

Thank you for your interest in Union University's online Master's and Licensure programs. We are pleased to bring our graduate education programs to your local area. Once you submit your application, I will be able to hold your place in the program while you continue to work on your admissions file.

This packet includes all of the information that you will need to be admitted 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 **(731) 201-0980** or by email at [csmith@graduateprogram.org](mailto:csmith@graduateprogram.org).



**PLEASE NOTE: These programs have a deadline that is quickly approaching.**

**Complete step 1 as soon as possible so we can start your admission's file**

**1**

## Application and \$25 Application Fee for Graduate Admission

Complete and submit the graduate application [online](#).



Once your application has been submitted, turn to pages 2-3 or visit the [online checklist](#) to complete the remaining admission steps.

Congratulations on your pursuit of a Master's degree with Union University!

**Sincerely,**

Chris Smith

Graduate Information Office

(731) 201-0980

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

Apply [online](#) at our dedicated website for faster processing.

## 2 Financial Aid & Payment Options (Page 4)

Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go. If using Financial Aid, Complete the **FAFSA** online. It is in your best interest to complete the financial aid process as early as possible. See page 4 for more information.

## 3 Official Transcripts (Page 5)

Official transcript(s) showing completion of baccalaureate degree(s). Please see page 5 for more information.

## 4 Writing Sample

All candidates, regardless of GPA, must successfully complete the writing sample, demonstrating adequate graduate level writing skills.

## 5 Two Completed Reference Evaluation Forms

These references must be from persons who are familiar with the applicant's professional or academic abilities. If the applicant is currently teaching, at least one recommendation should be from an administrator or supervisor who is familiar with the applicant's work as a teacher.

## 6 Test Scores (those seeking their Initial Licensure)

Submit a Praxis II score in their intended endorsement area before beginning coursework. Praxis score can be waived if student has a major with 3.0 GPA in subject area for some 6-12 secondary areas. Students can be admitted as a degree-only student without Praxis score. (must sign waiver of intent to seek licensure).

Register at [ets.org/praxis](http://ets.org/praxis) to take the appropriate Praxis II content knowledge test for your endorsement. Scores should be sent to Union (code 1826) and the TN Dept. of Education (code 8190)

## 7 Background Check

Applicants seeking initial licensure must complete the **Background Check**.

## 8 Faculty Interview

This will take place after all steps have been submitted.

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## 3 Official Transcripts (Page 5)

Official sealed transcripts from all universities attended are required. Please see page 5 for more information.

## 4 Teaching License

For those with a TN Teacher License – this can be downloaded from the State of TN [website](#). You may upload your teaching license with the application

## 5 Writing Sample

All candidates, regardless of GPA, must successfully complete the writing sample, demonstrating adequate graduate level writing skills.

## 6 Graduate Education Recommendations

1 recommendation from your Principal/Supervisor, 1 recommendation from professional colleague, 1 recommendation from the director of your school system (Instructional Leadership Specialization Only)

## 7 Verification of Experience Form (Instructional Leadership Only)

Must be [completed](#) by applicant's school system documenting at least 2 years of teaching experience.

## 8 Performance Evaluation (Instructional Leadership Only)

Please upload a copy of the most recent performance appraisal [must be within the last 3 years]. The evaluation must be signed and dated by your evaluator.

## 9 Resume

Please upload an up-to-date, carefully prepared, and error-free resume.

## 10 Faculty Interview

This will take place after all steps have been submitted.

## How to Apply for Financial Aid:

- 1 Complete the Free Application for Federal Student Aid (FAFSA).** The FAFSA is [available online](#). If you do not have access to a computer you may request a paper version from the Financial Aid Office. **Students should submit the 2026-2027 form. You will need your 2024 Federal Tax Return, your FSA ID, and Union University's code (003528). Graduate students are considered independent for financial aid purposes.**
- 2 Review your Student Aid Report (SAR) for accuracy.** Online processing time for the FAFSA takes 2-3 business days. The Department of Education will notify you when your application is processed and will provide you with a Student Aid Report (SAR). If you notice any errors after reviewing your SAR, log back into your FAFSA to make corrections.
- 3 You will receive your financial aid award letter from Union once you have been academically accepted.** This lists the financial aid you will qualify for. If you wish to decline all or a portion of the award, notify the Financial Aid Office in writing. Be sure to contact the Financial Aid Office if you have any questions on your award.
- 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 <https://studentloans.gov/myDirectLoan/index.action> (you will need your FSA ID from Step 1).

## Federal Loan Requirements:

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

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

**Questions? Call the Financial Aid Office at 731-661-5015 or [finaid@uu.edu](mailto:finaid@uu.edu)**

## Enrolling in a Pay-As-You-Go Payment Plan:

The Nelnet Business Solutions (formerly FACTS) payment plan gives families and option of budgeting monthly payment. Please apply for a payment plan online at [uu.edu/paymybill](http://uu.edu/paymybill) or with the Student Accounts office at **731-661-5071**.

## The Federal (Title One) 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. Union University is not responsible to verify your eligibility for this 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.**

## The TEACH Grant:

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program, created by Congress through the College Cost Reduction and Access Act of 2007, provides grants to students (Undergraduates or Graduate) who intend to teach in a public or private elementary or secondary school that serves students from low-income families and teaching in a high need field. If a student fails to complete the teaching requirement, the grant will convert into an Unsubsidized Direct Stafford Loan. Recipients of the TEACH Grant MUST complete the [TEACH Grant Application](#). Additionally, if offered a TEACH Grant, TEACH Grant Counseling and an Agreement to Serve (ATS) must be completed each year the award is received – both can be completed below.

For more information, visit <https://studentaid.gov/teach-grant-program>.

Union University requires official transcript(s) showing all course work, completion of baccalaureate degree(s), and all graduate credit previously attempted. Even if withdrawal occurred prior to earning credits and even if those credits do not apply to the current degree being sought, official transcripts must be sent from each institution. **Must be a minimum grade point average (GPA) of 3.0 on a 4.0 scale combined.**

## REQUEST OFFICIAL TRANSCRIPTS:

There are multiple ways to request transcripts, and each college or university will have their 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.
- 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 **(731) 201-0980**.

## SEND ELECTRONICALLY:

It is the policy of Union University to only accept electronic transcripts from the institution or from an established provider such as Script Safe, Parchment, National Student Clearinghouse, Docufide. We will not accept copies emailed from the student(s) in any format. Once Admissions has received the transcript(s), the transcript(s) will be printed and stamped as official for Union University.

## SEND BY MAIL:

Sealed transcripts may be mailed to:

**Union University**  
**Office of Graduate Studies in Education**  
**Attn: Registrar**  
1050 Union University Drive  
Jackson, TN 38305

## For:

For licensed teachers or those seeking their initial licensure.

## What You Learn:

This program will enhance your knowledge, skills and values relating to the major issues facing today's practitioners in education and learn how to apply research skills to current education programs.

## How You Learn:

All courses are offered in an online format.

## Career Outcomes:

You will be able to augment current licensure with new licensure programs, or initially prepare, for some individuals with non-education degrees, to become licensed teachers. With appropriate prerequisites, initial licensure and Praxis II Specialty Tests, the program leads to an additional endorsement in Elementary K-5.

## Degree Requirements:

Course #	Title	Credits
	<b>Required Core:</b>	
EDU 610	History and Philosophy of Education	3
EDU 650	Educational Measurement and Evaluation	3
EDU 665	Research Design	3
EDU 671	Standards, Strategies, and Students	3
EDU 675	Capstone Research Seminar	3
	<b>Elementary Education Courses:</b>	
EDU 527	Leading the Elementary Learning Environment	2
EDU 544	Studies in the Diverse Classrooms	4
EDU 552	Language Arts and Children's Literature	2
EDU 556	Literacy in Diverse Classrooms	4
EDU 602	Technology-Rich Learning	2
EDU 604	Teaching in a Pluralistic Society	3
EDU 629	Current Research in Early Childhood Education	3
PSY 624	Comparative Study of Child Development Theories	3
SE 630	Learning in Diverse Classrooms	3
	<b>Take the following courses if seeking initial licensure:</b>	
EDU 623	Mentoring Seminar A	2
EDU 627	Mentoring Seminar B	2
EDU 628	Mentoring Seminar C	2
		<b>Total Credit Hours: 41-47</b>

**Note:** Praxis II Specialty Area Tests appropriate to the endorsements are required for licensure but not for the degree.

## For:

For licensed teachers or those seeking their initial licensure.

## What You Learn:

This program will enhance your knowledge, skills and values relating to the major issues facing today's practitioners in education and learn how to apply research skills to current education programs.

## How You Learn:

All courses are offered in an online format.

## Career Outcomes:

With appropriate prerequisites, including those in the teaching content field, this program leads to an initial licensure in a secondary (Grades 6-12) field.

## Degree Requirements:

Course #	Title	Credits
	<b>Required Core:</b>	
EDU 610	History and Philosophy of Education	3
EDU 650	Educational Measurement and Evaluation	3
EDU 665	Research Design	3
EDU 671	Standards, Strategies, and Students	3
EDU 675	Capstone Research Seminar	3
	<b>Secondary Education Courses:</b>	
EDU 530	Secondary School Methods	3
EDU 602	Technology-Rich Learning	2
EDU 604	Teaching in a Pluralistic Society	3
EDU 626	Reading in the Content Area	3
EDU 637	Leading the Secondary Environment	2
EDU 638	Middle Grades Education	2
SE 630	Learning in Diverse Classrooms	3
	<b>Complete one option below – 6 hours: Students on a practitioner license complete the first option.</b>	
EDU 623	Mentoring Seminar A	2
EDU 627	Mentoring Seminar B	2
EDU 628	Mentoring Seminar C	2
PSY 614 OR EDU 614	Learning Theories and Styles	3
EDU 660	Issues and Trends in Education OR Director-approved 3-hour elective	3
		<b>Total Credit Hours:</b> <b>39</b>

**Note:** With appropriate prerequisites, including those in the teaching content field, this program leads to an initial licensure in a secondary (Grades 6-12) field. Praxis II Tests and 3 years of successful teaching experience on a job-embedded Practitioner license appropriate to the endorsement area are required for licensure but not for the degree.

## For:

This focus is designed to provide a relevant professional development curriculum for classroom teachers who are currently serving as the assigned teacher of record for a group of students.

## What You Learn:

- Enhance your knowledge (as Scholars), skills (as Practitioners) and values (as Relaters) in relation to the major issues facing today's transformational teachers
- Engage the Christian intellectual tradition and demonstrate service to society
- Apply research skills to current educational problems

## How You Learn:

All courses are offered in an online format.

## Career Outcomes:

This area of concentration is for students who desire the knowledge, skills, and dispositions of a classroom teacher without the licensure.

## Degree Requirements:

Course #	Title	Credits
<b>M.Ed. Foundation Courses for All Focus Areas – 12 hours</b>		
EDU 612	Literacy Across the Curriculum	3
EDU 647	Faith and Ethics in Education	3
EDU 639	Teacher Effectiveness	3
EDU 643	Methods and Designs for Classroom Research	2
EDU 652	Performance Exhibition	1
<b>Focus Courses for Teaching and Learning—12 hours</b>		
EDU 606	Accountability for Greater Student Learning	3
EDU 608	Learning Theories Into Practice	3
EDU 611	Differentiated Instruction	3
EDU 617	Positive Discipline	3
<b>Flex Courses for Teaching and Learning—6 hours</b>		
EDU 602	Technology-Rich Learning	2
EDU 648	Engaging Diversity in School Cultures	2
EDU 6001	Community Involvement to Improve Schools	2
<b>Total Credit Hours:</b>		<b>30</b>

## For:

Teachers who want to earn their Master's degree in Instructional Leadership while adding on Instructional Leadership Licensure.

## What You Learn:

Enhance your knowledge (as Scholars), skills (as Practitioners) and values (as Relaters) in relation to the major issues facing today's practitioners. Engage the Christian intellectual tradition and demonstrate service to society and apply research skills to current educational problems.

## How You Learn:

All courses are offered in an online format.

## Career Outcomes:

Prepare for school leadership roles such as Principal, Assistant Principal, Curriculum Supervisor, Department Head, and Team Lead.

## Degree Requirements:

Course #	Title	Credits
	<b>Required Core:</b>	
EDU 612	Literacy Across the Curriculum	3
EDU 621	Faith and Ethics in Educational Leadership	3
EDU 639	Teacher Effectiveness	3
EDU 643	Methods and Designs for Classroom Research	2
EDU 652	Performance Exhibition	1
	<b>Focus Courses for Instructional Leadership:</b>	
EDU 624	Curriculum and School Improvement	3
EDU 654	Legal and Financial Issues in School Governance	3
EDU 659	Supervision	3
EDU 664	Organizational Decision-Making	3
	<b>Flex Courses:</b>	
EDU 653	Leadership Issues I: Theories and Strategies	3
EDU 661	Leadership Practicum Summer	1
EDU 662	Leadership Practicum Fall (divided into Three 1-hour sections)	1
EDU 663	Leadership Practicum Spring	1
<b>Total Credit Hours:</b>		<b>30</b>

**Note:** Students completing the IL focus must successfully pass the state licensure exam to obtain both the M.Ed. degree and state licensure. Teachers must have completed a minimum of 2 years of teaching before beginning.

## For:

Teachers who already hold their Master's degree in Instructional Leadership and are now seeking to add on Instructional Leadership Licensure.

## What You Learn:

Enhance your knowledge (as Scholars), skills (as Practitioners) and values (as Relaters) in relation to the major issues facing today's practitioners. Engage the Christian intellectual tradition and demonstrate service to society and apply research skills to current educational problems.

## How You Learn:

All courses are offered in an online format.

## Career Outcomes:

Prepare for school leadership roles such as Principal, Assistant Principal, Curriculum Supervisor, Department Head, and Team Lead.

## Degree Requirements:

Course #	Title	Credits
EDU 723	Faith & Ethics in Educational Leadership	3
EDU 714	Leadership Issues I-Theories & Strategies	3
EDU 722	Teacher Leadership	3
EDU 737	Leadership Practicum Summer	1
EDU 738	Leadership Practicum Fall	1
EDU 706	Organizational Decision-Making	3
EDU 708	Curriculum and School Improvement	3
EDU 703	Supervision	3
EDU 739	Leadership Practicum Spring	1
EDU 715	Leadership Issues II-Planning & Finance	3
<b>Total Credit Hours:</b>		<b>24</b>

**Note:** Students completing the IL focus must successfully pass the state licensure exam to obtain state licensure. Teachers must have completed a minimum of 2 years of teaching before beginning.

## About Union University

Union University is an academic community, affiliated with the Tennessee Baptist Convention, equipping persons to think Christianly and serve faithfully in ways consistent with its core values of being excellence-driven, Christ-centered, people-focused, and future-directed. These values shape its identity as an institution which prioritizes liberal arts based undergraduate education enhanced by professional and graduate programs. The academic community is composed of quality faculty, staff, and students working together in a caring, grace-filled environment conducive to the development of character, servant leadership, and cultural engagement.

## Admission Requirements

In order to be considered for admission, applicants must meet academic requirements and other admission criteria established by Union University. The university reserves the right to deny admission to applicants who do not possess adequate preparation and/or those who fail to meet other admissions criteria. Students who are admitted are required to abide by university policies and regulations. Please review all items in the application checklist of your chosen program and reach out to the graduate information office with any questions.

## Transfer Credits

Students who have completed graduate-level courses at another institution may transfer up to 9 graduate credits, if the courses are judged equivalent to those required for Union University's graduate education program.

## Textbook Information

Visit Union University's bookstore at <https://bookstore.uu.edu/textbooks>

## Union University Tuition Information

The tuition rate for students beginning an M.Ed. or MA.Ed. program is \$527 per credit hour with a \$28 per credit hour general student fee, for most programs. Union University reserves the right to raise tuition costs for future cohorts or other programs.

## Important Contacts

Graduate Information Office	Chris Smith	(731) 201-0980	<a href="mailto:csmith@graduateprogram.org">csmith@graduateprogram.org</a>
Student Accounts Office		(731) 661-5071	
Financial Aid Office		(731) 661-5015	<a href="mailto:finaid@uu.edu">finaid@uu.edu</a>
IT Help Department		(731) 661-HELP	<a href="mailto:help@uu.edu">help@uu.edu</a>