



**COVENANT**  
COLLEGE

GRADUATE SCHOOL OF EDUCATION

## **MASTER OF EDUCATION IN EDUCATIONAL LEADERSHIP**

## **MASTER OF EDUCATION IN INTEGRATED CURRICULUM AND INSTRUCTION**



### **GRADUATE APPLICATION FOR ADMISSION**

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Application to the Master of Education program is accepted on or before April 1, 2017. **The application fee is waived for all applications postmarked by February 1, 2017.** To qualify for the waiver, the application form, references, academic writing sample, and statement of faith must be submitted.

Application for financial aid may be made upon admission to the Master of Education program. The financial aid application must be submitted on or before March 15 for priority consideration; however, financial aid awards are processed on a rolling basis. See enclosed materials for details.

Upon acceptance into the program, students will be provided additional information about registration and financial aid. Registration for course work may be submitted between February 15 and April 15.

## **GRADUATE GENERAL INFORMATION AND ADMISSIONS REQUIREMENTS**

### Admissions Requirements (see catalog)

1. Hold a baccalaureate degree from a regionally-accredited college or university.
2. Have earned a grade point average of 3.0 for the last 60 semester hours of undergraduate study. Graduate coursework will be considered if a degree was not earned but the cumulative GPA was 3.0 or higher for a minimum of 15 semester hours.
3. Have completed at least 15 semester hours of undergraduate coursework in education. Evidence of five years of verified experience in professional education may be substituted for the required coursework in education.
4. Have taught for one or more years. (Application may be submitted during the first year of teaching.) If the experience was in a home rather than a school setting, the applicant will be considered for provisional admission.
5. Hold to a profession of faith in Jesus Christ as Lord and Savior as evidenced in a written statement of faith.
6. Official transcripts of all undergraduate and graduate coursework.
7. Two professional recommendations.
8. Demonstrate academic capability as evidenced in a written academic paper. The academic paper must be a minimum of five pages, in academic form, and include appropriate citations. The paper will be examined for coherence of thought, organization, spelling and punctuation.
9. GRE score report (within the last five years). Score report should be submitted to Covenant College (code 6124).

Applicants, who have already completed graduate work at a regionally accredited institution with a grade of at least “B” and took the Miller Analogies Test (MAT) for admission to that graduate degree program, may submit MAT scores. The MAT must have been taken within five years of the date of application to Covenant.

Applicants already having completed a master’s degree are exempt from the GRE. Official transcripts verifying the master’s degree must be submitted.

10. Applicants not working in a school situation (teaching or administration) must submit a letter of cooperation from a school administrator verifying access to a school situation so that graduate course assignments may be completed.
11. International Student Certification of Finances and transcript analysis must be submitted by international applicants. See Admissions Procedure for International Students section of the catalog.
12. The Test of English as a Foreign Language (TOEFL) is required for international students whose native language is not English. A minimum score of 550 (paper-based exam) or 213 (computer-based exam) or 80 (internet-based exam) is required. An official score report should be submitted to Covenant College (code 6124). Information about the TOEFL may be obtained from the Educational Testing Service, Box 899, Princeton, NJ 08540, USA or [www.ets.org/toefl](http://www.ets.org/toefl).
13. A \$50 non-refundable application fee with the check made payable to Covenant College. The application fee is waived for all application packets postmarked by February 1, 2016. To

qualify for the waiver, include the application form, references, academic writing sample, and statement of faith.

### General Information

1. Regular student status is required for degree completion.
2. A minimum cumulative grade point average of 3.0 on a 4.0 scale must be maintained throughout the course of the program. Only one course with the grade of C will be applied to graduation requirements. All course work applied toward the degree must be completed within six years of the graduation date.
3. The Tuition Reduction Plan offers an incentive for multiple educators from the same school who participate in the Master of Education Program. The details of the plan include adjustment in tuition at the following rates:
  - a. 10% reduction for individuals with two students enrolled from the same school
  - b. 20% reduction for individuals with three students enrolled from the same school
  - c. 25% reduction for individuals with four or more students enrolled from the same school
  - d. **The school administrator must submit an official letter listing participants in the Tuition Reduction Plan from his/her school after acceptance into the M.Ed. and prior to registration.** This letter must be submitted each academic year for eligible applicants to receive tuition reduction benefits. Upon receipt of registration forms and initial deposit, the tuition reduction will be applied to participants. It is the responsibility of the applicant to notify the school administrator of the plan and request the letter. See catalog, Tuition Reduction Plan, for additional details.

## **APPLICATION INSTRUCTIONS**

- The applicant is responsible for collecting all required application materials and submitting them in one packet, with the exception of official test scores and official transcripts. All application materials are to be mailed or emailed to Master of Education, Covenant College. Incomplete application documentation will delay the evaluation of your application.
- Applicants will be notified of receipt of the complete application packet. The admission evaluation will not begin without a complete application.
  1. Complete the application for admission.
  2. Reference forms. Follow instructions for completion of the forms. Note that referees mail completed reference forms in a sealed envelope to the applicant.
  3. GRE Requirement: The verbal and quantitative tests of the Graduate Record Exam (GRE) are **required** for admission. *Complete GRE Report Form and include with completed application packet.*

Official test scores and transcripts should be sent directly to the Master of

Education, Covenant College. The Educational Testing Service Institution code for Covenant College is Institution Code 6124.

4. Transcript Requirement: **Official transcripts from every college or university attended are required for admission.** Please have them sent directly to Master of Education, Covenant College.
  5. Course Transfer: Any course you would like to have considered for transfer credit requires completion of Transfer of Credit Form (enclosed). *Include Transfer of Credit form, if applicable, with completed application materials.*
  6. Academic Paper Requirement: An academic paper demonstrating your academic capability is required for admission. It may have been previously written, **must be a minimum of five pages, in academic form, and include appropriate citations.** The paper will be examined for coherence of thought, organization, spelling and punctuation. *Include paper with completed application.*
  7. Statement of Profession of Faith Requirement: A credible written profession of faith in Jesus Christ as Lord and Savior is required for admission. Suggested length is one page, typed. *Include statement of faith with completed application.*
- International Applicants:
    1. All international applicants must complete and submit the International Student Certification of Finances form. Evidence of financial support is evaluated prior to admission. Obtaining documentation and processing may take one to two months. This form is also available on our website: [www.med.covenant.edu](http://www.med.covenant.edu).
    2. International transcripts submitted for admission to the MED program must be evaluated and authenticated. The following organizations are reputable such that Covenant College will accept a course evaluation (to award college credit on a course-by-course basis) and a degree confirmation. All are well established and have different fee structures and time lines of services so the applicant may select the organization they prefer to utilize. See catalog or website for additional details: <http://med.covenant.edu/admForms.php>.
    3. The Test of English as a Foreign Language (TOEFL) is required for international students whose native language is not English. A minimum score of 540 (paper-based exam) or 207 (computer-based exam) or 76 (internet-based exam) is required. An official score report should be submitted to Covenant College (code 6124). Information about the TOEFL may be obtained from the Educational Testing Service, Box 899, Princeton, NJ 08540, USA or [www.ets.org/toefl](http://www.ets.org/toefl).
  - A \$50 non-refundable application fee with the check made payable to Covenant College, or payment may be made through PayPal. The application fee is waived for all application packets postmarked by February 1, 2016. To qualify for the waiver, include the application form, references, academic writing sample, and statement of faith

**Documents may be submitted by email or postal service.**

**Email:** [rebecca.dodson@covenant.edu](mailto:rebecca.dodson@covenant.edu)

**Postal service:** **Master of Education  
Covenant College  
14049 Scenic Highway  
Lookout Mountain, GA 30750**

**Telephone:** **706.419.1406  
800.677.3626**



# COVENANT COLLEGE

GRADUATE SCHOOL OF EDUCATION

## MASTER OF EDUCATION TUITION, FEES, AND PAYMENT, 2017-2018

Initial payment submitted with registration in the form of a non-refundable tuition deposit of \$500. The Covenant College Accounting Office accepts payments via e-check online, Master Card, Discover, check or cash, or PayPal for student accounts. A processing fee is assessed based on the payment method and amount of payment.

To make a payment online, visit [scots.covenant.edu/paystudentbill.html](http://scots.covenant.edu/paystudentbill.html) or go through your Banner account. Payment requires your Banner ID. Credit card payments must be received by 7:00 p.m. in order to be posted the next business day. Individuals receive a username, password, Banner ID, and email account upon acceptance as a student.

To make a payment by PayPal, visit [www.paypal.com](http://www.paypal.com). At the prompt for an email address, enter [med@covenant.edu](mailto:med@covenant.edu). Notification of payment takes 24-48 hours. Once the graduate office receives notification, your registration is processed.

**Tuition and fees are assessed on May 1 for all registrants and interest will be added on the last business day of the month at 4:00 pm on the unpaid balance (begins June 30).** Non on-line or credit card payments to student accounts should be sent directly to: Accounting Office, Covenant College, etc. Payments should be identified with student name and Banner ID.

**No student may register for additional courses until all previous financial commitments have been satisfied.**

### Tuition and Fees, 2017-2018:

#### General

Tuition per term per unit	\$624
Course Materials fee (per 3-unit course)	\$16
Technology fee (per 3-unit course)	\$25
Student activity fee (per 3-unit course)	\$32
Application fee (non-refundable, payable once)	\$50

#### Housing

Room per week (7 days, amount subject to change) \$140-335 per week depending on housing option  
(Housing options and price information will be available at the time of registration.)

Note: Payment for housing is made at the start of the on-campus session.

#### Special

ScotsCard, new and replacement	\$15
Late registration	\$100
Graduation fee, third year students only	\$135
Course change fee	\$15
(On April 16 and following, each course change is subject to fee.)	
Continuation fee	\$500
(Applicable when program extends beyond six-year limit.)	

#### Summary of Tuition and Fees for the Term

Total semester hours:	9	X	\$624	=	\$5616
Course Materials Fee: (per 3-unit course)	3	X	\$16	=	\$48
Student activity fee: (per 3 unit course)	3	X	\$32	=	\$96
Technology fee: (per 3-unit course)	3	X	\$25	=	\$75
			<b>TOTAL</b>		<b>\$5835</b>

**Non-refundable tuition deposit due at registration      \$500**

**Amount remaining**

**\$5335**

Grant or financial aid awards may not be used for the initial tuition deposit. Any financial grants or loans received after date of registration will be credited to your account.

**Note:** Upon registration, a person is fully committed to payment for the total tuition associated with those courses. See Refund Policy in the catalog for details.



# COVENANT COLLEGE

GRADUATE SCHOOL OF EDUCATION

## 2017 APPLICATION FOR ADMISSION MASTER OF EDUCATION

**APPLICATION DEADLINE:** The MED office must receive application and accompanying documents on or before April 1, 2017 to be considered for admission for 2017. The application fee is waived for all application packets postmarked by February 1, 2017. To qualify for the waiver include the application form, references, academic paper, and statement of faith.

**(Please type or print legibly.)**

NAME \_\_\_\_\_

(Last)

(First)

(Middle)

(Preferred Name)

FULL LEGAL NAME \_\_\_\_\_

(Enter your name as it appears on your Social Security card)

Social Security #: \_\_\_\_\_

**NOTE:** Your application will be processed under the **Name** given above. If you were registered at any other institution under another name, please provide that name here: \_\_\_\_\_

1. Mailing address \_\_\_\_\_  
(Number & Street)

(City)

(State)

(Zip)

(Country)

2. School currently employed \_\_\_\_\_

School address \_\_\_\_\_

(Number & Street)

(City)

(State)

(Zip)

3. Email address and telephone numbers:

Primary email address: \_\_\_\_\_ Business phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Landline: \_\_\_\_\_

4. Position currently held (please be specific, i.e. teacher, 4th grade; principal, etc.): \_\_\_\_\_

Type of school; circle all that apply: *Christian, inner-city, private, public, classical, other:* \_\_\_\_\_

5. Citizenship (Check one):

US Citizen

Permanent Resident – If resident alien, attach copy of permanent visa.

Non-Resident Alien (Visa type \_\_\_\_\_)

6. Applying for admission as:  **regular student (degree completion)**

Anticipate enrolling as:

full time (at least 9 semester hours per year)

part time (6 or fewer semester hours per year)

**special student (non-degree completion)**

Anticipate enrolling as:

full time (at least 9 semester hours per year)

part time (6 or fewer semester hours per year)

7. Area of specialization. **Select ONE only:**

Educational Leadership

Integrated Curriculum and Instruction

Applying as special student

(indicate specialization interest for non-core courses)



8. Education History: Supply full information below regarding **all** undergraduate and graduate education completed. List each institution separately in chronological order, beginning with undergraduate institutions.

<u>Dates of Attendance</u> From To	<u>Institution &amp; Location</u>	<u>Department or Major</u>	<u>Degree Received</u>	<u>Date Awarded</u>

9. Record of Employment and Work Experience: Include work experiences in education. Please list each separately in chronological order, ending with the most recent. Include attachment if needed.

<u>Position Held</u> From To	<u>Institution &amp; Location</u>	<u>Title or Type of Work</u>

Is your current position: full-time \_\_\_; part-time \_\_\_\_\_? Please describe part-time position as to number of hours, specific subjects taught, and responsibilities:

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10. References: List name, official position, address and phone number of the persons asked to complete references.

<u>Name &amp; Title</u>	<u>Email Address</u>	<u>Phone</u>
	/	/( )
	/	/( )

**References:** Two professional references are required for application. Complete **Applicant Section** on reference forms. Send forms with reply envelope to two educators able to comment concerning your experience in education. These individuals may not be related to you. If you obtained reference forms from the website, please provide mailing envelopes to the references. **Completed forms are to be returned to you in the sealed reference envelope to be included in application materials submitted to Covenant College.**

11. Statement re: certification/licensure: Graduates of the Master of Education at Covenant College are eligible for a teaching or administrative certificate from the Association of Christian Schools International (ACSI).

Please note, the Educational Leadership specialization in the Master of Education is "state approved" by the Georgia Professional Standards Commission at the Tier 1 level. To qualify for the EL Tier 1 certificate, candidates must complete Georgia specific requirements such as GACE ethics and content assessments, and a course in the education of exceptional children. For details, please contact the Master of Education office.

The Integrated Curriculum and Instruction specialization in the Master of Education is not state approved and therefore will not lead to a license in any state.

*I, \_\_\_\_\_, understand that completion of Integrated Curriculum and Instruction, Master of Education at Covenant College will not result in the awarding of a certificate from the Georgia Professional Standards Commission.*

*Covenant College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools Commission on Colleges to award bachelors and master's degrees.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of signature

12. Application fee: Payment of \$50 non-refundable application fee is required. Please include check or money order payable to Covenant College with completed application. The fee may also be made through PayPal—www.paypal.com. Where indicated in PayPal, the appropriate email is [med@covenant.edu](mailto:med@covenant.edu). *The application fee is waived for all application packets postmarked by February 1, 2017. To qualify for the waiver, the packet must include the application form, references, academic paper, and statement of faith.*

**OPTIONAL INFORMATION**

Covenant College is asked to report applicant gender and ethnic origin data for numerous statistical reports. Response to these requests is optional. However, in addition to statistical reports, this information is helpful in decisions related to marketing and program development. This information will not be used in an admission decision with regard to the applicant.

- a) How did you first learn about the Master of Education at Covenant College?
- Received brochure about program
  - Referred by school administrator; name \_\_\_\_\_
  - Referred by MED student; name \_\_\_\_\_
  - Referred by MED graduate; name \_\_\_\_\_
  - Referred by Covenant College faculty or staff person
  - I was an undergraduate at Covenant
  - Advertisement
  - ACCS conference
  - ACSI conference
  - WWW
  - Other, please specify: \_\_\_\_\_
- b) Church affiliation? \_\_\_\_\_ PCA? \_\_\_\_\_ Are you a member of this church? yes \_\_\_\_\_ no \_\_\_\_\_
- c) Will you need campus housing during the on-campus session? \_\_\_yes \_\_\_no \_\_\_uncertain
- d) Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- e) Sex:  Female  Male
- f) Ethnic Background :
1. Are you Hispanic or Latino?
    - Yes  No
  2. What is your ethnicity?
    - Undeclared
    - American Indian or Alaskan Native
    - Black or African American
    - Hispanic
    - Latino
    - Native Hawaiian/Pacific Islander
    - Asian
    - White
    - Asian/Pacific Islander
    - Other: two or more races
- g) Marital status:  Single  Married  Separated  Divorced
- h) Have any of the following attended Covenant?
- Spouse: name: \_\_\_\_\_
  - Father: name: \_\_\_\_\_
  - Mother: name: \_\_\_\_\_
  - Sibling: name: \_\_\_\_\_
  - Child: name: \_\_\_\_\_

**CONCLUSION:**

*I hereby make application to Covenant College and certify the truthfulness of the answers given herein. I understand that I am responsible for arranging the forwarding of official transcripts of all colleges and universities I have attended and official score reports. Such documents become the property of Covenant College and will not be returned to me.*

\_\_\_\_\_  
Applicant's signature: Full legal name

\_\_\_\_\_  
Date

***Please review application form for errors and omissions, enclose the \$50.00 application fee and all required materials, and mail to Graduate School of Education, Master of Education, Covenant College, 14049 Scenic Highway, Lookout Mountain, GA 30750 (mailer provided).***



Covenant College does not discriminate on the basis of race, color, national origin, age or disability in its educational programs or activities, including admission and employment. It does not discriminate on the basis of gender in the educational programs or activities it operates, including admission and employment, except as required by the ordination policies of the Presbyterian Church in America (a corporation).



**GRADUATE SCHOOL OF EDUCATION  
MASTER OF EDUCATION  
COVENANT COLLEGE**

14049 Scenic Highway, Lookout Mountain, Georgia 30750  
706.419.1406 800.677.3626 [www.med.covenant.edu](http://www.med.covenant.edu) [med@covenant.edu](mailto:med@covenant.edu)

Dr. Jim Drexler, Dean of the Graduate School of Education  
Mrs. Rebecca Dodson, Associate Dean of the Graduate School of Education  
Mrs. Meredith Tudor, Assistant to the Education Department

9/2016:revision:Master of Education Program,Packets,Application,ApplicationForm



**COVENANT  
COLLEGE**

GRADUATE SCHOOL OF EDUCATION

**MASTER OF EDUCATION**

**ACADEMIC REFERENCE**

**Applicant: Please complete the top section of this form before distributing to reference.**

**Name of Applicant** \_\_\_\_\_

*Last*

*First*

*Middle or Maiden*

**Specialization** (indicate one ✓):

\_\_\_\_\_ Educational Leadership

\_\_\_\_\_ Integrated Curriculum and Instruction

**Name of reference** (please print): \_\_\_\_\_

This letter of recommendation will be maintained in confidence by the Graduate School of Education, Covenant College for admissions consideration. Under the federal Family Education Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. You may waive your right to access these records and recommendations or not. Please mark the appropriate box below and complete the date and signature lines.

\_\_\_\_\_ I waive my right to review this reference.      \_\_\_\_\_ I do not waive my right to review this reference.

You may also grant permission for a representative of the Master of Education Program to contact the reference directly concerning this recommendation.

\_\_\_\_\_ I grant permission for contact.      \_\_\_\_\_ I do not grant permission for contact.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**Reference: Please complete the remainder of this form and return to the applicant in the envelope provided.**

The applicant named above is applying for admission to the Master of Education at Covenant College in the specialization noted. Please fill in the requested information as you feel qualified. Upon completion of this form, please **return it to the applicant in the envelope provided**. Thank you for participating in this important phase of the applicant's life.

1. How long have you known the applicant? \_\_\_\_\_ In what capacity and how well have you known the applicant?

2. What are the applicant's strengths and special abilities?

3. List areas in which you feel the applicant may need help academically.





**COVENANT  
COLLEGE**

GRADUATE SCHOOL OF EDUCATION

**MASTER OF EDUCATION  
GRE REPORT FORM**

Applicant: Graduate Record Examination (GRE) scores on the General Test obtained within the last five years are required for admission. Official score reports should be sent to the college (code 6124).

Applicants who have completed graduate work at a regionally accredited institution other than the Master of Education program at Covenant with a grade of at least B, may submit official Miller Analogies Test scores in lieu of GRE scores. MAT scores must be within five years of the date of application to the Master of Education.

Applicants who have already completed a master's degree are exempt from submitting GRE scores.

For additional information re: the GRE, see [www.gre.org](http://www.gre.org).

***Please complete the information below and include this form with your application.***

\_\_\_\_ I took the GRE test on: \_\_\_\_\_ and have requested that my official score report be sent to the Graduate School of Education, Covenant College (code 6124).

\_\_\_\_ I have not yet taken the GRE. I am registered to take the GRE on: \_\_\_\_\_

\_\_\_\_ I have completed graduate work at an institution which accepted the MAT. I have requested that my official MAT score report be sent to the Graduate School of Education, Covenant College, as well as official transcripts from the institution where graduate work was completed. Scores must be within five years of application to the M.Ed.

\_\_\_\_ I am exempt from the GRE since I have completed a master's degree. An official transcript has been requested to verify completion of the master's degree.

Signature \_\_\_\_\_

14049 Scenic Highway, Lookout Mountain, Georgia 30750  
T. 800.677.3626 F. 706.419.1480 E. [rebecca.dodson@covenant.edu](mailto:rebecca.dodson@covenant.edu) W. [www.med.covenant.edu](http://www.med.covenant.edu)



**COVENANT  
COLLEGE**

GRADUATE SCHOOL OF EDUCATION

**MASTER OF EDUCATION  
TRANSFER OF CREDIT**

Individuals seeking transfer of credit should note the following policy from the catalog of the Graduate School of Education.

*Graduate work completed at other regionally-accredited institutions may be accepted in partial fulfillment of the requirements for the Master of Education degree at Covenant College subject to the following conditions:*

1. *Transfer credit will not be allowed for any course in which the grade received was lower than a B.*
2. *No more than six hours of transfer graduate-level credit may be applied toward the Master of Education degree.*
3. *Any course transferred and applied toward the degree must have been taken within six years of the graduation date.*
4. *Transfer course work will be evaluated in terms of level, context, quality, comparability, and degree relevance by the appropriate professor and the Dean of Education.*
5. *Any graduate work undertaken at another institution after admission to the Master of Education at Covenant College must be approved in advance by the Dean of the Graduate School of Education.*

Name: \_\_\_\_\_

1. Requesting transfer credit for MED course # and name: \_\_\_\_\_  
\_\_\_\_\_

2. Course # and name of course being transferred: \_\_\_\_\_  
\_\_\_\_\_. Please attach course syllabus. Request official transcript of this course be sent to Master of Education, Covenant College, 14049 Scenic Highway, Lookout Mountain, GA 30750

Signature: \_\_\_\_\_ Date of request: \_\_\_\_\_

**Submit completed form to:**

- Rebecca Dodson, Associate Dean, Master of Education, Covenant College, 14049 Scenic Highway, Lookout Mountain, GA 30750.  
OR
- [rebecca.dodson@covenant.edu](mailto:rebecca.dodson@covenant.edu)

14049 Scenic Highway, Lookout Mountain, Georgia 30750  
T. 800.677.3626 F. 706.419.1480 E. [rebecca.dodson@covenant.edu](mailto:rebecca.dodson@covenant.edu) W. [www.med.covenant.edu](http://www.med.covenant.edu)



# COVENANT COLLEGE

GRADUATE SCHOOL OF EDUCATION

## MASTER OF EDUCATION FINANCIAL AID INFORMATION 2017-2018

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A student must be accepted and registered in the Master of Education for a minimum of six credit hours to be considered for financial assistance. All financial assistance (with the exception of the Church Scholarship Promise and Tuition Reduction Plan) is based on financial need. Covenant College uses the standard federal calculations to determine financial need. Available funds include:

### ***Master of Education Grant***

This grant ranges from \$500-2000. It is based on financial need and **priority consideration is given to those who submit their financial aid application on or before March 15. However, awards are made on a rolling basis.**

### ***Church Scholarship Promise***

This grant is given to students who are members of churches who gave according to the askings level of the college for the *previous* calendar year. Church membership must be verified on the Master of Education Covenant Application for Aid.

### **The awards for the incoming class of 2016 are:**

- **\$10 giving level = 12.8% of tuition**
- **\$20 giving level = 12.8% of tuition plus \$85**
- **\$30 giving level = 12.8% of tuition plus \$170**
- **\$40 giving level = 12.8% of tuition plus \$255**

*The student must be a member of his/her home church **by December 31** of the year preceding the student's matriculation in order to obtain the award. Student eligibility will always be based on church membership at that time. **Membership must be indicated at the time of admission.***

### ***Tuition Grant Plan – M.Ed. Multiple School Discount***

A grant to each student is available for schools that send more than one educator to the M.Ed. Adjustments in tuition are available at the following rates:

1. 10% tuition grant for schools with two students enrolled
2. 20% tuition grant for schools with three students enrolled
3. 25% tuition grant for schools with four or more students enrolled

This program applies to tuition only. For additional details contact the Master of Education Office.

### ***Federal Unsubsidized Stafford Loan – the Subsidized Stafford Loan is no longer available for students in a graduate program***

*These loans are not need based and can range from \$500 to the total cost of the program, which includes room and board expenses during the on-campus session. Loans will be processed electronically through the Financial Aid Office. For this loan, because it is not subsidized, the interest is active from the beginning and must be paid either quarterly or capitalized (added to the loan principle). The interest rate for the unsubsidized Stafford Loan is 5.84%.*



## DIRECTIONS TO FOLLOW TO BE CONSIDERED FOR FINANCIAL AID

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1. A financial aid packet is included with course registration information or it may be requested from the Financial Aid Office (after acceptance into the program). Enrollment in the Master of Education in 2017 will be considered to be in the 2017/2018 aid year. Instructions for completing the 2017/2018 Free Application for Federal Student Aid (FAFSA) on the Web are found on the Covenant College Financial Aid Application. **The application may be completed as early as October 2016. You may download the 2015 tax data directly into the FAFSA using the IRS Data Retrieval Tool while completing the FAFSA.** This may eliminate your being chosen for verification and if you are chosen, will shorten that process for you.
2. The Covenant Financial Aid application and the Employee Reimbursement form should be completed and returned to the Master of Education office along with other registration materials.

These forms must arrive at Covenant College on or before *March 15* for priority consideration for financial aid. Plan to complete your FAFSA on the Web at least one week prior to the priority deadline.

3. Financial aid applicants meeting the March 15 deadline will be notified by April 15 of their award. Typically notification is given within seven business days.
4. If, after financial aid is disbursed, a balance remains on the applicant's account, the balance can be financed by Covenant; however, please be aware that a 1.17% finance charge will be applied to the unpaid balance at the end of each month. In addition, the balance needs to be paid before you can register for the MEd program in the following year.

When all financial aid paperwork has been received and the award has been completed, the Financial Aid office will contact the student through email that the award is available to view/accept on the Banner web site. Typically financial aid applications are processed within seven business days. Loans will be disbursed electronically to Covenant and then disbursed onto the student's account, once the loan is processed and the enrollment period begins. The Financial Aid office will email the student that the disbursement was made. If this causes a credit balance on the account, the student may request a check for the balance on the account. If a check is requested at the time of the on-campus session, students will need to have cash available to take care of living expenses until the credit refund is received. No credit balance check can be sent before the first day of enrollment, which would be May 1, 2016. This is a federal regulation.

If the student has had a previous student loan on which payment is currently being made, the loan may be deferred while enrolled at Covenant, at least half time (six credits). The lender should be able to check the National Database for enrollment information. If the lender requires enrollment certification to defer the loan, the student may request enrollment certification from the Office of Records.

NOTE: Please be aware that the college provides electronic statements only; students will be notified through their Covenant e-mail of any account balance. It is the responsibility of the student to review their account through Banner, the campus information system. Students are assigned a Banner ID number and Covenant e-mail address when accepted as a student to Covenant College. More detailed information regarding managing accounts and services through Banner is provided in the registration packet.

## 2017-2018 International Student Certification of Finances Guidelines

Please read prior to completing this form.

The purpose of the *Certification of Finances* is to help colleges and universities obtain complete and accurate information about the funds available to international applicants who want to study in the United States. Strict government regulations, rising education costs and economic conditions have made verifying the financial resources of international applicants essential. Institutions do not have the option of deciding whether to verify the financial resources of their international applicants; financial verification must be made prior to institutional issuance of a Certificate of Eligibility (Form I-20 or DS-2019).

This form is designed to standardize financial information provided by applicants to colleges, universities and U.S. consuls. By completing this form and returning it to the college or university requiring it, an applicant, if admitted, may obtain that college's authorization and issuance of a Certificate of Eligibility (Form I-20 or DS-2019). If parents and/or sponsors are unable to obtain a bank official's verification, it is recommended that institutions forward a copy of the International Student Financial Aid Application to the family for completion. The institution should attach a copy of this certification to the Certificate of Eligibility. U.S. consuls scrutinize the statements of financial resources given by nonimmigrant visa applicants. This certification will help such officials make their decisions and expedite visa issuance.

**Return this form directly to the college that provided or requested it. Do not send it to the College Board.**

The space below is for optional use by issuing institutions for listing student's expected annual budget.

### International Student Certification of Finances (ISCF) Form, 2017 MEd Session

Please complete the relevant sections of the ISCF Form to designate the sources of funds to cover your expected expenses for the 2017 M.Ed. session. **Note: Since students pay all transportation expenses themselves, and are in the U.S. for only one month in the summer, there is no need to answer questions 13-17.** Assurance of funds is required for an I-20 can be approved.

<u>Estimated Annual Expenses</u>	<u>Summer 2016</u>
Tuition (9 hrs @ \$624/hr) and Fees	\$5616
Living Expense (room and board)	\$235
Other – Transportation	\$950
--Books and supplies	\$2000
--Miscellaneous, personal	\$750
	\$700
TOTAL	\$10,251
<u>Outside Expenses to Expect, but not paid to Covenant:</u>	
U.S. Visa	\$250?
International Insurance	?
Transcript Evaluation	\$250?

Go to RBRCOMP for future years budgets.

Records/INS/International Certification of Finances Gguidelines Form.xlsx 09/11/2015

<p><b>1. YOUR NAME</b> Mr. _____ Ms. _____ Mrs. _____ Miss _____ (Circle one)</p> <p style="text-align: center;">FAMILY (surname)                      GIVEN (first)                      MIDDLE</p> <p><b>2. PERMANENT ADDRESS</b> _____</p> <p><b>3. MAILING ADDRESS</b> (If different from above) _____</p>	<p><b>4. DATE OF BIRTH</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">MONTH</td> <td style="width: 33%;">DAY</td> <td style="width: 33%;">YEAR</td> </tr> </table> <p><b>5. PLACE OF BIRTH (country)</b> _____</p> <p><b>6. COUNTRY OF CITIZENSHIP</b> _____</p>	MONTH	DAY	YEAR	<p><b>7. EXPECTED VISA TYPE</b></p> <p><input type="checkbox"/> F-1 <input type="checkbox"/> F-2 <input type="checkbox"/> J-1 <input type="checkbox"/> J-2 <input type="checkbox"/> G-1 <input type="checkbox"/> G-2 <input type="checkbox"/> G-3 <input type="checkbox"/> G-4 <input type="checkbox"/> H Other (specify) _____</p>
MONTH	DAY	YEAR			

**8.** Enter the expected amount of annual support from the sources listed below. Enter amounts in U.S. dollars. Please PRINT all entries. Use an additional sheet of paper for explanations, if necessary.

STUDENT'S SOURCES OF FUNDS	ASSURED SUPPORT	PROJECTED SUPPORT			
	2017-18	2018-19	2019-20	2020-21	
<b>8a. PERSONAL OR FAMILY SAVINGS</b>					
<p style="text-align: center;">NAME OF BANK</p> <p><b>A bank official's signature is required on the certification if the student is partially or totally supported by personal savings.</b></p>					
<b>8b. PARENTS</b>					
<p><b>Money available from sources other than savings.</b></p> <p>FATHER'S NAME _____</p> <p>MOTHER'S NAME _____</p> <p><b>Please describe the source:</b> _____</p>					
<b>8c. SPONSORS</b>					
<p><b>Money available from sources other than parents.</b></p> <p>SPONSOR'S NAME _____</p> <p>SPONSOR'S NAME _____</p> <p><b>Please describe the source:</b> _____</p>					
<b>8d. YOUR GOVERNMENT</b>					
<p>NAME OF AGENCY _____</p> <p><b>Enclose a signed copy of your letter of award with this form.</b></p>					
<b>TOTAL &gt;</b>	\$	\$	\$	\$	

**9. OFFICIAL CERTIFICATION OF SOURCES OF FUNDS AND AMOUNTS**

This is to certify that I have read the information furnished by the applicant on this form, that it is a true and accurate statement, and that the funds are available and will be provided as indicated.

SIGNATURE OF BANK OFFICIAL \_\_\_\_\_

TITLE \_\_\_\_\_

NAME OF BANK \_\_\_\_\_

ADDRESS OF BANK \_\_\_\_\_

DATE \_\_\_\_\_

**Parent's signature is required** (see certification statement above).

SIGNATURE OF PARENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_

**Sponsor's signature is required** (see certification statement above).

SIGNATURE OF SPONSOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

RELATIONSHIP OF SPONSOR TO STUDENT \_\_\_\_\_

DATE \_\_\_\_\_

**10.** What is the present exchange rate of your country's currency to the U.S. dollar (for example, 3,100 pesos = \$1)? \_\_\_\_\_ = \$1

**11.** Does your government currently impose restrictions on exchange and release of funds for study in the U.S.?  Yes  No **If YES, describe restrictions.** \_\_\_\_\_

**12.** Do you have a source for emergency funds once you arrive in the U.S.?  Yes  No **If YES, name source.** \_\_\_\_\_  
Amount available in U.S. dollars \$ \_\_\_\_\_

**13.** How will you pay for your transportation to the U.S.? \_\_\_\_\_

**14.** What is the total amount of money you expect to have when you arrive at this institution? . . . . U.S. \$ \_\_\_\_\_

**15.** Do you plan to remain in the U.S. during the summer? Yes  No

**16.** If remaining in the U.S., do you plan to attend summer school? . . . . . Yes  No

**17.** What are the sources and amounts of support available to you during the summer? AMOUNT

SOURCES: \_\_\_\_\_ U.S. \$ \_\_\_\_\_

\_\_\_\_\_ U.S. \$ \_\_\_\_\_

\_\_\_\_\_ U.S. \$ \_\_\_\_\_

\_\_\_\_\_ U.S. \$ \_\_\_\_\_

**18.** A CERTIFICATE OF ELIGIBILITY (Form I-20 or DS-2019) will not be authorized until this form is completed and returned to the institution to which you are applying. The institution will attach a copy of this form to your CERTIFICATE OF ELIGIBILITY. Both the form and certificate must be shown to the U.S. consul to obtain a visa.

I certify that the information on this form is true, correct and complete.  
I understand that any misrepresentation may be cause for refusing or revoking admission.

SIGNATURE OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICE USE ONLY**

SIGNATURE OF COLLEGE OFFICIAL \_\_\_\_\_ TITLE \_\_\_\_\_

NAME OF INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_



## COVENANT COLLEGE

GRADUATE SCHOOL OF EDUCATION

### INTERNATIONAL CREDENTIAL EVALUATION SERVICES

International transcripts submitted for admission to the Master of Education must be evaluated and authenticated. The following organizations are reputable such that Covenant College will accept a course evaluation (to award college credit on a course-by-course basis) and a degree confirmation. All are well established and have different fee structures and time lines of services so the applicant may select the organization they prefer to utilize.

#### **International Education Evaluations, Inc.**

<http://www.foreigntranscripts.com>  
Charlotte, NC  
704.772.0109

#### **Foreign Credentials Service of America**

<http://foreigncredentials.org/>  
Austin, TX  
512.469.4565

#### **Josef Silny & Associates**

<http://www.jsilny.com/>  
Miami, FL  
305.273.1616

#### **World Education Services**

<http://www.wes.org/>  
New York, NY  
212.966.6311

#### **Educational Credential Evaluators**

<https://www.ece.org/>  
Milwaukee, WI  
414.289.3400

#### **Global Credential Evaluators, Inc.**

<http://gceus.com/>  
Offices in Texas, Mississippi and Virginia  
800.707.0979 (TX)

#### **Transcript Research**

<http://transcriptresearch.com/>  
Office in Lancaster, PA and Dallas, TX  
214.810.1124



# COVENANT COLLEGE

GRADUATE SCHOOL OF EDUCATION

## MASTER OF EDUCATION APPLICATION CHECKLIST FOR SUBMISSIONS

Please include the following documents to apply for admission to the MEd:

1. \$50 application fee; checks should be made payable to Covenant College. Payment may also be made through PayPal.

**Note:** The application fee is waived for all application packets postmarked by February 1. To qualify for the waiver, include the application form, references, academic paper and statement of faith.

2. Application form
3. GRE report form
4. Written profession of faith in Jesus Christ as Lord and Savior
5. Two completed references in sealed envelopes
6. Academic paper
7. Transfer of Credit form, if applicable
8. Requested official transcripts of all undergraduate and graduate institutions attended.
9. If **not** employed as a teacher or administrator, a letter of cooperation from the administrator specifying access to the school and classrooms for implementation of MEd course assignments is required.
10. International applicants—have completed and submitted the Declaration and Certification of Finances form, requested transcript analysis, and proof of registration for or official score report requested, of TOEFL.

**Documents may be submitted by email or postal service.**

**Email:** [rebecca.dodson@covenant.edu](mailto:rebecca.dodson@covenant.edu)

**Postal service:** Master of Education  
Covenant College  
14049 Scenic Highway  
Lookout Mountain, GA 30750

**Course Sequence Chart for 2017**  
**Graduate School of Education (GSE)**  
**Educational Leadership (EL)**  
**Integrated Curriculum and Instruction (ICI)**  
**&**  
**Master of Arts in Teaching, 2017 Summer Term**

Courses are designated Core, EL, or ICI, or MAT.

	<b>Week 1</b> <b>June 26-30, 2017</b>	<b>Week 2</b> <b>July 3-7, 2017</b>	<b>Week 3</b> <b>July 10-14, 2017</b>
<b>Year One</b>	<p><b>EDU 510</b>--Foundations for Cur Development (MAT)</p> <p><b>EDU 610</b>--Foundations for Cur Development (MED Core)</p> <p>Professor Kaufmann <b>B-120-122 (smart)</b></p> <p>[note: GSE chapel held in chapel S-215]</p>	<p><b>EDU 540</b>--Nature and Needs of Adolescent Learners (MAT) Professor Donaldson <b>B-118 (smart)</b></p> <p><b>EDU 620</b>--Introduction to Research (MED Core)</p> <p>Professor Horton <b>M-160 (smart)</b> <b>M-150 (lab)</b></p>	<p><b>EDU 520</b>--Introduction to Research (MAT) Professor Hall <b>M-160 (smart)</b> <b>M-150 (lab)</b></p> <p><b>EDU 720</b>--Organizational Leadership (EL) Professor Eames <b>B-214 (smart)</b></p> <p><b>EDU 712</b>--Shaping School Curriculum K-12 (ICI) Professor Young <b>B-122 (smart)</b></p>
<b>Year Two</b>	<p><b>EDU 630</b>--Learning Theory Applied to Teaching (CORE)</p> <p>Professor Beckman <b>B-118 (smart)</b></p>	<p><b>EDU 725</b>--Development of Personnel (EL) Professor Drexler <b>B-120 (smart)</b></p> <p><b>EDU 730</b>--Implementing Instructional Strategies (ICI) Professor Young <b>B-212 (smart; smart board)</b> <b>B-209 (language lab)</b></p>	<p><b>EDU 745</b>--School Law, Standards, and Policy (EL) Professor Ferguson <b>B-120 (smart)</b></p> <p><b>EDU 735</b>--Integrative Approaches to Curriculum (ICI) Professor Pennington <b>B-114 (smart)</b></p>
<b>Year Three</b>	<p><b>EDU 760</b>--School Business Management (EL)</p> <p>Professor Mosbacker <b>B-212 (smart; smart board)</b></p> <p><b>EDU 750</b>--The Nature of Knowledge and Curriculum Integration (ICI)</p> <p>Professor Davis <b>B-214 (smart)</b></p>	<p><b>EDU 650</b>--The School in Society (CORE)</p> <p>Professor Green <b>B-122 (smart)</b></p>	<p><b>EDU 740</b>--Supervision of Instruction (EL)</p> <p>Professor Beckman <b>B-118 (smart)</b></p> <p><b>EDU 738</b>--Research and Practice in Teaching Content Fields (ICI)</p> <p>Professor Horton <b>B-212 (smart; smart board)</b></p>

**NOTES:**

- **Classes are held on Tuesday, July 4, 2017.**
- Specialization Coordinators: Educational Leadership--Professor Drexler  
Integrated Curriculum and Instruction--Professor Pennington.
- **EDU 785:** Professor Drexler teaches EDU785, Field Experience in Educational Leadership, and is first reader for all Ed 785 field experience journals.
- **EDU 790:** Professor Pennington teaches EDU 790, Project in Integrated Curriculum and Instruction, and is first reader for all Ed 790 projects.