

## ADMISSIONS CRITERIA & APPLICATION PROCEDURES

### Admissions Criteria

1. A 2.9 GPA in the undergraduate coursework of a bachelor's degree, a 3.25 GPA in the last 90 hours of a bachelor's degree, or a 3.5 GPA in the coursework comprising a master's degree.
2. Undergraduate coursework taken after the obtainment of a bachelor's degree cannot be included in the calculations.
3. An applicant, whose GPA is below the levels stated above, can be considered by taking and reporting the Graduate Record Exam (GRE). See [www.ets.org/gre](http://www.ets.org/gre) for details.

### Application Deadline

Electronic applications are due by Thursday, May 1 of each cohort year (2014, 2016, 2018, 2020, etc. for Chillicothe/Southern and Pickerington) and for Athens (2015, 2017, 2019, etc.). Please note: The Principal Preparation Program cohorts begin their studies in June. However, students are allowed to enter the program in the fall if space permits.

### Application Procedure

Please read through the graduate application information at [www.ohio.edu/graduate/apply.cfm](http://www.ohio.edu/graduate/apply.cfm). The online application is available at [www.applyweb.com/apply/ohioug/menu.html](http://www.applyweb.com/apply/ohioug/menu.html), and applicants are encouraged to submit this version. Among other things, the online process tends to be more expedient. When submitting the online application, a credit card number or electronic check (U.S. bank only) is needed in order to address the application fee. If a student submits a paper copy of the application, a conventional check or money order can be used. The amount of the fee can be found at [www.ohio.edu/graduate/apply.cfm](http://www.ohio.edu/graduate/apply.cfm).

The departmental designation for the application form is Educational Studies, the program designation is Educational Administration, and the program code designation is ME6272, Educational Administration.

The student should indicate the campus at which they wish to study: Athens, Zanesville, Chillicothe/Southern, or Pickerington. For the Chillicothe/Southern cohort, use either the Chillicothe or Southern campus designation. For the Zanesville cohort, use the Zanesville campus designation.

### Transcripts

One official transcript from each university attended should be sent directly to Ohio University. A transcript is not needed for coursework completed at Ohio University. Transcripts should be sent directly from the university or college, at which the courses were taken, to Graduate College, Room 220, Research and Technology Center, Ohio University, Athens, Ohio 45701-2979.

### Recommendations

Three recommendations are needed. They should reflect the applicant's ability to participate in the program. A letter from the applicant's principal is encouraged. The individuals providing the recommendation are encouraged to use letterhead. The letters should be sent directly from the individuals making the recommendations to Graduate College, Room 220, Research and Technology Center, Ohio University, Athens, Ohio, 45701-2979.

**Essay**

An essay of approximately two to four pages, which represents the student's educational goals, should be submitted. The essay should address the manner in which the applicant has reached current professional status and their plans for the future. Applicants are expected to address the essay, as opposed to the writing sample noted on the application form. The essay should be sent to Graduate College, Room 220, Research and Technology Center, Ohio University, Athens, Ohio 45701-2979.

**Additional Information**

Applications typically are considered only once the requirements described above have been received. For more information, visit [www.ohio.edu/graduate/apply.cfm](http://www.ohio.edu/graduate/apply.cfm).