How to Apply to the Accelerated Admissions (AA) Programs in the Reich College of Education

Before You Apply

1. **Program of Study:** Meet with the program director of the program you would like to complete to determine a tentative plan of study. If you are unsure who the program director is, please contact Rebekah Saylors (saylorsrw@appstate.edu).

2. **Nomination Form:** Your AA program director will give you the AA nomination form. Please meet with your undergraduate advisor to discuss the tentative plan of study and sign the nomination form. Return the nomination form to your AA program director for signature. After he/she has signed the nomination form, either take a photo of the form with your phone or scan. Email the digital copy to your AA program director, Victoria Carlberg (carlbergvs@appstate.edu), and Rebekah Saylors (saylorsrw@appstate.edu) with the following message: Attach is my nomination form for the (elementary, middle grades, reading, special education) program. I will begin graduate classes in Fall/Spring/Summer I 20XX. I will transition to a full-time graduate student Fall/Spring/Summer I 20XX.

3. **Resume:** You will need an up-to-date copy of your resume. Learn more for best practices of developing a strong resume.

4. **References:** The AA application process is the graduate school application process. Part of this process includes three references. Because you are continuing your education, academic references (i.e. your professors) would be best; however, because you are an education major, your cooperating teacher/site coordinator from your field experience, employer, or academic mentor would be appropriate as well. The most important step when selecting someone to be a reference is to **ASK!** Ask if they have the time; Ask if they feel they know you well enough to be a reference; and Ask if they have not been asked by everyone else.

Please note that graduate coursework taken as an undergraduate student at Appalachian during the Accelerated Admissions program can only be applied to graduate programs here at Appalachian and may not be transferrable to another university. Other graduate schools do not generally accept any transfer courses that were already counted toward another degree. Only courses with a grade of B or better will be applied to the graduate program of study.

**Deadlines**

- November 1st for Spring Semester start
- April 1st for Summer I start

**After Submitting Your Application**

- You will be notified via email if you have been cleared for graduate level course registration within 3 to 5 days of submitting the online graduate application. Graduate program directors will be copied on the approval email.

The GRE test scores requirement will be removed as an incomplete application once you have registered for a graduate level course.
Submitting Your Application

Go to graduate.appstate.edu.
→ Click Prospective Student (top tab)
→ Click How to Apply (left side)
→ Click Applying – Accelerated Admissions (left side)
→ Click highlighted Admissions Portal link

Be sure to review this page thoroughly!
Create an application

→ Select the second option: Click HERE if you want to apply for graduate admission Summer 2018, Fall 2018, or beyond.

→ Select Create an Account under First Time Users
You will receive a PIN via email (the one you initially listed). Enter that PIN Number

Click Start New Application
→ Complete Personal Background information

→ Complete Residency Information
Complete Emergency Contact Information
→ Click “Add Institution” for each institution you have attended. Official transcripts from all colleges or universities from which you have earned a degree (other than Appalachian) and from any schools where you have completed non-degree graduate coursework during the past five years are required. (The Graduate School will pull your Appalachian transcript.)
Complete as applicable, i.e. if you changed your name or attended early college.

Complete your Employment Information – DO NOT LIST Student Employment here.
Complete other activities as applicable – LIST Student Employment HERE

Read and answer the following questions. For each YES response below, you are required to provide a statement outlining the circumstances.
→ Complete Military Tuition Benefit as applicable.

For Applicant Type, select “I am currently enrolled as an undergraduate student”.
Select “Undergraduate degree-seeking student”.

Select “degree-seeking”.
Select “On Campus”.

Select “Masters”.

[Image of webpage showing program information for on-campus and masters programs.]
→ For your intended major, select your graduate major (elementary education, middle grades education, reading education, or special education).

→ Select the appropriate program (example elementary education).
Select the appropriate program (example middle grades education).

Select the appropriate program (example reading education).
Select the appropriate program (example special education).
For term of entry, select your term of entry as the term directly following your student teaching semester. For example, if you student teach Fall 2018, select Spring 2019 as your term of entry. If you student teach Spring 2020, select Summer I 2020 as your term of entry.
Upload your resume. Please contact Rebekah Saylors (saylorsrw@appstate.edu) for the letter to upload for proof of licensure.
→ Select “Add Recommender” and complete the contact information for each reference you include.

REMINDER: you need three (3) references!
Accelerated Admission students will not be required to submit GRE scores; however, GRE scores are highly recommended if a student anticipates attaining an undergraduate GPA greater than 3.6 and wants to be considered for graduate fellowships, which do require test scores. GRE scores can be submitted at any time during the senior year prior to March 10th. Please note that some programs may still require test scores for admission. Contact the respective graduate program director to find out what that graduate program requires.
If you select “yes” to be considered for scholarships offered through the graduate school, you will have to submit GRE scores.

Type your name for signature.
Review your application for any missing information.
This is an example of the email your references will receive.

This is an example of the form your references will complete.