

Checklist for Master of Science Students Department of Instruction Curriculum and Leadership

Application Deadlines: Summer & Fall – April 1st, Spring – October 1st

- _____ 1.) Take the Graduate Record Examination (GRE). Call The Testing Center at 678-1457 Monday-Saturday to schedule the test. Test scores should be sent to Institution Code: 1459.
- _____ 2.) Fill out the Admissions Application found at: <http://www.memphis.edu/gradschool/forms.php> once the \$35 fee is paid the application will be submitted electronically.
 - In the “Planned Course of Study” section of the application select “Instruction and Curriculum Leadership MS”. Then enter one of the following concentrations: Early Childhood, Reading, Instruction and Curriculum, Instructional Design and Technology, or Special Education.
- _____ 3.) Send official transcripts to Graduate Admissions in 101 Wilder Tower.
- _____ 4.) Verify that Graduate Admissions has received your GRE scores and official transcripts before the application deadline. (678-2911)
- _____ 5.) Submit the departmental application (<http://www.memphis.edu/tep/pdfs/MSapplication.pdf>.) to 202 Ball Hall Memphis, TN 38152 along with:
 - Two letters of recommendation, less than one year old, from professionals knowledgeable of your academic skill and/or work experience. Each letter should be on letterhead and placed in a sealed envelope with the recommender’s signature on the back.

*Do not submit recommendation letters to the Graduate Admissions office.

*Do not submit transcripts to 202 Ball Hall, transcripts go to Graduate Admissions.

Once your application is complete, the ICL Graduate Committee will review your test scores, recommendation letters, and undergraduate and graduate transcripts. Your admissions status will be determined by the committee. You will then be notified by mail from Graduate School of your admissions status; you will not receive a letter from College of Education.

- _____ 6.) **Be sure and activate your University of Memphis email account by calling 678-8888 when you are by a computer. This is very important!! The login information for your email is what you will use to login to SPECTRUM, the registration system.**
- _____ 7.) A faculty advisor will be assigned to you once you are fully admitted to the program. Contact your advisor for questions about your program of study. It is important to establish a relationship with your advisor early during your studies.
- _____ 8.) Follow the program of study you have developed with your faculty advisor.
- _____ 9.) Review the Graduate Catalog at <http://www.memphis.edu/gradcatalog/degreeprog/coe/icl.php>. You are responsible for all the rules and policies of the Graduate School and the Department of Instruction and Curriculum Leadership.
- _____ 10.) To prepare for graduation look over the requirements and deadlines at the following site: <http://www.memphis.edu/gradschool/graduation.php>. Make sure to complete all requirements by the listed deadlines in order to graduate.

IMPORTANT NOTES:

- The student has the responsibility to check for various deadlines throughout his/her program of studies.
- The student should contact his/her advisor throughout the program for questions regarding professional and academic requirements.