



Application for Graduate Education Programs

Thank you for considering Utica College for graduate education. In order to avoid delay in processing your application, please read the following instructions carefully before filling out the attached application.

Required GPA-3.0 out of a possible 4.0

Entrance tests— Any one of the following may be used for application to the Education programs. Specific programs may require successful passage of the CST and LAST (See information below and on back for specific program requirements):

1. Miller Analogies Test (MAT) - The Graduate Admissions Office at Utica College administers the MAT. The test takes an hour, is done online and you receive the score immediately when you are through. Cost is \$75 and may be taken Monday through Friday at the Graduate Admissions Office, 120 White Hall. Please contact the office to schedule a time to take the exam and request a complimentary study guide in .pdf format. **(315) 792-3010**

2. GRE

3. NYS Teacher Exams (need passing grades on both the LAST and the specific CST that corresponds with the subject area you wish to apply for). For more information: www.nystce.nesinc.com

If you already have completed a Master's Degree, you do not have to take an entrance examination. Students who do not use English as their primary language may also be asked to take the TOEFL.

Applicants to the Childhood Education Program:

- Bachelor's degree from an accredited institution
- Overall GPA of 3.0 on a 4.0 scale
- Two letters of recommendation
- A major or major equivalent in an appropriate liberal arts area
- Multi-Subject Content Specialty Test (CST), Miller Analogies Test (MAT), or Graduate Record Exam (GRE). (CST is preferred).

Additional requirements, which may be satisfied at the graduate or undergraduate level:

- 6 credits in each of the following areas: English, science, math, history; and
- One year of college level study in a language other than English (American Sign Language may be used); and
- One course in the fine arts.

Applicants to the Childhood & Special Education Program:

- Bachelor's degree from an accredited institution
- Overall GPA of 3.0 on a 4.0 scale
- Two letters of recommendation
- A major or major equivalent in an appropriate liberal arts area
- Multi-Subject Content Specialty Test (CST), Miller Analogies Test (MAT), or Graduate Record Exam (GRE). (CST is preferred).

Additional requirements, which may be satisfied at the graduate or undergraduate level:

- 6 credits in each of the following areas: English, science, math, history; and
- One year of college level study in a language other than English (American Sign Language may be used); and
- One course in the fine arts.

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Applicants to Adolescence Education, and Adolescence and Special Education Programs:

- Bachelor's degree from an accredited institution
- Overall GPA of 3.0 on a 4.0 scale
- Two letters of recommendation
- A major or major equivalent in the subject area in which they wish to teach
- Multi-Subject Content Specialty Test (CST), Miller Analogies Test (MAT), or Graduate Record Exam (GRE). (CST is preferred)

Additional requirements, which may be satisfied at the graduate or undergraduate level:

- One year of college level study in a language other than English (American Sign Language may be used)

Applicants to Adolescence Education Apprenticeship Teacher Certification Program:

- Bachelor's degree from an accredited institution
- Overall GPA of 3.0 on a 4.0 scale
- Two letters of recommendation
- A major in the subject area they wish to teach
- Passing scores on the Liberal Arts and Sciences Test (LAST) and the Content Specialty Test (CST) in the subject area they wish to teach

Additional requirements, which may be satisfied at the graduate or undergraduate level:

- One year of college level study in a language other than English (American Sign Language may be used)

Prerequisite Coursework

In some cases, students wishing to apply for graduate programs in Education may not meet necessary coursework requirements. Coursework necessary to meet missing requirements needs to be successfully completed with a grade of "B" or better before applying to a graduate program.

If you have questions, please contact the Graduate Admissions Office for advisement.

Applicants to the Special Education Teacher Certification Program and Leadership and Instruction for Inclusive Classrooms Program:

- Bachelor's degree from an accredited institution
- Overall GPA of 3.0 on a 4.0 scale
- Two letters of recommendation
- Scores from either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT)

Applicants to the Educational Leadership and Administration Programs:

- Bachelor's degree from an accredited institution
- Overall GPA of 3.0 on a 4.0 scale
- Two letters of recommendation
- Scores from either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT)
- Must hold an initial, professional, or permanent teaching certificate

Applicants to the Certificate of Advanced Study in Educational Leadership (CAS) – School District Leader, School Building Leader:

- Completed application
- Bachelor's degree from an accredited institution
- Must hold an initial, professional or permanent teaching certificate
- Current resume with at least three references with current phone numbers
- Three letters of recommendation:
 - 1) One from a school administrator
 - 2) One from an immediate supervisor
 - 3) One from a practicing administrator of their choice

**Graduate Admissions Office
120 Addison Miller White Hall
Utica, NY 13502**

Phone: (315) 792-3010 Fax: (315) 223-2530

Email: gradstudies@utica.edu

www.utica.edu