

## GRADUATE STUDIES IN EDUCATION APPLICATION FOR ADMISSION

OFFICE USE ONLY

### MASTER OF ARTS EXCELLENCE IN TEACHING

H#: \_\_\_\_\_

DATE: \_\_\_\_\_

**PREFERRED LOCATION:**

- SEARCY  
 NORTH LITTLE ROCK  
 ROGERS

GENDER:  MALE  FEMALE

MARITAL STATUS:  SINGLE  MARRIED

NAME: \_\_\_\_\_ ( \_\_\_\_\_ )  
FIRST MIDDLE LAST MAIDEN

ADDRESS: \_\_\_\_\_  
STREET OR POST OFFICE BOX CITY STATE ZIP

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

SCHOOL / EMPLOYER: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_ - - CHURCH AFFILIATION: \_\_\_\_\_

E-MAIL (HOME): \_\_\_\_\_ (OTHER): \_\_\_\_\_

<p><b><u>SEMESTER TO ENROLL</u></b></p> <p>FALL 20____ SPRING 20____ SUMMER 20____</p> <hr style="border: 1px solid black;"/> <p>U.S. Citizen: YES _____ NO _____</p> <p>Are you a veteran: YES _____ NO _____</p>	<ul style="list-style-type: none"> <li>• Are you Hispanic or Latino? YES _____ NO _____</li> <li>• Select one or more of the following races that apply to you: <ul style="list-style-type: none"> <li><input type="checkbox"/> American Indian or Alaskan Native</li> <li><input type="checkbox"/> Asian</li> <li><input type="checkbox"/> Black or African American</li> <li><input type="checkbox"/> Native Hawaiian or other Pacific Islander</li> <li><input type="checkbox"/> White</li> </ul> </li> </ul>
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Are you in the Arkansas NTL (Nontraditional Licensure) program? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you plan to transfer graduate credits to Harding? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please provide name of school: \_\_\_\_\_

<b><u>Earned Degree(s)</u></b> <i>(Circle degree; fill in major)</i>	<b><u>College/University</u></b>	<b><u>Graduation Date</u></b>
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BA or BS - \_\_\_\_\_

MA or MS - \_\_\_\_\_

MED - \_\_\_\_\_

**APPLICANTS MUST PROVIDE  
A COPY OF THEIR CURRENT TEACHING LICENSE.**

**PROFESSIONAL OR ACADEMIC RECOMMENDATIONS**

I, the applicant, will request letters of recommendation from three individuals who will address my potential for success in the selected graduate program as well as address my professional and academic background. I will request the letters be sent to the address or e-mail listed below.

**TRANSCRIPTS**

I, the applicant, must request the INSTITUTIONS where all previous college work has been done to forward **one official** copy of transcript of credits to Harding University’s Graduate Studies in Education Office (Harding graduates need not supply a transcript).

**IMMUNIZATION**

To comply with state law, Harding requires all college students who were born after 1/1/57 to provide proof of immunity against measles, mumps, and rubella (MMR).

**REGULATIONS**

If approved for admission, I agree to abide by the regulations and requirements of Harding University.

**APPLICATION FEE**

Applications must be accompanied by a \$40.00 non-refundable application fee. Make checks payable to Harding University.

*Office Use Only:* \_\_\_\_\_

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All information disclosed on this application is voluntary and will be used in a non-discriminatory manner, consistent with applicable civil rights laws.

**I read, understand, and agree to the stated policies and procedures set forth in the Harding University Graduate Catalog and the Graduate Studies in Education Code of Conduct.**

\_\_\_\_\_  
*Signature of Graduate Candidate*

**Return to:**  
Chair of Graduate Studies in Education  
Harding University  
Box 12261  
Searcy, AR 72149-5615  
  
Phone: 501-279-4117  
Fax: 501-279-4435  
E-mail: [onlinema@harding.edu](mailto:onlinema@harding.edu)

**FOR OFFICE USE ONLY**

Date Admitted: \_\_\_\_\_

Admission: Unconditional \_\_\_\_\_ Provisional \_\_\_\_\_

List deficiencies if provisional admission:  
\_\_\_\_\_

Approved by: \_\_\_\_\_

# HARDING UNIVERSITY GRADUATE STUDIES IN EDUCATION

## CODE OF CONDUCT

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.

