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**Master of Arts in Education (MAE)**

Applicants with a GPA below a 3.0 may choose from the following options:

- Option Four:** The submission of a **Portfolio of Evidence** that shows adequate preparation for graduate studies. The portfolio must contain *ALL* of the following, in an electronic (PDF) formatted file submitted to your Enrollment Coach.
  - ✓ Writing samples that show graduate-level communication and analytical skills (at least two). For example, a graded paper from a prior course, a publication, or other peer reviewed writing sample.
  - ✓ A detailed resume showing professional development and achievements, awards, and/or professional recognition.
  - ✓ Letters of reference, at least two, beyond what was submitted for admission, from persons who can attest to the applicant's ability to do graduate-level work. For example, recommendation(s) from a faculty person (not a neighbor or friend). A letter from a work supervisor is acceptable, but it should not be the only letter submitted.
  - ✓ A letter of explanation detailing the reasons the applicant believes he/she is a good candidate for graduate study in the discipline requested. For example, why the GPA was below the expected standard.

***GRADUATE ADMISSION COMMITTEE (GAC)***

The **Graduate Admission Committee (GAC)** may contact the applicant if clarification is needed on any submitted documents. If the portfolio meets approval of the GAC a decision is made. The decision of the GAC will be final.

- The portfolio **MUST** be complete before submitting to the Enrollment Coach. If it is not complete, it will not meet the approval of the committee
- Be sure to keep copies of your portfolio as they will not be returned
- You will be notified by letter of the decision of your **Application for Portfolio of Evidence**

*Please allow two to three weeks for review*

***APPLICATION INFORMATION***

Student ID:

Name:    
*Last* *First*

Academic Program:  Campus:

Email Address:  Phone:

***AUTHORIZATION***

By submitting the *Application for Portfolio Evaluation* for admission, I certify that I am the individual identified on this form. I have read and understand the requirements listed above for the submission of my Portfolio. If the Portfolio is not complete or not in the required PDF format, this will delay the admission decision. I authorize my Enrollment Coach to process this form.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** Digital signature is acceptable if form is submitted via the email address listed on your application for admission