A Guide to Completing the Application for the University of Hawai‘i at Hilo
Master of Education

M.Ed. Application Checklist

□ UH Hilo Graduate application form
□ $50 Application fee
□ Personal statement
□ Evidence of eligibility to teach
□ Three professional letters of recommendation
□ Official transcripts from all colleges or universities (must be received in an envelope sealed by the institution)
□ Resume
□ Baccalaureate degree transcripts from international institutions must be submitted to an independent transcript evaluation service

For International Applicants:
□ Official TOEFL or IELTS score report, if required
□ International Graduate Student Supplemental Information Form

(Submit all documents directly to the Admission Office)

Deadlines
Fall 2016 Semester: April 1 (priority deadline)
May 31 (application window closes)

Program Purpose and Goals

The primary purpose of the M.Ed. program is to foster professional growth and renewal of educators who currently teach in public and private schools. While the teaching force on the Big Island is a natural target population, the M.Ed. is designed for licensed teachers throughout the state and in select areas and countries of the Pacific Rim. The program promotes teacher leaders who will engage in school renewal and reform through curriculum development, school decision-making, and community outreach.

The M.Ed. is a generalist degree designed to address the unique professional development needs of working teachers who choose further study through a primarily distance-based format and do not choose to enroll in a specialized degree program. It is designed to be broadly useful and is, therefore, interdisciplinary.

Graduates of the program will be able to:
1. Reflect and analyze individual philosophies of education and personal theories of learning based on contemporary research;
2. Design and conduct action research by exploring instructional and professional issues relevant to school and student performance;
3. Use technology to evaluate effective teaching practices and enhance learning;
4. Deepen pedagogical content knowledge and examine diverse instructional strategies to improve learning.

Application Process

Applications will be reviewed beginning April 1 for cohorts beginning in Fall semesters. Applications will be accepted on a space available basis until May 31. Incomplete application packets will not be reviewed.

The UH Hilo Admissions Office receives applications and supporting documents and maintains the applications through final notification. If you do not hear from us within 30 days of submitting your application, please contact the Admissions Office at 808-932-7446.

Applications that meet the requirements will be forwarded to the School of Education Admissions Committee where they are subject to a comprehensive review. Admission decisions made by the committee will be forwarded to the Admissions Office which sends the final notification to the applicant.

Admission Status: The applicant’s admission status is valid only for the semester to which the applicant is accepted. Applications from students who do not register or who withdraw from the University are voided but retained for a period of one (1) year. Students may reapply for admission to the next cohort by notifying the Admissions Office and submitting a $50 application fee.

Criteria for Admission:
An applicant must:
1) have earned a baccalaureate from an accredited institution or from a nationally recognized foreign institution;
2) present evidence of eligibility for an Initial Basic License to teach;
3) ensure that three letters of recommendation are submitted from references who have observed or supervised the applicant’s teaching experience, ability to pursue graduate study, and general character;
4) have a grade point average of 3.0 (4.0 -A scale) or the equivalent in the last four semesters of approximately 60 semester credits of undergraduate and/or in all post-baccalaureate work.

Applications who do not hold a license to teach should meet with an School of Education Advisor (808-932-7108 for appointment) prior to submitting documentation. Applicants must submit evidence of their eligibility through documentation:

1) Development of knowledge, skills, and disposition described in the Hawaii Teacher Standards Board’s Teacher Performance Standards,
2) Teaching experience,
3) Ability to participate in the study of education at the level required in a graduate program.

The UH Hilo Education M.Ed. Admissions Committee will evaluate evidence submitted as one of the components in the M.Ed. application.

The UH-Hilo M.Ed. program does not lead to licensure in the State of Hawai‘i

Transfer of Credits: Requests for transfer of credits must be made during the first semester in which the student is enrolled in the program. Only credit hours with a grade of B or better from accredited universities are transferable. Not more than 6 credits hours may be transferred and are subject to department approval. Transfer credit hours must have been completed within five years preceding the date upon which the advanced degree is to be conferred by UH Hilo. Transfer of credits to meet the Seminar in Teaching or Research Proposal is not permitted.
Frequently Asked Questions

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The M.Ed. program is intended for working teachers. M.Ed. students will conduct Action Research during the program and are expected to use their classrooms for research. M.Ed. applicants who are not currently teaching should contact the School of Education to see if they will qualify to enter the program.

Please direct inquiries to:

UH Hilo School of Education
(808) 932-7102
sehna@hawaii.edu to schedule an appointment

Or:
UH Hilo Admissions Office
200 W. Kāwili Street
Hilo, Hawai‘i 96720-4091
(808) 932-7446
(800) 897-4456
zstreet@hawaii.edu

Revised: 8/14/2015

1. **What are the entrance requirements?**
   Evidence of eligibility for Teaching License, 3.0 GPA, Recommendations, personal statement, resume.

2. **Do I have to take the GRE?**
   No, there is no entrance exam.

3. **Will the M.Ed. help me earn a teaching license?**
   No, the M.Ed. is not a licensure preparation program.

4. **Can I transfer credits?**
   Yes, up to 6 graduate credits may transfer, subject to approval by the department.

5. **When will the program start?**
   Start dates will be announced on the Education page of the UH Hilo web site (www.uhh.hawaii.edu).

6. **Is financial aid available?**
   Contact the UHH Financial Aid Office for information (808-974-7323)

7. **When are classes offered?**
   At times convenient for practicing teachers (online, evenings, and summers)

8. **How many classes do I take?**
   4-7 credits per semester.

9. **How many people will be in my cohort?**
   Up to 25 students per cohort.

10. **Do I need a computer?**
    Yes, or at least daily access to one.