



Humphreys
COLLEGE

APPLICATION INSTRUCTIONS

Should you need assistance at any point during your application process, we encourage you to contact the Admission Office or the chair of the Department of Graduate Studies.

APPLICATION DATES

Humphreys College guarantees full consideration of your application and supporting documents if received by the following dates:

Fall Admission:	September 10
Winter Admission:	December 10
Spring Admission:	March 10
Summer Admission:	June 10



Dear Graduate Program Applicant:

Thank you for your interest in the graduate program at Humphreys College, the area's finest and oldest provider of professional preparation programs. At Humphreys, we pride ourselves in serving motivated, determined students who thrive in an extraordinarily personal, welcoming, and approachable environment.

Our skilled and professional faculty-practitioners build bridges between a solid educational foundation and practical life. Our curriculum is designed to address the needs of employers by making course content relevant and practical, while our long history and deep connections with the community open doors and provide opportunity. We provide a rewarding educational experience that gives our graduates a wide variety of options and a competitive advantage in the career marketplace.

If you would like to explore Humphreys College further, please visit our website at www.humphreys.edu, or contact an admission counselor for additional information.

Our faculty and staff look forward to having you as a valued member of our college community and are eager to contribute to the achievement of your personal and professional goals.

Sincerely,

Bob Humphreys, Ph.D.
Dean of Instruction
Chair, Department of Graduate Studies

Program Description

The Master of Arts in Education is a 44-unit, advanced-degree program designed to enhance the skills and knowledge of the educational professional. Students will pursue an in-depth study of both theoretical and applied concepts, with a focus on developing the skills to become reflective practitioners and leaders. Upon admission, students will choose an emphasis. All students will complete a thesis or project as a final requirement of the program.

The Early Childhood Education emphasis is designed to expand and enhance understanding of programs and environments for children ages 0 to 8. Students will engage the complex, diverse, and unique environments in which today's young children mature, as well as develop practical skills in the teaching and management of early childhood educational programs.

The Educational Administration emphasis is designed to create effective leaders who will have a positive impact on classrooms, schools, and communities.

Core Courses (24 units)

- EDUC 300: Foundations of American Education
- EDUC 301: Quantitative Research Methods
- EDUC 302: Qualitative Research Methods
- EDUC 303: Curriculum Design and Evaluation
- EDUC 304: The Nature of Learning
- EDUC 399: Research Preparation

Early Childhood Education Emphasis (20 units)

- EDEC 316: Critical Practices in Early Childhood Education Programs
- EDEC 317: Theory and Issues in Child Development
- EDEC 318: Diversity in Early Care and Education
- EDEC 319: Family Involvement in Early Childhood Education
- EDEC 320: Management of Early Childhood Education Programs

Educational Administration Emphasis (20 units)

- EDAD 331: Human and Fiscal Resources in Educational Administration
- EDAD 332: Technology in Education
- EDAD 334: Program Planning and Evaluation
- EDAD 335: Law and Policy in Education
- EDAD 336: Leadership in a Diverse Society

Graduate and Postbaccalaureate Admission

General Requirements:

The minimum requirements for admission to graduate or postbaccalaureate studies at Humphreys College are the following:

1. A completed application to the master's program
2. Evidence of a baccalaureate degree from a regionally accredited college or university
3. Official transcripts providing evidence of good academic standing at the last college or university attended and with a minimum of 2.75 cumulative GPA in the last 60 semester or 90 quarter units of your undergraduate program
 - Students who have attained a GPA of 2.0 to 2.75 may be admitted on a provisional basis
4. Evidence of the successful completion of an advanced writing course (B or better), the CBEST, or the Humphreys College Writing Proficiency Examination (WPE)
5. A short personal statement describing your professional and scholarly goals (500 words maximum)
6. A current resume or curriculum vitae (include three references)

Admission Classifications:

Based on the minimum admission requirements, an applicant may be considered for admission in one of the following two categories:

1. Full admission: The applicant satisfies the admission requirements.
2. Provisional admission: In some cases, the College may make exceptions to the minimum admission requirements. An applicant may be admitted to the graduate program in this category if, in the opinion of the Graduate Council, he/she lacks sufficient academic background or technological capacity but shows potential to succeed in graduate studies. In order to ensure a high likelihood of success, provisionally admitted students may be required to take preparatory courses to remove academic deficiencies before, or possibly during, the initial quarters of the graduate program.

Transcripts:

Humphreys College requires applicants to submit official transcripts in sealed envelopes from each college or university attended. Applicants should arrange to have their official transcripts submitted at the same time as their application. Transcripts should be addressed to the Humphreys College Registrar. Humphreys College graduates who have not attended another institution since graduation do not need to submit transcripts as part of the admission process to the graduate program.

Transfer of Credit:

Twelve quarter units (nine semester units) of post-graduate credit from a regionally accredited institution may be accepted, if applicable, subject to the approval of the associate dean. A student must have earned a B or better in the transferred course, in keeping with the academic requirements of the program.

International Student Admission Requirements:

The Graduate Studies Department admits students from countries other than the United States. The faculty and staff believe that there are significant benefits to be gained from the intermingling of different cultures in the atmosphere of an educational institution. The small size of the program requires, however, that the number of international students that can be accepted for enrollment be limited. Students who determine that the programs offered by the Graduate Studies Department can serve their needs are encouraged to inquire and make an application at the earliest possible date.

In addition to the admission requirement stated above, international applicants must submit the following documents as part of the application to the Graduate Studies Department:

1. Official academic transcripts documenting conferral of a bachelor's degree where English is the primary instructional language, evaluated by an approved international transcript evaluator, if necessary.
2. An applicant who has not received a bachelor's degree where English is the primary instructional language must submit a transcript of the [TOEFL](#) test with a score of at least 450 on the paper-based test and 133 on the computer-based test; a passing score on the Michigan Test ([MTELP](#)), or demonstrate the obvious ability to communicate in English.
3. A letter of recommendation from someone who is not a family member.
4. A financial support statement indicating adequate financial resources to cover tuition, books and supplies, room and board, transportation, and any other expenses which might be incurred while a student at Humphreys College. Included with this statement should be letters of credit, bank statements and evidence of housing arrangements.
5. A signed copy of the "Requirements for Admittance as an International Student" form, which states:
 - International students are accepted for a period of one academic year or more and must complete a minimum of eight (8) units each quarter. The College must, by law, notify the immigration authorities whenever a student is not enrolled as a full-time student (8 units).
 - The applicant understands that Humphreys College has no medical or health facilities and the student understands and agrees to provide for his/her own health and accident care and insurance while in the United States.
 - A non-refundable application fee of \$200.00 for international students is due prior to registration of classes.

- The applicant understands that if admitted, a deposit of one quarter's tuition must be paid before an I-20 form will be issued. All fees and tuition for the first academic year are due prior to initial enrollment at Humphreys College. Starting with the second academic year each quarter's tuition must be paid prior to the beginning of each quarter. Pre-paid tuition will be refunded to students who do not enroll.
- The applicant understands that this College has no programs which assist the international student financially. It is absolutely necessary that an applicant have sufficient funds to cover traveling, tuition and living expenses before applying to the College.

For more information, international students should speak with an admission counselor or the Registrar.

Application Filing Dates:

Admission to the graduate program is competitive, and the College encourages prospective students to apply as early as possible. Students may begin their graduate program in any quarter; the following table provides the quarterly admission deadlines:

Fall Admission:	September 10
Winter Admission:	December 10
Spring Admission:	March 10
Summer Admission:	June 10

Financial Aid

Students seeking financial assistance must complete the Free Application for Federal Student Aid (FAFSA), and contact the Financial Aid Department to make an appointment. A student must take a minimum of 4 units (1 class) in order to receive financial aid. Please contact the financial aid office for additional information.

The FAFSA may be completed online at www.fafsa.ed.gov.

Residency Requirements

The Master of Arts in Education program is a 44-unit course of study. The residency requirement for the program is 32 quarter units. The residency must be completed within the four-year maximum allowable timeframe for course completion.

Program Costs

The Fiscal Office publishes a Schedule of Tuition and Fees for each academic year. Please refer to the schedule for current program costs.

Graduate Student Support

Advising:

The College is structured to offer a personal, welcoming, and approachable environment, where students have immediate access to their advisors and members of the faculty and administration.

During the enrollment and admissions process, students are encouraged to discuss their study plan with the faculty and the associate dean. Based on these discussions, each student will be assigned to an advisor upon admission to the program. The advisor will be from among the core faculty working in the program, and every effort will be made to match the scholarly interests of the student with those of the advisor. Students who are admitted provisionally may be advised to take preparatory courses to remove academic deficiencies before, or possibly during, the initial quarters of the graduate program.

Student Resources:

Graduate Student Handbook

A graduate student handbook -- outlining admission requirements, program requirements and policies, College policies, thesis/project procedures, and other aspects of the College and graduate program -- is available to help students navigate the master's program.

Career Placement Services

Students in the graduate program will have full access to the services available through the College Placement Office. Additionally, the core faculty in the program maintains productive connections within the local community, while the supplementary adjunct instructors provide expertise directly from the field. Students in need of career placement services should consult with the College Placement Office.

Library Resources

The library is available to Humphreys College students and maintains academic resources including databases of academic and non-academic journals, magazines, newspapers, monographs, and a large collection of hardbound books. Additionally, the library maintains help-desk hours during the week and on Saturdays.

The Library and Learning Center has a robust information literacy program including seminars, workshops, clubs, and tutoring and writing lab services.

Application Checklist

The following steps must be completed before a student will be considered for admission:

SUBMIT TO THE ADMISSION OFFICE:

_____ **Application:** Complete the Humphreys College Graduate Studies Application for Admission, along with the \$40.00 application fee.

_____ **Personal Statement:** Submit a written personal statement outlining the reasons for pursuing the graduate degree and a description of how it relates to future career or personal goals (500 words, maximum).

_____ **Current Resume or Curriculum Vitae (include three references)**

_____ **TOEFL Scores (if applicable, please contact an admission officer for more information)**

_____ **Writing Proficiency Exam:** Students who do not satisfy the academic writing standard in the admission requirements will need to take the Humphreys College Writing Proficiency Examination (WPE). Please contact an admission officer for more information

SUBMIT TO THE REGISTRAR:

_____ **Transcripts:** Submit OFFICIAL transcripts from each college or university attended. Send transcripts to: Humphreys College, attention: Registrar. Students who received their bachelor's degree from Humphreys College do not need to submit transcripts as part of the admissions process.

DEADLINES FOR ADMISSION:

Fall Admission: September 10

Winter Admission: December 10

Spring Admission: March 10

Summer Admission: June 10