

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

Application Process

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
Graduate Division)**

**Priority Deadline
Fall Semester: April 1**

Program Purpose and Goals

The Master of Education degree (M.Ed.) program prepares teacher leaders to serve their schools and communities in Hawaii and throughout the Pacific Rim. The program is aligned to Teacher Leader Model standards. It is a 30-semester-hour, cohort-based program that may be completed in four semesters and two summers. Courses are offered through a distance-learning format. As teacher leaders, graduates will be prepared to bring a culturally-responsive, research-based approach to school improvement efforts.

Graduates of the program will be able to:

1. Design and conduct action research by exploring instructional and professional topics relevant to school and student performance.
2. Critically examine and analyze current trends and issues in education and apply this knowledge by demonstrating teacher leader competencies within the profession.

Apply online at:

<http://hilo.hawaii.edu/admissions/Apply.php>

**All supporting documents should be directed to the
UH Hilo Graduate division
hilograd@hawaii.edu**

Applications will be reviewed beginning April 1 for cohorts beginning in Fall semesters. Applications will be accepted on a space available basis until June 30. Incomplete application packets will not be reviewed.

The UH Hilo Graduate Division 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 Graduate Division at 808-932-7926.

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 Graduate Division 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 submitting a new application to the Graduate Division with the 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 performance and are able to comment on the quality of 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 60 semesters credits of undergraduate and/or in all post-baccalaureate work.

Applicants who do not hold a license to teach should meet with a School of Education Advisor (808-932-7102 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

Time: 2 years or 6 semesters
(Fall, Spring, Summer, Fall, Spring Summer)

Tuition, 2018-2019 academic year:
\$484 per credit hour, resident
\$1,102 per credit hour, non-resident

Total Credits: 30 credits, 10 classes

Course	Cr	Title
ED 600	3	Ethnic Groups in Hawaii
ED 602	3	Technology in Education
ED 608A	3	Action Research I
ED 608B	3	Action Research II
ED 608C	3	Action Research III
ED 610	3	Foundations of Education
ED 616	3	Assessment & Eval in Ed
ED 622	3	School Curriculum
ED 625	3	Seminar in Teaching Fld
ED 635	3	Adv Instructional Strategies

- 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 Graduate Education page of the UH Hilo web site (<https://hilo.hawaii.edu/academics/graduate/>).
- 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?**
4-6 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.

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 Graduate Division
200 W. Kāwili Street
Hilo, Hawai'i 96720-4091
(808) 932-7927
hilograd@hawaii.edu