



Master of Science In Education

Admission Application

Nova Southeastern University
Enrollment Processing Services (EPS)
Fischler School of Education and Human Services (FSEHS)
3301 College Avenue
P.O. Box 299000
Fort Lauderdale, FL 33329-9905



Master of Science in Education Admission Application

Thank you for applying to Nova Southeastern University's (NSU) Fischler School of Education and Human Services (FSEHS). Please read the pages that follow carefully and complete the application in its entirety. If you have any questions, please call 1-800-986-3223, ext. 8500.

Application Instructions and Admission Criteria

1. Complete the admission application packet and submit with a \$50.00 non-refundable application fee (U.S. dollars) made payable to Nova Southeastern University. The admissions packet should be addressed to:
Nova Southeastern University
Enrollment Processing Services (EPS)
ATTN: Fischler School of Education and Human Services
3301 College Avenue
P.O. Box 299000
Fort Lauderdale, FL 33329-9905
2. Include with your application or send separately to the above address the following documents:
 - a. Evidence of a valid temporary or professional teaching certificate/license (if applicable).
 - b. Official transcripts from **all** previously attended academic institutions to the address above. An official transcript indicating conferral of a bachelor's degree from a regionally accredited institution is required. A minimum 2.5 cumulative grade point average (CGPA) is required for all students.

Applicants who do not meet the 2.5 CGPA requirement must submit Graduate Record Exam (GRE) scores (a combined score of 1000 for the verbal and quantitative scales only) for **conditional admission**. If the applicant does not meet the minimum 2.5 GPA or GRE score requirement, the applicant may enroll in a maximum of six (6) credit hours and must earn a grade of B or better in each course during the first term of enrollment. Students who do not earn a grade of B or better in each course will be subject to dismissal from the program.

- c. State of Nevada Enrollment Agreement (required for Nevada applicants only).

Applicants applying with a Temporary Teaching Certificate

Applicants entering with a temporary teaching certificate must provide evidence of student teaching experience, **or** supervised teaching internship, **or** have a minimum of two (2) years of full-time teaching experience in a K-12 setting.

- GRE test score report (combined score of 1000 between the verbal and quantitative scales only). The GRE must have been taken within the past five (5) years, **or**
- College Level Academic Skills Test (CLAST) (taken prior to July 1, 2002), **or** General Knowledge Skills (GKT).

Applicants who do not meet the 2.5 CGPA requirement must submit Graduate Record Exam (GRE) scores (a combined score of 1000 for the verbal and quantitative scales only) for **conditional admission**. If the applicant does not meet the minimum 2.5 GPA or GRE score requirement, the applicant may enroll in a maximum of six (6) credit hours and must earn a grade of B or better in each course during the first term of enrollment. Students who do not earn a grade of B or better in each course will be subject to dismissal from the program.

Educational Leadership Applicants

Educational Leadership applicants must provide evidence of the following:

- A valid, professional teaching certificate issued by the Florida Department of Education (DOE) or any other recognized body. (The FSEHS Leadership Admission Review Committee will review certificates.)
- A minimum 3.0 GPA (based on a 4.0 scale) on the last 60 credit hours of the undergraduate degree.*
- A minimum of two (2) years of teaching experience. (A verification letter must be submitted to the Admissions department; the letter must be provided by the applicant's school district.)

*Applicants who do not have a minimum 3.0 GPA (based on a 4.0 scale) on the last 60 credit hours of the undergraduate degree may be **conditionally admitted** to the program under the following conditions:

- Submit a Miller Analogies Test (MAT) score report showing that the applicant received a raw score of 50 (scaled score between 410-416), **or** submit GRE score report (combined score of 1000 between the verbal and quantitative scales only),

If the applicant does not meet the test score requirement, the applicant may apply for admission under the State of Florida's 10 percent waiver policy.

10 Percent Waiver Policy

The 10 percent waiver policy is based on a three-tier admission process. If the applicant does not meet the 3.0 GPA requirements and does not meet the minimum test score requirement, the applicant must provide the following information:

- a. Submit evidence of the GRE or MAT test score report,
- b. Provide evidence of successful completion of fifteen (15) credit hours in Educational Leadership coursework with a 3.0 GPA,
- c. Submit a letter of recommendation from an administrator at his/her school attesting to the applicant's ability,
- d. Submit a rationale explaining why the applicant would be a successful candidate in the Educational Leadership specialization.

The letter of recommendation and rationale must be submitted to the attention of the FSEHS Leadership Admission Review Committee.

NOTE: An applicant admitted under the 10 percent waiver policy is the last opportunity for conditional admission for the educational leadership specialization.

NOTE: Nevada applicants applying for Educational Leadership

- Are exempt from the minimum 3.0 GPA requirement of the last 60 credit hours requirement.
- Must have a valid renewable or non-renewable teaching license. A valid teaching license issued by the Nevada Department of Education (DOE) or any other recognized body. (The FSEHS Leadership Admission Review Committee will review certificates.)
- Must submit the State of Nevada Enrollment Agreement (located in this application packet).
- A minimum of two (2) years of teaching experience. (A verification letter must be submitted to the Admissions department; the letter must be provided by the applicant's school district or school principal on official school letterhead.)

For Non-Native English Speakers

Applicants whose native language is not English are required to demonstrate English proficiency by providing proof of (1) a minimum score of 213 on the computer-based, **or** 550 on the paper-based, Test of English as a Foreign Language (TOEFL) exam, **or** (2) 6.0 on the International English Language Testing System (IELTS) exam.

For International Applicants

Students taking classes in certain FSEHS international clusters may be exempt from submitting MAT, GRE, and TOEFL scores. Please contact an FSEHS enrollment services representative regarding requirements for your international cluster.

Master of Science in Education

Admission Requirements

Select **one** of the following student types that best describes your goal; admission requirements vary based on the student type selected. Requirements are subject to the admission qualifications and specific criteria for the goal selected as explained for each student type. If you require assistance with your selection, please contact our offices at 800-986-3223, ext. 8500.

Student Type	Student Type Description	Specific Admission Criteria
<p>Initial Certification Plan (ICP)</p>	<p>This has no teaching certificate or license and wishes to earn teacher certification or licensure in an approved program area.</p> <p><u>Approved Program Specializations Available in Florida:</u> Computer Science Education (K-12) Educational Media (PK-12) Elementary Education with ESOL Endorsement (K-6) Exceptional Student Education (K-12) Pre-Kindergarten/Primary (Age 3 to Grade 3) with ESOL Endorsement (K-12)</p> <p><u>Approved Program Specializations Available in Nevada:</u> Elementary Education (K-6) Exceptional Student Education (Generalist) (K-12) Pre-Kindergarten/Primary (Age 3 to Grade 3) Secondary Education (6-12)</p> <p>The ICP student type is not available to applicants residing in states other than Florida and Nevada.</p>	<p>The applicant must provide evidence of one of the following tests:</p> <ul style="list-style-type: none"> • CLAST (taken prior to July 1, 2002), or • General Knowledge Skills Test (GKT), or • GRE (combined score of 1000 for the verbal and quantitative scales only) or, • Praxis I (Florida or Nevada). <p>Nevada Applicants must provide evidence of one of the following tests:</p> <ul style="list-style-type: none"> • CBEST • Praxis I
<p>Master's Degree with Certification</p>	<p>Florida applicants: This plan leads to course-by-course certification.</p> <p>Nevada applicants: This plan is an approved endorsement.</p> <p>Applicants residing in states other than Florida and Nevada should verify local or state requirements for the use of this program of study towards certification or licensure.</p>	<p>The applicant must provide evidence of a (valid or current) temporary or professional teaching certificate/license.</p> <ul style="list-style-type: none"> • Applicants entering with a temporary teaching certificate must provide evidence of student teaching experience, or supervised teaching internship, or have a minimum of two (2) years of full-time teaching experience in a K-12 setting. • CLAST (taken prior to July 1, 2002), or • General Knowledge Skills Test (GKT), or • GRE (combined score of 1000 for the verbal and quantitative scales only) or, • Praxis I or CBEST (Nevada applicants only).

<p>Master's Degree Only Not Intended to Lead to Certification</p>	<p>This plan is not designed to lead to initial certification or licensure. However, the applicant may wish to verify local or state requirements for the use of this program of study towards certification or licensure.</p>	<p>Refer to the Application Instruction and Admission Procedures at the beginning of this application.</p>
<p>Online Cluster Format Master's Degree Only Not Intended to Lead to Certification</p>	<p>This plan is not designed to lead to initial certification or licensure. However, the applicant may wish to verify local or state requirements for the use of this program of study towards certification or licensure. These online specializations are available in a cluster format.</p> <p><u>Available Specializations:</u> Curriculum, Instruction and Technology Educational Technology Environmental Education Social Studies Education Teaching and Learning</p>	<p>Refer to the Application Instruction and Admission Procedures at the beginning of this application.</p>
<p>Master's Degree with Certification in Educational Leadership State Approved Program for Florida and Nevada</p>	<p>Applicants residing in states other than Florida and Nevada should verify local or state requirements for the use of this program of study towards certification or licensure.</p> <p><u>NOTE TO NEVADA APPLICANTS:</u></p> <ul style="list-style-type: none"> • Nevada applicants are exempt from the minimum 3.0 GPA requirement of the last 60 credit hours requirement. • Nevada applicants must have a current professional teaching license. 	<p>Refer to the Application Instruction and Admission Procedures at the beginning of this application.</p>
<p>Endorsements State of Florida Only</p>	<p>This option is available to applicants seeking an endorsement to add to the current Florida teaching certificate. Applicants may select this option as non-degree seeking status or as a degree seeking student pursuing an additional specialization area.</p> <p>Applicants can complete a maximum of 15 credits within this category.</p>	<p>Refer to the Application Instruction and Admission Procedures at the beginning of this application.</p>
<p>Non Degree Certification or Licensure Renewal</p>	<p>The non-degree option is available to applicants seeking recertification, professional development, or continuing education credit.</p> <p>Applicants can complete a maximum of 15 credits within this category.</p>	<p>Refer to the Application Instruction and Admission Procedures at the beginning of this application.</p>

Alternative Admission Requirements

If you have earned a degree at a school that is not accredited by one of the regional or international accrediting associations/universities, must submit the following information and documentation to petition to receive admission into a FSEHS program at NSU.

Option One

- 1) Submit an admission application and include a \$50.00 non-refundable application fee payment payable to NSU.
- 2) Send an official course-by-course evaluation with cumulative GPA, by one of the following organizations:
 - o Josef Silny & Associates, Inc. Available online at: <http://www.jsilny.com/>
 - o World Education Services. Available online at: <http://www.wes.org/nova.asp>

If the evaluation is not favorable, (i.e., does not indicate equivalency to a bachelor of science or a master of science degree), applicants must complete the career portfolio.

All applicants who have not earned a bachelor's or master's degree from an accredited college or university must produce a portfolio prior to admission to the program. This portfolio must demonstrate academic and pedagogical growth appropriate for entry into all master's programs. Applicants applying to the master of science in education program, the type and amount of the evidence required is listed in the Career Portfolio Guide available at <http://www.schoolofed.nova.edu/sso>. *Applicants whose main job responsibilities are administrative in nature will modify their evidence to reflect the clientele they serve.*

Upon completion of the portfolio, send it to:

Nova Southeastern University
Fischler School of Education and Human Services
Office of Enrollment Services – Admissions Department
1750 NE 167th Street
North Miami Beach, FL 33162

Option Two

- 1) Submit an admission application and include a \$50.00 non-refundable application fee payment payable to NSU.
- 2) Send an official evaluation directly to NSU at the address above from one of the following documents:
 - o The National Board of License for Teachers and Principals (NBL)
 - o Continuing Teachers License from Merkos Linyonei Chinuch International Board of License (MERKOS)
- 3) Submit a \$350.00 portfolio evaluation fee, payable to NSU.
- 4) Submit the Career Portfolio (refer to page 7 of this application).
- 5) Complete a writing assessment.

Career Portfolio

The Career Portfolio is a compilation of evidence that documents the attainment of a level of knowledge, experience, and expertise. The Career Portfolio contains evidence that is appropriate for entry into a master's program in education. It is a collection of various artifacts used as evidence of acquisition of professional teaching skills, as defined in the Accomplished Practices. The portfolio is your property. It is your responsibility to ensure that the evidence is in accordance with the procedures stated in the portfolio guide that is available upon request from the FSEHS-Office of Academic Affairs.

OR

Option Three

- 1) Submit an admission application and include a \$50.00 non-refundable application fee payment payable to NSU.
- 2) Send an official transcript from **one** of the following institutions directly to NSU.
 - Binah Institute
 - College of the Bahamas
 - Dalhousie University
 - GC Foster College of Physical Education
 - Institute of Management and Production
 - Jamaican Theological Seminary
 - McMaster University
 - Northern Caribbean University
 - The University of Alberta
 - The University of Guelph
 - The University of Guyana
 - The University of Ontario
 - The University of Ottawa
 - The University of Technology
 - The University of Toronto
 - The University of Victoria
 - The University of the West Indies (all campuses)
 - The University of Windsor
 - York University

NOTE: The institutions listed above are subject to change without prior notification.

Nova Southeastern University

Enrollment Processing Services (EPS)

ATTN: Fischler School of Education and Human Services

3301 College Avenue

P.O. Box 299000

Fort Lauderdale, FL 33329-9905

MASTER OF SCIENCE IN EDUCATION
ADMISSION APPLICATION

Circle expected start term: Fall Winter Summer 200__

Instructional Locations

Nova Southeastern University is committed to providing quality education at times and locations convenient to students. The Fischler School of Education and Human Services offers graduate education courses at seven locations in Florida and Nevada.

Indicate your preferred instructional location _____ Online

(A list of specializations offered at each instructional location is available at the following Web site:

http://www.schoolofed.nova.edu/gtep/info/locations.html.)

Social Security Number ____/____/____ Gender: Male Female Date of Birth: ____/____/____

Last name First Name M.I. Maiden Name

Legal/Permanent Address _____

Street () () City State ZIP Home Telephone Business Telephone/Extension

Email Address _____ () Fax Number

Emergency Contact

Name Street Address

City State ZIP Home Telephone Business Telephone/Extension

Relationship

Please list colleges and universities attended. You must provide official transcripts from ALL colleges and/or universities attended. Your degree must be from a regionally accredited institution.

Table with 7 columns: Complete Name of College/University, State, Date Started (Mo/Yr), Date Ended (Mo/Yr), Major Field, Degree Awarded (B.S., M.S.), GPA. Contains 3 empty rows.

Do you plan to transfer graduate credits Yes No If yes, please use http://www.fgse.nova.edu/gtep/forms/req_xfer_cred.pdf

General Information Section

Ethnic Origin Data:

(The provision of this information is voluntary and we request it for reporting purposes only. This information will not be used in any discriminatory manner.)

- | | | |
|---|--|--|
| <input type="checkbox"/> White (not of Hispanic origin) | <input type="checkbox"/> Thai | <input type="checkbox"/> Asian Indian |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Puerto Rican | <input type="checkbox"/> Unknown or not reported |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Other Asian not listed |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Other Hispanic or Latino | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Mexican | <input type="checkbox"/> Native American or Alaskan Native | |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Korean | |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> I decline to respond | |

Veterans' Information

Have you ever served in the United States Armed Forces? Yes No

If yes, complete the following:

Branch of service: _____ Rank: _____

Entry date: _____ Date and type of discharge: _____

Reserve status: _____ Are you eligible for veterans benefits? Yes No

If so, under what law? _____

Citizenship Status

Failure to complete this information may delay the processing of your financial aid and delay your matriculation should you require certain documentation in order to attend classes in the United States.

United States Citizen

Temporary resident

Nonresident Alien

Permanent Resident

If you are a nonresident alien, please complete the following.

Country of Birth

Country of Citizenship

Is English your native language? Yes No If not, documentation of English literacy is required.

Do you currently have a U.S. visa? Yes No If yes, what type? _____

What is the expiration date? ___/___/___ (mm/dd/yy)

Do you require an I-20? Yes No

If you have any questions, please visit our Web site: <http://www.nova.edu/cwis/registrar/iss>

Financial Aid

Have you applied for financial aid?

Yes No

Have you filed a Free Application for Federal Student Aid (FAFSA)?

Yes No

If yes, when was the FAFSA sent to Iowa? Date: _____

Academic Goal

Select **one** of the following student types that best describes your goal. Admission requirements vary based on the student type selected; this is subject to the admission qualifications and specific criteria for the goal selected as explained for each student type.

If you require assistance with your selection, please contact our offices at 800-986-3223, ext. 8500.

Student Type	Specialization Areas
<p>Initial Certification Plan (ICP)</p> <p>The ICP student type is not available to applicants residing in states other than Florida and Nevada.</p>	<p><u>Approved Program specializations available in Florida</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Computer Science Education (A541) <input type="checkbox"/> Educational Media (A543) <input type="checkbox"/> Elementary Education with ESOL Endorsement (A511) <input type="checkbox"/> Exceptional Student Education (A515) <input type="checkbox"/> Pre-Kindergarten and Primary (Age 3 to Grade 3) with ESOL Endorsement (A609) <p><u>Approved Program specializations available in Nevada</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Elementary Education (A511) <input type="checkbox"/> Exceptional Student Education (Generalist) (A515) <input type="checkbox"/> Pre-Kindergarten/Primary (Age 3 to Grade 3) (A609) <input type="checkbox"/> Secondary Education (A530)
<p>Master's Degree with Certification</p> <p>Florida applicants: This plan leads to course-by-course certification.</p> <p>Applicants residing in states other than Florida and Nevada should verify local or state requirements for the use of this program of study towards certification or licensure.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Computer Science Education (A541) <input type="checkbox"/> Educational Media (A543) <input type="checkbox"/> Elementary Education (A511) <input type="checkbox"/> English Education (F652) <input type="checkbox"/> Exceptional Student Education (A515) <input type="checkbox"/> Gifted Education (F527) <input type="checkbox"/> Innovative Teaching in Mathematics (F532) <input type="checkbox"/> Mathematics Education (F653) <input type="checkbox"/> Pre-Kindergarten / Primary (Age 3 to Grade3) (A609) <input type="checkbox"/> Reading Education (A513) <input type="checkbox"/> Science Education (F656) <input type="checkbox"/> Teaching English as a Second Language (F660)
<p>Master's Degree Only</p> <p>This plan is not designed to lead to initial certification or licensure. However, the applicant may wish to verify local or state requirements for the use of this program of study towards certification or licensure.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Computer Science Education (F541) <input type="checkbox"/> Cognitive and Behavioral Disabilities (F581) <i>with a concentration in:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Emotional and Behavioral Disorders (F582) <input type="checkbox"/> Learning Disabilities (F926) <input type="checkbox"/> Developmental Disabilities (F583) <input type="checkbox"/> Early Childhood Special Education (F533) <input type="checkbox"/> Early Literacy Education (F506) <input type="checkbox"/> Educational Media (F543) <input type="checkbox"/> Elementary Education (F511) <input type="checkbox"/> English Education (F652) <input type="checkbox"/> Exceptional Student Education (F515) <input type="checkbox"/> Gifted Education (F527) <input type="checkbox"/> Innovative Teaching in Mathematics (F532) <input type="checkbox"/> Interdisciplinary Arts Education (F536) <input type="checkbox"/> Management and Administration of Educational Programs (F504) <input type="checkbox"/> Mathematics Education (F653) <input type="checkbox"/> Multicultural Early Intervention (F574) <input type="checkbox"/> Pre-Kindergarten/Primary (Age 3 to Grade 3) (F609) <input type="checkbox"/> Pre School Education (F526) <input type="checkbox"/> Science Education (F656)

	<input type="checkbox"/> Spanish Language Education (F520) <input type="checkbox"/> Teaching English to Speakers of Other Languages (F660) <input type="checkbox"/> Teaching and Learning (F750)
Master's Degree Online Cluster Format Only	These online specializations are available in an online cluster format only. For additional information visit the Web at: http://www.schoolofed.nova.edu/gtep/ngeonline/ <input type="checkbox"/> Curriculum Instruction and Technology (F676) <input type="checkbox"/> Educational Technology (F644) <input type="checkbox"/> Environmental Education (F551) <input type="checkbox"/> Social Studies Education (F657) <input type="checkbox"/> Teaching and Learning (F750)
Master's Degree with Certification in Educational Leadership	<input type="checkbox"/> Educational Leadership (A534)
Endorsement State of Florida Only	<input type="checkbox"/> Autism (F555) <input type="checkbox"/> Gifted Education (A527) <input type="checkbox"/> Pre-Kindergarten Disabilities (A556) (State Approved) <input type="checkbox"/> Teaching English to Speakers of Other Languages (A660) (State Approved)
Non Degree Certification or Licensure Renewal	<input type="checkbox"/> Non-Degree/Special Student (F524)

For Office Use Only		
College – FE	Degree Program_____	Level_____
Rate_____	Major Code_____	Concentration_____
Minor_____	Department_____	Admit Type_____
Student Type_____	Term Code_____	Campus_____
Cohort: FIG_____		

Teaching Certification/Licensure

State: _____ Expiration Date: _____

List Area(s) of Certification: _____

Certificate Type: Professional Temporary Statement of Eligibility**Current Employment**

Position	School/Company	City/State	Date Employed From	Date Employed To

Declarations**Employment Statement of Understanding**

I understand that I am responsible for gaining access to an educational setting related to my selected specialization in order to complete the Applied Professional Experience (APE), as applicable for degree completion requirements.

Initial here: _____

Certification/Licensure Waiver

I understand that the master of science in education program does not guarantee certification or licensure at the local, regional, or state level. Students seeking certification/licensure should contact the department of education in the state in question to confirm certification or licensure requirements.

Initial here: _____

Please note the following statements:

1. I declare that the above information, to the best of my knowledge, is complete and accurate. I have read and understand the requirements, policies, and procedures stated in the catalog and student handbook. I agree to abide by all the rules and regulations of Fischler School of Education and Human Services and Nova Southeastern University.
2. I give Nova Southeastern University permission to publish and use any photos in which I appear that may be taken during class or other University activities.
3. I understand that all required official and final admission documents must be received within 90 days from the official start date of the term. If my documents are not received by the end of this 90 day period I understand the following will apply until my student status is changed to “fully admitted.”
 - a. Further attendance will be disallowed.
 - b. Financial aid will not be disbursed.

Initial here: _____

Have you ever been convicted of a criminal offense, been found guilty or entered a plea of guilty or nolo contendere (no contest), regardless of adjudication?

Yes

No

If the answer is yes, please explain. _____

The disclosure obligation is a continuing one. All applicants must report to the Fischler School of Education and Human Services any such event that occurs after filing their application. The admissions committee and the Fischler School of Education and Human Services will consider new information submitted and, in appropriate circumstances, may change the status of applicant or student.

Permission is hereby given to make any necessary inquiries. I voluntarily and knowingly authorize any former school, government agency, employer, person, firm, corporation, its officers, employees and agents, or any other person or entity making a written or oral request for such information.

Applicant's Signature: _____ Date: _____

Nova Southeastern University is accredited by the Commission on colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097 (<http://www.sacscoc.org/>), Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying handicap, religion or creed, or national or ethnic origin.



Nova Southeastern University
 Enrollment Processing Services (EPS)
 Attn: Fischler School of Education and Human Services
 3301 College Avenue
 P.O. Box 299000
 Ft. Lauderdale, FL 33329-9905

Request for Official Transcript

Student: Complete both sections of this form. Mail to your former schools.

Please send to Nova Southeastern University an official transcript of my academic work while attending your institution. Return the form below to Nova Southeastern University.

A. I attended your school from _____ to _____

B. While in attendance, my name on your records was _____
Last
First
Middle/Maiden

C. My student identification number was _____

D. I am enclosing the fees (if any) required by your institution.

Thank you for your assistance.

Sincerely,

 Signature

Dear Alma Mater: Please return this form with the transcript. Thank you.

TRANSCRIPT TRANSMITTAL FORM

Soc. Sec. # ____/____/____

Date: _____

Name _____
LAST
FIRST
MIDDLE/MAIDEN

Address _____
 STREET

City
State
ZIP

Please send copy to: Nova Southeastern University
 Enrollment Processing Services (EPS)
 Attn: Fischler School of Education and Human Services
 3301 College Avenue
 P.O. Box 299000
 Ft. Lauderdale, FL 33329-9905



NOVA SOUTHEASTERN UNIVERSITY STUDENT ENROLLMENT AGREEMENT

Nova Southeastern University (NSU) has established specific policies, procedures and guidelines defining its relationship with its students. This student relationship is outlined in an enrollment agreement contained with the Application of Admission. It is a requirement that every student receives a copy of the enrollment agreement, signed by the student or his/her guardian and by an authorized representative of NSU. Please complete the form and submit with your Admission Application.

Name of Student _____ Telephone Numbers: (____) _____
(Last) (First) (Middle)

Address of Student _____ Business (____) _____
(Street)

(City) (State) (Zip) (Social Security Number)

Nova Southeastern University
Fischler School of Education and Human Services
1750 NE 167th Street
North Miami Beach, Florida 33162
(800) 986-3223, ext. 8500

Nova Southeastern University
Las Vegas Student Educational Center
8945 West Russell Road, Suite 170
Las Vegas, Nevada 89148
(702) 942-3450

Check Degree and/or Licensing/Endorsement areas that you are enrolled in:
____ Masters Degree
____ Educational Specialist Degree
____ Non-Degree Enrollment
____ Elementary
____ School Administrator
Other _____

Tuition Refund Policy based upon a 3-credit course:

- 100% refund if withdrawal in writing prior to first class meeting.
- 50% refund if withdrawal in writing prior to second class meeting.
- 25% refund if withdrawal in writing prior to fifth class meeting.
- No refund will be made after the conclusion of the fifth class of a meeting.

TRANSFER OF CREDIT:

Transfer of graduate-level credits up to a maximum of six (6) semester hours from an accredited institution (with a grade of “A” or “B”) may be allowed upon approval of the Dean of Academic Affairs. These credits must have been earned within the past five years, were not used as part of a completed degree and will be used in the overall total of 36 credits required for the M.S. or Ed.S. degree, but not toward the student’s grade point average or candidacy requirement. No transfer of credit will be allowed for CUR 526, EDU 708, EDU 721, Capstone, Administrative Internship, Supervised Teacher Internship or Applied Professional Experience courses.

I have reviewed the FSEHS catalog and I understand that the catalog is part of the student contract <http://www.schoolofed.nova.edu/fgshome/fgscatalogs.htm>

I HEREBY DECLARE THAT I HAVE READ AND UNDERSTOOD THE CONTENT WITHIN THIS STUDENT ENROLLMENT AGREEMENT.

Applicant’s Signature Date

Signature, NSU Representative Date

A NSU representative will also sign the form and return a copy to the student.