



## DEPARTMENT OF EDUCATION ADMISSION REQUIREMENTS GRADUATE PROFESSIONAL EDUCATION

### The Reflective Educator

#### Admission to Washburn University

For new and returning graduate students complete the online **Degree Seeking** application for admission to Washburn University at [www.washburn.edu](http://www.washburn.edu). If you have any questions regarding Admission Requirements to Washburn University, please contact the Office of Admission at 785-670-1030.

#### Admission to the Graduate Professional Education Programs

In order to be formally admitted to a graduate program, students must:

- [ ] **Hold a baccalaureate degree** from a regionally accredited institution of higher education.
- [ ] Submit **official transcripts** of all undergraduate and graduate course work to the **Washburn University Department of Education Office, 1700 SW College Ave, Topeka, KS 66621**.
- [ ] Fill out a **declaration of Graduate Program Form**
- [ ] Submit a completed ***Application for Formal Admission to Graduate Programs in Professional Education*** to the Department of Education Office.
- [ ] Have a **cumulative grade point average of 3.0** or better in the last (60 hours) of college course work from accredited institutions.
- [ ] Take and successfully complete a pre-arranged **Graduate Admissions Test** administered by the Department of Education. (See department website for details – [www.washburn.edu/cas/education](http://www.washburn.edu/cas/education))
- [ ] Submit **two letters of recommendation** from supervisors and/or professional peers. One must be from a supervisor. (These letters must be from someone other than the candidate's Graduate Program Advisor).
- [ ] Sign and Submit the **Professional Conduct Disposition Form**.
- [ ] Provide a **copy of current teaching license** if applicable.
- [ ] Meet with your program advisor to submit a **completed Program of Study form**.
- [ ] **All requirements** for formal admission to a Graduate Degree or Licensure program **must be met prior to the completion of the first nine (9) semester hours of course work** applicable to the degree/license.
- [ ] It is the **responsibility of the applicant** to make sure **all application materials are submitted by the admission review date**.

#### Assistance

If you have any questions regarding Admission Requirements to Graduate Professional Education, please contact your program advisor. See the Department of Education website for contact information – [www.washburn.edu/cas/education](http://www.washburn.edu/cas/education). Click on the Contact Us link to see the list of graduate advisors for each program and their contact information.

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