

SOUTHERN OREGON UNIVERSITY  
FULL- TIME MAT APPLICATION PACKET CHECKLIST  
2010-11 COHORT

APPLICATION DEADLINE - JANUARY 8, 2010

Please make copies of all application materials for your records before submitting originals.

A. SEND THE FOLLOWING TO THE SOU ADMISSIONS OFFICE BY January 8, 2010.

- \_\_\_ A1. Complete the SOU Graduate Application form online at: [sou.edu/admissions/application/](http://sou.edu/admissions/application/)  
**\*\*A \$50 non-refundable fee will be required at the time you submit your application.**
- \_\_\_ A2. Official transcripts of all college work at institutions other than SOU. These are to be sent directly to the Admissions Office by the other institutions.  
***If SOU is the only institution you have attended, you still must list SOU on the Application for Graduate Admission form. In this case, you do not need to have official transcripts forwarded.***

***If you have previously been admitted to SOU and have already provided transcripts from all the schools you have attended, you do not need to re-submit***

B. SEND THE FOLLOWING TO THE SOU SCHOOL OF EDUCATION BY January 8, 2010

- \_\_\_ B1. Completed Application for 2010-11 Master of Arts in Teaching (MAT) Initial Licensure Program
- \_\_\_ B2. Essay Questions Responses (*see page 1 of Application, item III - Essays. Prompt I and Prompt II*)
- \_\_\_ B3. Release of Information Form (*make sure you have a witness to your signature*)
- \_\_\_ B4. Candidate's Description of Previous Experience Working With Young People Form
- \_\_\_ B5. Subject Area Qualification Form (**Elementary/Middle school combination only**)
- \_\_\_ B6. General Studies Matrix Form (**ECE/Elementary School and Elementary/Middle School combinations only**)
- \_\_\_ B7. Mathematics Verification Form (**ECE/Elementary and Elementary/Middle School combinations only**) - Mathematics 211, 212 and 213.
- \_\_\_ B8. Two Letters of Recommendation (from immediate supervisors attesting to the applicant's level of competence to work with school-aged children or youth in a public school).
- \_\_\_ B9. Second Language/Multicultural Proficiency Form (optional)

***Return above items B1 - B10 to SOU, School of Education, 1250 Siskiyou Blvd., Ashland, OR 97520. "Letter(s) of Recommendation" may be mailed separately if necessary. Please make copies for your own records. (The School of Education will not be able to make copies for you). All of these items are due by January 8, 2010.***

- \_\_\_ B10. Passing scores **on any one** of the following tests should be submitted to the School of Education no later than April 15th, 2010: a basic skills test (CBEST or the PPST), or the ORELA multiple subjects test, or the appropriate specialty area PRAXIS test.

If you are applying to the elementary/middle group **and** if you intend to use a PRAXIS II test to qualify for a middle school subject area, this test must be completed before the program begins, **plus** passing scores on either the basic skills or the ORELA multiple subjects test should be submitted no later than April 15, 2010.

## INFORMATION ABOUT ADMISSION CRITERIA AND PROCEDURES

The application deadline for the 2010-11 cohort is **January 8, 2010**

### ADMISSION POLICY

Admission to the MAT Program is based on the admission criteria listed below. Due to enrollment limitations, the admission process is competitive. All the admission criteria must be met by the time the program begins.

In addition, the School of Education recognizes the importance of proficiency in speaking, writing and reading. These skills will be assessed through the admissions test(s) and transcript review. Additionally, speech and writing proficiency will be examined in the application process and in the interviews.

#### Admission criteria consist of the following:

1. A baccalaureate degree from an accredited college or university.
2. A cumulative GPA of at least 3.0 in the most recent 90 quarter or 60 semester hours of undergraduate work. Middle/High School candidates must also possess a 3.0 in all subject area coursework, both undergraduate and graduate, if applicable.
3. **Middle/High School combination:** Completion of prerequisite coursework in your endorsement area (i.e., subject area) by the time the program begins.
4. **Early Childhood/Elementary School and Elementary/Middle School combinations:** Completion of Math 211, 212 and 213 by the time the program begins.
5. **Early Childhood/Elementary School and Elementary/Middle School combinations:** Completion of twelve credits in each of the three areas: a) social studies with at least one course in history, at least one course in geography and at least one course in a behavioral science, b) sciences with at least one course in a biological science and at least one course in a physical science, c) and language arts with at least one course in writing, one course in English literature, and one course in communication.
6. Two favorable letters of recommendation attesting to the candidate's competence to work with school-aged children. (Experiences from public school teachers or supervisors are preferred.)
7. Passing scores on any one of the following tests: a basic skills test (CBEST or the Praxis I PPST or the Computerized PPST), the ORELA multiple subjects test, or the appropriate specialty area PRAXIS II test. If Elem/Middle and using the Praxis II test to qualify for subject area, see B11, previous page.
8. Interviews of qualified candidates.
9. Experience working with young people at the appropriate authorization levels.

**Missing File Items:** If, after the application deadline, an applicant's file is incomplete, the student will be notified one time in writing at the address given on the application form. The applicant will be given two weeks from the date of notification to supply the missing information to the School of Education. Any files which are still missing critical information at the end of that elapsed time will be considered incomplete, and this will affect consideration of the application.

#### Additionally:

10. **Exit** criteria for Oregon licensure and the SOU masters degree requires: 1) Completion of the basic skills requirement (CBEST, PPST, or approved course sequence offered at PSU); 2) Passing scores on the ORELA multiple subjects test (if required for licensure in your authorization area); and/or, 3) Passing scores on the appropriate specialty area PRAXIS test (if required for your authorization level or subject area endorsement). Students who have not passed an exam required for their authorization level(s) will not be eligible for an Oregon Initial Teaching License, will not be able to graduate with the Master of Arts in Teaching degree, and may not be allowed to "walk" in the graduation ceremony

### APPEALS PROCEDURE

If an unsuccessful applicant feels that the Selection Committee was not aware of some extenuating circumstance at the time of application or that the committee was examining incorrect or incomplete information, then the applicant may meet with the Dean of Education to discuss the situation. However, neither the Dean nor the Selection Committee is obligated to reopen the application.

The School of Education at Southern Oregon University supports equal educational opportunity for all students and is committed to actively removing any barriers that artificially limit the personal development of women and minorities. If an otherwise qualified applicant feels that he or she experienced discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, or veteran status, he or she should contact the SOU Affirmative Action Officer at (541) 552-6223.

## ADMISSION CATEGORIES

**Full graduate admission** and **post baccalaureate admission** are the two admission categories for the Southern Oregon University MAT Program.

**FULL GRADUATE ADMISSION:** Full graduate admission (i.e., regular admission) is granted to students who meet or exceed all the admission criteria, have been interviewed, and have been granted admission by the MAT Program selection committee. *Note: Students who receive full admission are eligible for graduate level financial aid and certain types of scholarships are contingent upon full graduate admission.*

**POST BACCALAUREATE ADMISSION:** Post Baccalaureate Admission to the MAT Program may be granted under the following provision:

**Grade Point Below 3.0:** An otherwise fully qualified candidate whose grade point average in the most recent 90 quarter OR 60 semester hours of undergraduate coursework falls below a 3.0 **may**, at the discretion of the MAT Program Selection Committee, be granted post baccalaureate admission to the MAT Program under the provisions of "Alternate Admission Procedure" (SOU Catalog). In order to be eligible for this admission category, students must submit with their application a letter requesting such an exception, must explain any extenuating circumstances for the low GPA, and must give evidence to support their belief that they will be able to maintain at least a 3.0 GPA in a graduate level program.

If a person receives post baccalaureate admission, this student must complete the first term coursework with a grade of "B-" or better in each course in order to continue in the MAT Program. Once the student completes the first term successfully, the student would be granted full graduate admission. If a person earns a grade of "C +" or lower in a course, the student with post baccalaureate status will be removed from the MAT Program.

*Note: Students who receive post baccalaureate admission are eligible for undergraduate level financial aid only and may not be eligible for certain types of scholarships. If a student successfully completes the first term (as stated above), full admission will be granted and the student will be eligible for graduate level financial aid.*

**PROVISIONAL STATUS - Provisional status is not an admission category.** Provisional status means that the admission committee was impressed by a candidate's qualifications and will grant the candidate full graduate admission or post baccalaureate admission once the candidate fulfills the specific provisions listed below.

**Baccalaureate Degree:** An otherwise qualified applicant who has not yet completed the baccalaureate degree may be granted provisional status if that degree will be successfully completed by the start of the MAT Program and if the individual's grade point average remains at an acceptable level.

**Course Prerequisites:** An otherwise qualified applicant who has not yet completed all the coursework prerequisites may be granted provisional status if it appears the coursework will be successfully completed by the start of the MAT Program.

**Test Requirements:** An otherwise qualified applicant who has not yet completed all the testing requirements may be granted provisional status if it appears the testing will be successfully completed by the April 15<sup>th</sup> deadline.

**Other:** A student must submit with the application a letter requesting "provisional status" for any other unique circumstances.

*Note:* Since provisional status is not an admission category, students granted provisional status are not eligible for any financial aid or scholarships linked to the MAT Program. Once a student fulfills the provisions and is granted full graduate admission or post baccalaureate admission, then the student would be eligible for financial aid and certain types of scholarships.

**Please make copies of the completed application for your personal records.  
The School of Education will NOT be able to provide you with copies.**