



Thank you for your interest in Gardner-Webb's cohort master's degree programs. We are pleased to offer our convenient, online graduate programs. Space in each cohort is limited to 25 students. Once you submit your Application for Admission, Graduate Cohort Registration Form, and Application Fee (Steps 1-3 below), I will be able to hold your place in class until your application file is complete and submitted for admission review.

This packet includes all of the information that you will need to be considered for admission into the program. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at **(704) 325-2527** or by email at [kcreamer@graduateprogram.org](mailto:kcreamer@graduateprogram.org).



**NOTE: Gardner-Webb University strictly limits class size to 25 students and accepts applications on a first-come, first-served basis.**

**Complete steps 1-3 below to reserve your seat in this program.**

**Apply online at <http://www.graduateprogram.org/gardner-webb/application-checklist> for faster processing.**

## 1 Application (Pages 3 & 4)

Submit your [application online](#) or complete pages 3 & 4 and return by fax to **(800) 504-7618**.



## 2 Graduate Cohort Registration Form (Page 5)

Submit your [cohort registration form online](#) or complete page 5 and return by fax to **(800) 504-7618**.



## 3 Application Fee (Page 6)

Use our secure payment center to submit your **non-refundable** [application fee online](#) or complete page 6 and return by fax to **(800) 504-7618**.



Once you have reserved your seat, turn to Page 2 or visit the [online checklist](#) to complete the remaining admission steps. **A seat reservation alone does not guarantee admission to Gardner-Webb University.**

Congratulations on your pursuit of a master's degree with Gardner-Webb University!

**Sincerely,**

**Kristie Creamer**

Graduate Information Office  
(704) 325-2527

[kcreamer@graduateprogram.org](mailto:kcreamer@graduateprogram.org)



Once you have reserved your seat, please continue with the following steps to complete your admission file for acceptance consideration. A seat reservation alone does not guarantee admission to Gardner-Webb University.

Complete your application steps online at: <http://www.graduateprogram.org/gardner-webb/application-checklist>

## 4 Financial Aid & Payment Options (Pages 7 & 8)

Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go.

If using Financial Aid, Complete the [FAFSA](#) online. For more information, see page 7. **It is in your best interest to complete the financial aid process as early as possible.**

If using a Pay-As-You-Go plan, follow the instructions on Page 8.



## 5 Official Transcripts (Page 9)

Applicants must submit an official transcript from the institution where the bachelor's degree was conferred. This transcript must indicate the conferral of the degree and must be sent directly from the institution to the Office of Graduate Admissions. **Note: Students may be registered for one semester while awaiting the official transcript showing degree conferral. A registration hold will prevent enrollment in subsequent terms until the transcript is received and verified.** Applicants for post-master's licensure or add-on programs (e.g., School Administration) must submit an official transcript from the institution where the master's degree was conferred. Additional official graduate transcripts may be required to verify program-specific prerequisite coursework.



## 6 Copy of Current Teacher's License

Proof of a current A level North Carolina teacher's license is required for admission. Please attach a copy of your license to the [online system](#), or fax or mail a copy to the number or address below. A copy of your license is typically available in your personnel file with your school or district. *\*If you are a licensed educator in South Carolina, you must submit an out-of-state/online-program approval form to the SC Department of Education and provide a copy of the letter of approval you receive from SCDOE in order for Gardner-Webb to recommend you for licensure in SC.*



## 7 Three Professional Reference Forms (Pages 10)

The easiest and fastest way to request a recommendation is to use our [online system](#).

This allows us to e-mail reference forms directly to your recommender on your behalf. If you prefer to use the traditional paper forms, see pages 10-12. At least one reference must be completed by a current administrative school supervisor. **Personal references are not accepted.**



## 8 Additional Work Experience Form (Page 11)

If you have held more than one teaching position in the past 5 years, please submit this form detailing your past work experience. You can submit this information [online](#) or using page 11.



## 9 Standardized Exam Score

Please submit a copy of your scores from the Praxis II Subject Assessment. If this is not available, please arrange for submission of official GRE or MAT scores. Copies of your Praxis II scores are typically available in your personnel file with your school or district.



## 10 Internship Supervision Form (Page 12)

Candidates for the MSA- 20 month and MSA- 12 month programs are required to submit the Internship Supervisor Form. Before your Internship Supervision Form can be processed, it must be approved online by the site supervisor who will be working with you. M.A. in Curriculum Leadership and Instructional Coaching and M.A. Instructional Technology candidates will not have to submit this form until the 3rd semester in the program.



Completing your application steps online at <http://www.graduateprogram.org/gardner-webb/application-checklist> will allow for more immediate processing of your application. If you choose to submit paper forms for any of the steps above, documents should be faxed or mailed to:



**Gardner-Webb University**  
Graduate School Admissions  
Office  
P.O. Box 1896  
Boiling Springs, NC 28017



**(800) 504-7618**



# Application for Admission (page 1 of 2)

In order to reserve a seat in a cohort program, please submit this Application for Admission along with your \$40 non-refundable application fee (page 6) and your Graduate Cohort Registration Form (page 5) by fax to **(800) 504-7618**, by mail to Gardner-Webb University, Graduate School Admissions Office, P.O. Box 1896, Boiling Springs, NC 28017, or online at <http://www.graduateprogram.org/gardner-webb/application-checklist>.

## PERSONAL INFORMATION

Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First	Last	Middle
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Preferred Name	Previous Name	

Gender: ☐ Male ☐ Female      Marital Status: ☐ Divorced ☐ Married ☐ Separated ☐ Single ☐ Widowed

Ethnicity: ☐ American Indian ☐ Asian or Pacific Islander ☐ Hispanic - Other ☐ Resident Alien ☐ Unreported  
☐ White ☐ Black/African-American ☐ Mexican or Mexican American ☐ Non-Resident Alien

Date of Birth  Social Security Number  -  -  (Needed for Financial Planning)

## CONTACT INFORMATION

Mailing Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Street	City	State	Zip Code
Physical Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Street	City	State	Zip Code
Home Phone	( <input type="text"/> )	Cell Phone	( <input type="text"/> )	Business Phone
				( <input type="text"/> )
Email Address	<input type="text"/>			

## DEMOGRAPHIC INFORMATION

Are you a U.S. Citizen ☐ Yes ☐ No      Religious Preference

Country of Citizenship

Did Anyone in Your Family Attend Gardner-Webb? ☐ No ☐ Yes      If not a U.S. Citizen, are you a Permanent Resident? ☐ No ☐ Yes

Are you a Veteran receiving Veteran's Benefits? ☐ No ☐ Yes      Family Member's Name

## ACADEMIC INFORMATION

Semester: ☐ Spring 2026

Program: ☐ Master of Arts School Administration (20 month)

☐ Academically and Intellectually Gifted Add On Licensure      ☐ M.A. Curriculum Leadership & Instructional Coaching w/ Academically & Intellectually Gifted Concentration

☐ Master of Arts School Administration (12 month- for applicants who already hold a master's degree)

☐ M.A. Curriculum Leadership & Instructional Coaching

☐ Master's in Instructional Technology

I have taken the: ☐ Praxis II Subject Assessment ☐ MAT ☐ GRE ☐ NTE      Do you have a current teaching license? ☐ Yes ☐ No

## COLLEGE INFORMATION (Additional college or university information can be listed on the back of this page.)

Name of College/University	City, State	Currently enrolled?	Degree Received?	Degree Level
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate

## WORK EXPERIENCE

Please list your most recent/current teaching position below. If you have held more than one teaching position in the past 5 years, please submit information about your previous employers on the Additional Work Experience Form on Page 14.

School / Organization				
Address	Street	City	State	Zip Code
Grades / Subject Area (Teachers)				
Job Title (Admin. Positions)				
Dates Held		Employer Phone ( )	Employer Fax ( )	

## PROFESSIONAL REFERENCES

Please visit our [online system](#) or see pages 10-12 to fill out our official reference forms. Remember, at least one reference must be completed by a current or previous school administrator/supervisor and no personal references are accepted.

Reference 1 - Please indicate whether this reference is a ☐ Professional Reference or ☐ Academic Reference

Name  Title

Reference 2 - Please indicate whether this reference is a ☐ Professional Reference or ☐ Academic Reference

Name  Title

Reference 3 - Please indicate whether this reference is a ☐ Professional Reference or ☐ Academic Reference

Name  Title

## ADDITIONAL INFORMATION

If you answer yes to any questions below, you must submit a Letter of Explanation accounting for the circumstances.

Have you ever been dismissed, suspended, or placed on probation at any school? ☐ Yes ☐ No

Have you ever been convicted of a criminal offense other than a minor traffic violation? ☐ Yes ☐ No

Are there any criminal charges pending against you at this time? ☐ Yes ☐ No

Gardner-Webb University supports the attainment of equal opportunity for all persons regardless of race, sex, national origin, age or disability. The University is committed to compliance with the American Disabilities Act of 1990 as amended, and Section 504 of the Rehabilitation Act of 1973. Federal law prohibits the University from making inquiries prior to admission, but the information voluntarily given will not affect any admission decision and will be used to assist students. If upon admission you require services because of a disability, you should notify the office of the Noel Programs for the Disabled at Gardner-Webb University by phone at (704) 406-4270.

By signing and submitting this application, I certify that all answers and statements made in this application are true. If accepted, I agree to abide by the rules and regulations of the University as set forth in the graduate catalog and other official publications of the University. The online graduate catalog is available on the GWU homepage under the "Academic Publications" listing, under the "Academic" tab.

Print Name

Signature  Date



# Graduate Cohort Registration Form

In order to reserve a seat in a cohort program, please submit this Graduate Cohort Registration Form along with your \$40 **non-refundable** application fee (page 6) and your Application for Admission (pages 3 & 4) by fax to **(800) 504-7618**, by mail to Gardner-Webb University, Graduate School Admissions Office, P.O. Box 1896, Boiling Springs, NC 28017, or online at <http://www.graduateprogram.org/gardner-webb/application-checklist>.

Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Last</small>	<small>First</small>	<small>Middle</small>
Address	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Street</small>	<small>City</small>	<small>State</small>
Home Phone	<input type="text"/>	Cell Phone	<input type="text"/>
	<small>( )</small>		<small>( )</small>
Email Address	<input type="text"/>		
Current State of Residence	<input type="text"/>	Intended State of Licensure	<input type="text"/>

## PROGRAM INFORMATION

- Semester:** ☐ Spring 2026
- Program:**
- ☐ Master of Arts School Administration (20 month)
  - ☐ Academically and Intellectually Gifted Add On Licensure
  - ☐ Master of Arts School Administration (12 month- for applicants who already hold a master's degree)
  - ☐ M.A. Curriculum Leadership & Instructional Coaching
  - ☐ Master's in Instructional Technology
  - ☐ M.A. Curriculum Leadership & Instructional Coaching w/ Academically & Intellectually Gifted Concentration

## REGISTRATION AGREEMENT

*As part of the cohort program, I understand that I will be registered for the entire cohort and remain registered unless written notification is submitted to the School of Graduate Studies and the University Registrar before the beginning of each course. I acknowledge that I am financially responsible for all charges in the event of withdrawal from classes, as outlined in Gardner-Webb University's current tuition refund policy.*

**Signature**  **Date**

**Important: Registration cannot be processed and your seat will not be reserved without your signature below.**

**Please return all materials by fax or by mail to:**



**Gardner-Webb University**  
Graduate School Admissions  
Office  
P.O. Box 1896  
Boiling Springs, NC 28017



**(800) 504-7618**



# Application Fee Payment Form

In order to reserve a seat in a cohort program, please submit your \$40 non-refundable application fee, along your Application for Admission (pages 3 & 4) and your Graduate Cohort Registration Form (page 5) by fax to **(800) 504-7618**, by mail to Gardner-Webb University, Graduate School Admissions Office, P.O. Box 1896, Boiling Springs, NC 28017 or online at <http://www.graduateprogram.org/gardner-webb/application-checklist>.

**TO PAY ONLINE:** Go online to <http://www.graduateprogram.org/gardner-webb/application-checklist> and click the "Application Fee" button.

*Note: Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.*

**TO PAY BY CREDIT CARD:** Please fill out this section only to pay your \$40 **non-refundable** application fee. If you prefer, please contact the Graduate Information Office at **(704) 325-2527** to make your payment by credit card over the phone.

Student Name	<input type="text"/>		
Name on Card	<input type="text"/>		
Cardholder Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip Code	<input type="text"/>
Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover
Expiration Date	<input type="text"/>	Amount:	<b>\$40.00</b>
Card Number	<input type="text"/>	Three Digit Security Code (located on back of card)	<input type="text"/>
Cardholder Signature	<input type="text"/>		

*Note: Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.*

**TO PAY BY PERSONAL CHECK:** Please fill out this section only to pay your \$40 **non-refundable** application fee. Make checks payable to GARDNER-WEBB UNIVERSITY and mail your check to Gardner-Webb University, Graduate School Admissions Office, P.O. Box 1896 Boiling Springs, NC 28017.

Student Name	<input type="text"/>	
I Will Be Sending My Application Fee by Check on (Date)	<input type="text"/>	
Student Signature	<input type="text"/>	Today's Date <input type="text"/>

Please return all materials by fax or by mail to:



**Gardner-Webb University**  
Graduate School Admissions  
Office  
P.O. Box 1896  
Boiling Springs, NC 28017



**(800) 504-7618**



**Note: Your seat will NOT be reserved until your application fee is received.**



Complete all steps below to apply for financial aid. **Note: The student loans available for this program are not based on financial need.** Most students use financial aid to pay for the program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class. For help, please contact the Financial Planning Office at **(704) 406-4243**.

## HOW TO APPLY FOR FINANCIAL AID

- 1 Complete the 2025-2026 Free Application for Federal Student Aid at [www.studentaid.gov](http://www.studentaid.gov).** You will need your 2023 Federal Tax Return, your FSA ID (<https://studentaid.gov/fsa-id/sign-in/landing>) and **Gardner-Webb's School Code (002929)**. Graduate students are considered independent for financial aid purposes.
- 2 Review your Student Aid Report (SAR) for accuracy.** You will receive an email confirmation after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.
- 3 You will receive an email notification that your financial aid award is ready to view via your Gardner-Webb e-mail account.** The email contains instructions on how to view and process your E-Award through My GWU. The E-Award lists the financial aid that you are eligible to receive. You will have an opportunity to accept or decline all or a portion of the award. Be sure to contact the Financial Planning Office if you have any questions.
- 4 Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is only required for first time Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at [www.studentaid.gov](http://www.studentaid.gov) (you will need your FSA ID from Step 1).

**Questions? Call the Senior Financial Planning Counselor, Abbey Smith, at (704) 406-2226.**

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## FEDERAL LOAN REQUIREMENTS

To be eligible to borrow funds under the Federal Direct Loan Program, you must:

- File the Free Application for Federal Student Aid (FAFSA)
  - Be a U.S. Citizen or permanent resident
  - Not be in default on prior educational loans
  - Maintain satisfactory academic progress
- 

## THE FEDERAL (TITLE 1) TEACHER LOAN FORGIVENESS PROGRAM

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program. Gardner-Webb University is not responsible to verify your eligibility for this or any other program. Please do not base your enrollment on this program as it can be difficult to ensure qualification for Government Programs, which are subject to reform and funding changes.

**You must call 1-800-4-FED-AID to verify your eligibility or visit <https://studentaid.gov/sa/repay-loans/forgiveness-cancellation/teacher> for more information.**

## Pay-As-You-Go payment plans are available for tuition.

Complete all steps below to enroll in a Pay-As-You-Go payment plan. These plans will allow you to make tuition payments over the course of the semester and will break your tuition bill into more manageable payments.

Federal Student Loans are also available for graduate students (see page 7).



**Note: Your tuition will be due the first week of class. If you do not have financial aid in place, you may have to make payments until your student loans are fully processed.**

## HOW TO ENROLL IN A PAY-AS-YOU-GO PAYMENT PLAN

- 1 You will receive a postcard at the beginning of each semester to notify you that online billing is available. Paper bills are not mailed to students unless they are requested. The Pay-as-You-Go payment plan allows you to pay your semester's costs in payments over a three-month period during the fall and spring semesters (a two-month period during the shorter summer semester). This option is found by clicking the "Use a Payment Plan" button at the bottom of your online bill.
- 2 Clicking the "Use a Payment Plan" button takes you to a "Deferred Payment Plan" page outlining the payment amounts and due dates for which you are responsible. By pressing the Accept Button, you agree to the conditions of the Deferred Payment Plan. Before clicking "Accept," please print a copy of this plan for future reference.
- 3 Your first payment will be due the first week of the semester. The plan includes a \$15 payment plan application fee and a nominal service fee of 2% on the deferred balance. Your student account will reflect the deferred payment arrangement once you have actually submitted your first payment. Please note that failure to make payments per the agreement may result in late fees or additional interest charges. Unpaid balances are not carried over from one semester to another and all indebtedness to the University must be satisfied before students will be permitted to register for the next semester.

**Questions? Contact the Student Accounts Office at (704) 406-4287**

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## IMPORTANT

- Gardner-Webb University recognizes that many companies offer tuition reimbursement to their employees. To enable students to take advantage of this benefit, GWU has established policies to allow a student to defer payment of all or a portion of a student's tuition and related costs. **A new letter must be submitted for each semester that a deferment is desired.** This option can be utilized by clicking "Employer Reimbursement Policy" found at the bottom of the online bill.
- If you are using financial aid to pay for tuition, you must be admitted and enrolled to the program of your choice before your student loan funds can be released.





All applicants must request an official transcript from the institution where the bachelor's degree was conferred and send it directly to the Gardner-Webb University Office of Graduate Admissions. This transcript must show the degree awarded. Applicants to post-master's licensure or add-on programs must also submit an official transcript showing the conferred master's degree. If prerequisite graduate coursework was completed at another institution, additional official transcripts may be required to verify eligibility.

## TO ORDER TRANSCRIPTS

There are multiple ways to request transcripts, and each college or university will have its own process.

Typically, the easiest way to order official transcripts is:

- 1 Contact the Registrar's office at your previously attended school, either by phone, email, or through your university's website.
- 2 Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.



**Note: Most colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.**

- 3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at **(704) 325-2527**.

## Please have all electronic transcripts sent to:

[gradinfo@gardner-webb.edu](mailto:gradinfo@gardner-webb.edu)

## Send hard copy transcripts to:

Gardner-Webb Graduate Admissions Office  
P.O. Box 1896  
Boiling Springs, NC 28017

**Students who meet full admission criteria may be registered for one semester while awaiting the official transcript showing degree conferral. A registration hold will prevent enrollment in future terms until the transcript is received and verified.**

# Three Professional/Academic Reference Forms



**Note:** The easiest way to complete your references is to have them emailed directly to each reference by going to <http://www.graduateprogram.org/gardner-webb/application-checklist> and clicking "Reference Forms." At least one reference must be completed by a current administrative school supervisor.

## TO THE APPLICANT: (Please complete)

Name  Last  First  Middle  Maiden

Address  Street  City  State  Zip Code

Home Phone  ( ) Cell Phone  ( ) Email

Program ☐ Master of Arts School Administration

☐ M.A. Teacher Leadership in Curriculum & Instruction

☐ M.A. Instructional Technology

Please check one. If blank, you automatically waive the right to review:

☐ I waive the right to review this recommendation ☐ I do not waive the right to review this recommendation

Applicant's Signature  Date

## TO THE RESPONDENT:

The above has given your name as a reference to support his/her application for graduate study as a candidate for Gardner-Webb University's Graduate program indicated above. Careful attention will be given to your appraisal. Please check each characteristic in the appropriate column. Comparison should be made with qualified peers of the applicant.

Please evaluate the applicant on the following items:

	Superior (Top 10%)	Good	Average	Below Average	Inadequate Opportunity to Observe
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intelligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Reliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Potential, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (academic and professional fitness, interests, etc.)

Would you recommend this applicant for acceptance to the Gardner-Webb University Graduate Program indicated above?

Please check one: ☐ Recommend with enthusiasm ☐ Recommend with confidence ☐ Recommend  
☐ Recommend with reservation ☐ Not Recommend

Signature  Name (Print)

Title & Department  Organization

Address  Phone Number  ( )

Relationship to Applicant  Duration of Relationship

Remarks (Please use reverse side of this sheet if necessary)

Please return by fax to (800) 504-7618 or by mail to Gardner-Webb University, Graduate School Admissions Office,  
P.O. Box 1896, Boiling Springs, NC 28017.



# Additional Work Experience Form

Your most recent teaching position should be listed on your Application for Admission (page 4). If you have held additional teaching positions in the past 5 years, please complete the following form, detailing your work experience, starting with the most recent position. Return by fax to **(800) 504-7618** or by mail to Gardner-Webb University, Graduate School Admissions Office, P.O. Box 1896, Boiling Springs, NC 28017, or online at <http://www.graduateprogram.org/gardner-webb/application-checklist>.

Student Name  Last  First  Middle

## ADDITIONAL WORK EXPERIENCE

School / Organization

Address  Street  City  State  Zip Code

Grades / Subject Area (Teachers)

Job Title (Admin. Positions)

Dates Held  Employer Phone  ( ) Employer Fax  ( )

School / Organization

Address  Street  City  State  Zip Code

Grades / Subject Area (Teachers)

Job Title (Admin. Positions)

Dates Held  Employer Phone  ( ) Employer Fax  ( )

Please return all materials by fax or by mail to:



**Gardner-Webb University**  
Graduate School Admissions  
Office  
P.O. Box 1896  
Boiling Springs, NC 28017



**(800) 504-7618**



# Internship Supervision Form

**Candidates for the Master of Arts School Administration program are required to submit the Internship Supervisor Form. M.A. Curriculum Leadership and Instructional Coaching and M.A. Instructional Technology candidates will not have to submit this form until the 3rd semester in the program.**

The information below is required in order to begin your internship. Once you have provided these details and your listed site supervisor has accepted this role through our online confirmation process, the department will be able to assign you to a committee member who will assist you with your electronic portfolio. Please submit this form as soon as you are able to ensure that you are ready to begin your internship courses on schedule.

**Student Name**  **Date of Birth**

**Student Phone Numbers: Home** (  ) **Cell** (  )

<b>Site Supervisor for Internship</b> (Who will be supervising your internship at your site?)	
<b>Site Supervisor E-Mail Address</b>	
<b>Professional Title of Site Supervisor</b> (Principal, Assistant Principal, etc.)	
<b>District</b> (School district name)	
<b>School where internship will take place</b> (School name)	
<b>School Phone Number</b>	
<b>School Address</b> (Include street, city, state, & zip)	

**Please return all materials by fax, email or complete online:**

**Fax:** (800) 504-7618

**Email:** [kcreamer@graduateprogram.org](mailto:kcreamer@graduateprogram.org)

**Online:** <https://gwuweb.gardner-webb.edu/cminternship/>

## For

Current teachers with four or more years of teaching experience or administrators who wish to enhance their skills and knowledge in educational leadership while working towards North Carolina state licensure as a School Administrator.

## What you Learn

The Master of Arts School Administration program focuses on preparing experienced teachers to serve as educational leaders; it is designed to relate to the needs of educators in both theory and practice. The program is designed to meet the following program goals for prospective school administrators: (1) provide a foundation in the principles and procedures of educational administration, curriculum development, and instructional improvement; (2) promote the development of the ability to implement and evaluate models of instruction and methods of supervision in the classroom and other school settings; (3) foster the development of the ability to evaluate classroom teachers within an academic environment; (4) develop the capacity to interpret and implement educational research in the total school program; and (5) provide preparation for service as instructional and educational leaders.

## How you Learn

A five-semester Master of Arts School Administration program with an integrated curriculum will be offered. Each semester students will take one module, consisting of six integrated semester hours.

**Fully Online:** You will log into Blackboard to complete assignments, participate in online discussions, and complete group activities. While there are no face-to-face meetings, some of the activities may include chats, discussion boards, recorded and/or live webinars, and various web links for viewing. While your classes will operate in Blackboard, your final project will be stored as an electronic portfolio in TaskStream. The electronic portfolio is required for North Carolina licensure. Upon full acceptance to the online program you will be required to complete online certification to verify your proficiency in an online environment.

## Career Outcomes

Upon completion of this program, students will have earned a Master of Arts School Administration degree and will be subject to state licensure requirements in order to receive North Carolina state licensure as a School Administrator. Applicants with an earned master's degree in an education-related field may earn up to 12 transfer credit hours and complete the program in three consecutive semesters.

## Prerequisites

Applicants to the Master of Arts in School Administration program must hold a bachelor's degree from a regionally accredited institution and have earned a minimum cumulative GPA of 2.50. In addition, applicants must have a minimum of three years of teaching experience recognized by the North Carolina Department of Public Instruction (NCDPI) by the time of program completion.

## Degree Requirements

First Semester	MELS 601	Executive Leadership in a 21 <sup>st</sup> Century Change Environment	6
	MELS 697	Executive Leadership Internship 100 Clinical Hours	1
Second Semester	MELS 602	Research and Assessment for 21 <sup>st</sup> Century Executive Leaders	6
	MELS 697	Executive Leadership Internship 100 Clinical Hours	1
Third Semester	MELS 603	Resource Management for 21 <sup>st</sup> Century Executive Leaders	6
	MELS 697	Executive Leadership Internship 100 Clinical Hours	1
Fourth Semester	MELS 604	21 <sup>st</sup> Century Curriculum & Instruction Development	6
	MELS 697	Executive Leadership Internship 100 Clinical Hours	1
Fifth Semester	MELS 605	21 <sup>st</sup> Century School Leadership	6
	MELS 696	Executive Leadership Internship 100 Clinical Hours	2
Total Credit Hours:			36

## For

Current teachers with four or more years of teaching experience or administrators who already earned a master's degree and who wish to enhance their skills and knowledge in educational leadership while working towards North Carolina state licensure as a School Administrator.

## What you Learn

The Master of Arts School Administration program focuses on preparing experienced teachers to serve as educational leaders; it is designed to relate to the needs of educators in both theory and practice. The program is designed to meet the following program goals for prospective school administrators: (1) provide a foundation in the principles and procedures of educational administration, curriculum development, and instructional improvement; (2) promote the development of the ability to implement and evaluate models of instruction and methods of supervision in the classroom and other school settings; (3) foster the development of the ability to evaluate classroom teachers within an academic environment; (4) develop the capacity to interpret and implement educational research in the total school program; and (5) provide preparation for service as instructional and educational leaders.

## How you Learn

**Fully Online:** Applicants with an earned master's degree in an education-related field may earn up to 12 transfer credit hours and complete the program in three consecutive semesters. Semesters 1, 2, and 3 will consist of six integrated semester hours with one 2-hour internship each. You will log into Blackboard to complete assignments, participate in online discussions, and complete group activities. While there are no face-to-face meetings, some of the activities may include chats, discussion boards, recorded and/or live webinars, and various web links.

## Prerequisites

Applicants to the 12-month Add-On Licensure Master of Arts in School Administration program must hold a master's degree in an education-related field from a regionally accredited institution with a minimum GPA of 2.50 on all graduate-level coursework. Applicants must also hold a current North Carolina Professional Educator's License or equivalent. **Note: An official transcript from the institution where the master's degree was conferred is required. If relevant coursework was completed elsewhere, additional official transcripts may be requested to evaluate eligibility for transfer credit.**

## Degree Requirements

First Semester	MELS 601	Executive Leadership in a 21st Century Change Environment	6
	MELS 698	Executive Leadership Internship 200 Clinical Hours	2
Second Semester	MELS 603	Resource Management for 21st Century Executive Leaders	6
	MELS 698	Executive Leadership Internship 200 Clinical Hours	2
Third Semester	MELS 605	21st Century School Leadership	6
	MELS 698	Executive Leadership Internship 100 Clinical Hours	2
Total Credit Hours:			24

**e-Portfolio** - In addition, North Carolina requires an e-portfolio for licensure.

**Licensure Examination** - North Carolina requires a Praxis test to fulfill licensure requirements.

## For

Current school teachers who wish to enhance their leadership skills, pedagogy expertise, and career opportunities by earning a Master's degree in Curriculum Leadership & Instructional Coaching

## What you Learn

The M.A. Curriculum Leadership & Instructional Coaching includes thirty-three semester hours focusing on theoretical foundations and practical applications of teacher leadership. Students explore current research and professional literature, deepen content knowledge, forge new professional connections, and create new ways of thinking and doing. Students may choose a traditional K-12 Curriculum Leadership and Instructional Coaching program or a concentration in Academically/Intellectually Gifted Education. The program also includes a customized internship in conjunction with the last three courses taken by students.

## How you Learn

The program is designed to offer the depth of a concentration and the breadth of a cross-disciplinary perspective to develop curricular leaders who can shape educational practices at all levels.

**Fully Online:** You will log into Blackboard to complete assignments, participate in online discussions, and complete group activities. While there are no face-to-face meetings, some of the activities may include chats, discussion boards, recorded and/or live webinars, and various web links for viewing. Your classes will operate in Blackboard and each semester's final projects will be submitted in an electronic portfolio in Taskstream. Upon full acceptance to the online program you will be required to complete online certification to verify your proficiency in an online environment.

## Career Outcomes

Upon completion of this program, students will have earned a M.A. Curriculum Leadership & Instructional Coaching and will be recommended for graduate-level licensure in Curriculum & Instruction, which requires a satisfactory score on the Praxis II exam. Students enrolled in the Academically/Intellectually Gifted Education concentration will be recommended for AIG licensure after the completion of the first two courses in the program. Students completing the program typically work as teacher leaders within their own classrooms, as Curriculum or Instructional Leaders supporting other teachers within a site or district, as mentors/coaches for colleagues, and/or as instructors for undergraduate teacher candidates.

## Prerequisites

Applicants must hold a bachelor's degree from a regionally accredited institution with a minimum cumulative GPA of 2.50. While three years of teaching experience is strongly recommended, it is not required for admission. To be eligible for graduate-level licensure, students must hold a current initial teaching license. Upon successful completion of the program, candidates will be eligible to take the Curriculum Specialist Praxis Exam and will be recommended for licensure in North Carolina. **Note: Candidates residing outside North Carolina are responsible for consulting their state's Department of Education to determine eligibility for licensure reciprocity and to confirm any additional state-specific requirements.**

## Degree Requirements

<b>First Semester</b>	MTCI 690 or 691	Philosophy, History, and Methodology of Curriculum and Instruction for Teacher Leaders (depending on student's choice of program)	6
<b>Second Semester</b> All MTLCI candidates will take the following course (6 credit hours)	MTCI 692	Leading Differentiation Strategies for Diverse Populations	6
<b>Third Semester</b> All MTLCI candidates will take the following courses (7 credit hours total)	MTCI 693	Current Issues and Special Topics for Teacher Leaders	6
	MTCI 696	Teacher Leader Internship Seminar	1
<b>Fourth Semester</b> All MTLCI candidates will take the following courses (7 credit hours total)	MTCI 694	Measurement, Assessment and Action Research for Teacher Leaders	6
	MTCI 696	Teacher Leader Internship Seminar	1
<b>Fifth Semester</b> All MTLCI candidates will take the following courses (7 credit hours total)	MTCI 695	Teaching and Leading Instruction	6
	MTCI 696	Teacher Leader Internship Seminar	1
<b>Total Credit Hours:</b>			<b>33</b>

## For

Current school teachers who wish to add on the Academically/Intellectually Gifted Education (AIG) Add-on Licensure Certification by completing non-degree, graduate level coursework.

## What you Learn

The AIG Add-on Licensure Certification includes 12 semester hours focusing on theoretical foundations and practical applications of giftedness.

## How you Learn

**Fully Online:** You will log into Blackboard to complete assignments, participate in online discussions, and complete group activities. While there are no face-to-face meetings, some of the activities may include chats, discussion boards, recorded and/or live webinars, and various web links for viewing. Your classes will operate in Blackboard and each semester's final projects will be submitted in an electronic portfolio in Taskstream. Upon full acceptance to the online program you will be required to complete online certification to verify your proficiency in an online environment.

## Career Outcomes

Upon completion of the two 6-credit hour courses, students will be recommended for AIG licensure. Students receiving AIG licensure can implement AIG strategies into their classroom instruction, support other teachers within a (site or district) in the planning and implementation of AIG strategies through coaching and modeling, and/or collaborate with their respective district in the planning and implementation of the AIG curriculum.

## Prerequisites

Applicants must hold a bachelor's degree from a regionally accredited institution with a minimum cumulative GPA of 2.50. Three years of teaching experience is strongly recommended, though not required for admission. Upon successful completion of the program, candidates will be recommended for licensure in North Carolina. **Note: Candidates residing outside North Carolina should contact their state's Department of Education to confirm reciprocity and determine any additional licensure requirements**

## Degree Requirements

First Semester	MTCI 691	Philosophy, History and Methodology of Curriculum and Instruction for Teacher Leaders-Academically/Intellectually Gifted Education	6
Second Semester	MTCI 692	Leading Differentiation Strategies for Diverse Populations	6
Total Credit Hours:			12

**\*This is not an official schedule and your cohort may take these courses in a different order.**



## For

Licensed K-12 teachers interested in furthering their skills in technology and/or advancing their careers

## What you Learn

- To understand, analyze, and evaluate how online resources can be utilized and integrated within the classroom for successful student learning
- To understand and facilitate the integration of technology into the K-12 curriculum
- To understand basic troubleshooting for technology issues that might arise in the classroom
- To understand how technology can transform teaching and student learning
- To understand, visualize, and plan for current and future technology initiative
- To understand and become an experienced user of web applications, blogs, social media, and discussion forums

## How you Learn

**Fully Online:** You will log into Blackboard to complete assignments, participate in online discussions, and complete group activities. While there are no face-to-face meetings, collaborative interfaces will allow audio/video interaction among all participants. Some of the activities may include chats, discussion boards, recorded and/or live webinars, various web links for viewing, and internships with real-life technology exposure and working experience. Your classes will operate in Blackboard and each semester's final projects will be submitted in an electronic portfolio in Taskstream. Upon full acceptance to the online program you will be required to complete online certification to verify your proficiency in an online environment.

## Career Outcomes

Upon completion of this program, educators will qualify for an NCDPI 077 - Instructional Technology Specialist Computer License. Educators with a teaching certificate and acceptance into the program who complete the first three courses in the program will qualify for a Special Endorsement in Computer Education 079. The state of North Carolina offers reciprocity to several states. It is the responsibility of the applicant to check specific state requirements.

## Prerequisites

Applicants must hold a bachelor's degree from a regionally accredited institution with a minimum cumulative GPA of 2.50. A current initial teaching license is required for admission to the program.

## Degree Requirements (135 Clinical Internship Hours)

<b>First Semester</b>	MAIT 650	The Web of Everything: Student Safety Online, Social Networking, Societal Impact, and Current Trends	6
<b>Second Semester</b>	MAIT 651	HyperMedia: The Art of Effective Integration	6
<b>Third Semester</b>	MAIT 652	Innovative Learning: Physical and Virtual	6
	MAIT 653	Internship - 45 Hours	1
<b>Fourth Semester</b>	MAIT 654	P <sup>3</sup> : Policies, Practices, and Professionalism in a Technology Infused Society	6
	MAIT 655	Internship - 45 Hours	1
<b>Fifth Semester</b>	MAIT 656	Transformational Technology and Strategic Leadership for the World of Tomorrow	6
	MAIT 657	Internship - 45 Hours	1
<b>Total Credit Hours:</b>			<b>33</b>

**e-Portfolio** - In addition, North Carolina requires an e-portfolio for licensure.



## Thank you for your interest in Gardner-Webb University!

### Admissions Information

To apply for admission to a graduate program, the applicant should submit the following: (1.) a completed application, either paper format or online at <https://admissions.gardner-webb.edu/apply/>; (2.) a \$40 non-refundable application fee; (3.) Graduate Cohort Registration Form (4.) an official transcript of all previous academic work beyond high school (add-on licensure requires graduate-level transcripts only) to be sent directly from each institution attended (the Privacy Act requires that each student request in writing that transcripts be released; use the form provided with application) (5.) scores on either the Graduate Record Examination, Miller Analogies Test, PRAXIS II Subject Assessment, or NTE; (6.) three professional references, including at least one from a current or former supervisor, on Gardner-Webb Graduate School reference forms (references from friends or family members not acceptable); (7.) for programs leading to graduate level educator's license, evidence of "A" level North Carolina Teacher's license or equivalent; and (8.) for Executive Leadership Studies and Add-On Licensure, an Internship Supervisor Form. **The deadline for a completed application file is Friday, January 2, 2026. Remaining admissions documents will only be accepted after the deadline on a case-by-case basis.**

### Transferring Credits

Because of the modular curriculum and cohort nature of these Master's programs, transfer credit may not be possible. These programs are designed and delivered in modules that do not match traditional three-hour courses. A candidate may request a conference with the department chair for each of these programs to evaluate transcripts for possible credit. Credit will not be given for courses taken more than six (6) calendar years before acceptance to graduate study nor for courses taken towards another completed master's degree. Students currently enrolled in a graduate degree program at Gardner-Webb must have prior written approval to take courses from another institution for transfer credit. Transfer credit will not be accepted for any course in which students earned below a grade of B.

### Financial Responsibility

Students may not select classes, receive transcripts, graduate, or register until all account balances have been satisfied with the university. These payment policies are strictly followed. Failure to meet financial obligations to the university may result in the delinquent account being placed with a collection agency. Students are responsible for all attorney fees and other collection costs incurred by the university in such cases.

### Refund Policy

Registration in the University is considered a contract binding the student for charges for the entire semester. However, it is the policy of Gardner-Webb University to give pro-rata charge reductions through 60% of the enrollment period in the event a student OFFICIALLY WITHDRAWS FROM SCHOOL. Graduate program students may withdraw from class(es) by accessing MyGWU. Click on the Registration link on the left side of the screen. Click on Withdrawal Information, and The Office of the Registrar Withdrawal page will open in a new tab or window. Select the option for Graduate Students and complete the withdrawal form provided. An e-mail confirmation will be sent to the student's GWU e-mail address when the withdrawal has been processed. Please retain this email for your records. The withdrawal date is the date this process begins. Reductions will be computed on total charges for tuition, but not on fees. Students leaving school for disciplinary reasons will not be eligible for any reduction and will be liable for the entire semester's charges. Students who withdraw from individual classes after the drop/add period will receive no charge reduction. For purposes of interpreting this policy the pro-rata charge reduction percentage is equal to the number of calendar days (includes weekends) remaining in the semester divided by the number of calendar days in the semester. No charge reduction will be given after the 60% period of enrollment for the semester. When a student's charges are reduced, Federal, State, Institutional and Noninstitutional Aid will be adjusted in accordance with the regulations governing the respective programs. Please contact the Student Account Office for current regulations concerning these programs at (704) 406-4287. Leaving the University without officially withdrawing may result in a student forfeiting all financial aid and, thus, becoming responsible for the entire balance.

### Tuition Information

The anticipated cost per credit hour is \$575 for these cohort master's degree and licensure-only programs. Students will be responsible for a \$85 per semester digital learning fee, a \$139 TaskStream fee, an internship fee of \$107 for each internship credit hour, and a program completion fee.

### Important Contact Information

Graduate Information Office	Kristie Creamer	704-325-2527	<a href="mailto:kcreamers@graduateprogram.org">kcreamers@graduateprogram.org</a>
Financial Planning Office	Abbey Smith	704-406-2226	<a href="mailto:financialplanning@gardner-webb.edu">financialplanning@gardner-webb.edu</a>
Student Accounts Office	Becky Toney	704-406-3564	<a href="mailto:rtoney@gardner-webb.edu">rtoney@gardner-webb.edu</a>