Portfolio of Evidence
School of Education

POLICY & PROCESS

- Applicants to a Graduate level program within the School of Education with a GPA lower than 2.75 must complete a Portfolio of Evidence.
- Master of Arts in Teaching applicants below 2.50 must submit BOTH a Portfolio of Evidence AND a Petition for Exceptional Admission.

DIRECTIONS FOR SUBMISSION

1. **Gather the following materials. Must be submitted as a single PDF file (***Note: Keep personal copies as materials will not be returned***):**

   ☐ At Least Two (2) Writing Samples.
   - These should show graduate level communication and analytical skills. For example: a graded paper for a prior course, a publication, or some other peer-reviewed writing sample.

   ☐ A Detailed Resume.
   - This should show professional development and achievements, awards, and/or professional recognition.

   ☐ At Least Two (2) Letters of Reference.
   - These must be from individuals who can attest to the applicant's ability to do graduate level work. From faculty (not a neighbor or friend). A letter from a work supervisor is acceptable but should not be the only letter submitted.
   - These letters must be no older than two years.
   NOTE: MAT applicants with a GPA below 2.50 may use the same letters for their petition for exceptional admission.

   ☐ A Letter of Explanation.
   - This letter should detail the reasons the applicant believes they are a good candidate for graduate study in the discipline requested. For example: why the GPA was below the expected standard.

2. **Submit Application and Supplementary Materials to enrollment coach via email.**
   The portfolio must be complete before submitting to the Enrollment Coach. If it is not complete, it will not meet the approval of the Graduate Admission Committee.

3. **Allow two to three weeks for review by the Graduate Admission Committee (GAC).**
   GAC may contact the applicant if clarification is needed on any submitted documents. If the portfolio meets substantive approval from GAC, a decision will be made. You will be notified by letter of the decision of your Application for Portfolio of Evidence. The decision is final.

APPLICANT INFORMATION

Student ID: _____

First Name: _____ Last Name: _____

Email Address: _____ Phone: _____

Academic Program: _____

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.

Digital Electronic Signature: _____ **Date:** _____
<center>First & Last Name</center>

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