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, bring your form to Rebekah Saylors (COE Office 504 D). She will forward the form on to Victoria Carlberg in the Graduate School.

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 semester 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, as long as you have 90 earned hours and a 3.4 GPA or higher. Graduate program directors will be copied on the approval email.

The GRE test scores requirement will be removed as an incomplete application element 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.

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[Image of the webpage with Community Standards section]

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[Image of the webpage with Other Activities section]
→ 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 "Undergraduate degree-seeking student".

Select "degree-seeking".
→ Select "On Campus".

→ Select "Masters".
→ 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 you will take your first graduate level course.

Upload your resume. Please contact Rebekah Sylors (sylorsrw@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.
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.

After reviewing your application and correcting any missing information, click Submit Application. There is a $65 application fee that cannot be waived.
This is an example of the email your references will receive.

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