



APPLICATION CHECKLIST
MASTER OF EDUCATION OR ENDORSEMENT
EDUCATIONAL LEADERSHIP

Applicant

Harding ID#

_____ M.Ed. in Educational Leadership (Principal)
_____ Principal Endorsement
_____ M.Ed. in Curriculum & Instruction Administration
_____ Curriculum & Instruction Admin. Endorsement
_____ M.Ed. in Special Education Administration
_____ Special Education Administration Endorsement

1. _____ **Application** – Submit an application on our [web page](http://apply.harding.edu/apply) (apply.harding.edu/apply).

2. _____ **Immunization Record** – To comply with state law, Harding requires students born after 1/1/1957 to provide proof of immunity against measles, mumps, and rubella (MMR). Upload proof to the online application.

3. _____ **Transcripts** – Except for coursework completed at Harding, have all official transcripts for graduate work sent directly from the institutions to admissions@harding.edu.

4. _____ **Cumulative GPA** – Applicant must hold a bachelor’s degree with a 3.0 or higher (or 3.0 on the last sixty hours) or a master’s degree with a 3.0 or higher. A GPA of 2.5 to 2.99 allows for provisional acceptance and requires the student to maintain a 3.0 on the first twelve hours of coursework.

GPA _____

5. _____ **Educator License** – Upload a copy of a current educator license.

6. _____ **Teaching Experience** – Upload documentation of at least one year of licensed teaching experience (e.g., a copy of a signed teaching contract or a letter on official letterhead with the signature of the applicant’s supervisor).
For Special Education Administration only: experience must be in special ed teaching, speech-language, or guidance counselor experience.

Note: To be eligible for licensure upon completion of the program, applicants must have three years of licensed teaching experience.

7. _____ **Principal’s Recommendation** – Via the online application, request a recommendation from the principal that addresses the three areas: 1) support for applicant’s participation in the program, 2) a statement that the applicant is performing at the level of an effective educator, and 3) a statement or list of examples of the applicant’s leadership abilities.

Principal: _____

8. _____ **Professional or Academic Recommendations** – Via the online application, request recommendations from two individuals who can address the applicant’s 1) potential for success in the program and 2) professional and/or academic background.

9. _____ **Resume** – Upload a resume to the online application.

10. _____ **Science of Reading (SOR)** – Upload documentation of SOR Awareness (Phase I) as described by [Prescribed Pathway Credentials](#). Those not having this credential at admission must provide documentation of completion prior to finishing the Harding program.

11. _____ **Admission/Advising Interview** – An interview with the program director will be conducted by phone or Zoom.

Date _____