building level license and proof of completed requirements for district level license
5. _____ copy of test scores: either Miller Analogies Test (score preferred = 40) or G.R.E. (preferred composite score of 900 on the verbal and quantitative sections and a 4.0 on the analytical section)
6. _____ contact information for five individuals who know your academic and professional abilities
7. _____ one writing artifact from previous work (thesis, research paper, journal article, field study, grant, specialist project)
8. _____ copy of VITA inclusive of work experience and professional accomplishments
9. _____ list of technology skills
10. _____ personal interview with Graduate Admission Committee
11. _____ impromptu writing sample at time of interview
12. _____ documentation of your supervisor's support for your participation in this program – Principal, Superintendent, or Board President (whichever is applicable to your position)

Applicant Name

Note: *Please send any items that do not have a check mark beside them to the address below.

*Check out our website at www.harding.edu/education

Harding University Graduate Studies in Education 915 E. Market Ave. HU Box 12261 Searcy, AR 72149-2261

CODE OF CONDUCT

Graduate Studies in Education

In addition to the promotion of scholarly pursuits, Harding University endeavors to instill within each student a deeper spiritual quality that, coupled with academic growth, enables the student to build a happy and useful life. Harding provides a Christian environment in which spiritual growth is central. All members of Harding's administration and faculty are dedicated to building Christian character and responsibility within each student.

Harding University is built with Christ as its chief cornerstone. It provides a setting in which Christian training and participation are encouraged.

Enrollment at the University is viewed as a privilege that brings the attendant responsibilities and accountability. Students are encouraged to develop a servant-leadership-ministry lifestyle that integrates faith, learning and living.

College of Education Graduate students acknowledge and agree to uphold Christian principles for which Harding stands. Harding University reserves the right to refuse admission to or dismiss a student whose lifestyle is not consistent with the Christian principles for which Harding stands and when the general welfare of the institution requires such action. A standard form is provided as part of the registration process and must be signed by each individual student wishing to enroll in the College of Education graduate program confirming their commitment to uphold the policies and procedures of this Code of Conduct.

While attending classes and events at Harding's Searcy campus or at one of the satellite locations, students must comply with Harding University's policies concerning conduct. This includes items such as:

- Illegal drugs, tobacco, and alcohol in any form are prohibited
- Modest dress is required
- Inappropriate language is prohibited
- Gambling and wagering are prohibited
- Firearms or weapons of any kind are prohibited
- Sexual immorality including pornographic materials are prohibited
- Christian principles should be respected by all students

If both undergraduate and graduate students are jointly involved in a violation of an undergraduate code of conduct (see online copy of undergraduate student handbook), then all students will be disciplined according to the undergraduate code of conduct.

Code of Conduct Disciplinary Procedures

When it appears a rule of conduct or procedure has been broken, the Chair of the Graduate Studies in Education program will conduct an investigation concerning the allegation. The following steps will be followed:

1. If possible, the issue will be resolved with the Chair of Graduate Studies in Education and the student.
2. If not resolved between the Chair of Graduate Studies in Education and the student, an appeal is presented to the Graduate Council for their review and recommendation concerning the alleged code of conduct or procedural violation.
3. A request for this appeal must be made in writing to the Chair of Graduate Studies in Education within 24 hours after the attempted resolution by the Chair of Graduate Studies in Education and the student.
4. A Graduate Council meeting will be scheduled as soon as possible to address the appeal. This meeting will be conducted in a fair and reasonable manner according to the following guidelines:
 - a. All witnesses shall be required to affirm the truth of their testimony.
 - b. Presentation of evidence and agenda of meeting:
 1. Evidence that supports the charge against the student or organization
 2. Evidence of innocence or mitigation by the accused
 3. Rebuttal evidence by both parties
 4. Closing statements by both parties
 - c. Both parties shall have reasonable opportunity for cross-examination of witnesses.
 - d. The appeal will be open to:
 1. The appealing party
 2. Members of the Graduate Council
 3. Witnesses with relevant evidence to present – limited to two eye witnesses for each side
 4. Legal counsel, parents or guardians will not be permitted to appear before the Graduate Council.

Disciplinary sanction can range from a written or verbal reprimand to suspension or expulsion from the Graduate Studies in Education program.

Questions relating to the Graduate Studies in Education program's Code of Conduct should be referred to the Chair of Graduate Studies in Education.

HARDING UNIVERSITY
GRADUATE STUDIES IN EDUCATION
Educators Scholarship Application

This form must be completed each school year.

I, _____, am applying for the Educators Scholarship for graduate classes. I am currently employed with the _____ school district for the _____ - _____ school year. **I will attach either verification of current employment from my school on school letterhead or a copy of my current contract when I return this form.**

Student Signature _____

Date _____

Social Security Number _____

Email _____

Home Mailing Address

School Mailing Address

Home Phone _____

School Phone _____

Return this form and verification to:

Chair of Graduate Studies in Education
Harding University
Box 12261
Searcy, AR 72149-2261
Fax: 501-279-4051

_____ Approved
_____ Date