APPLICATION PROCEDURES
The University of Alabama Master’s Degree with P-12 Reading Specialist Program

1. Check That You Meet the Following UA College of Education requirements (www.graduate.ua.edu)
   • Entrance examination score (MAT no lower than the 50th percentile; GRE 1000+) for regular admission. Conditional admission is a possibility if MAT above 40th percentile or GRE 900-999 and gpa 3.0+ (Note: Any score less than 900 GRE or below 40th percentile MAT won’t be accepted and you will need to retake the exam)
   • An undergraduate GPA of 3.0 on 4.0 scale, and 3.0 average for last 60 semester hours

2. State Department Requirements Prior to Admittance
   • Alabama Class B Certification or its equivalent
   • Completed 2 years full-time classroom teaching (No exceptions can be made and official acceptance to the program cannot be sent until the official verification form is received)
     Request a Supplement EXP form from your current and/or previous school system(s) to verify two years of full-time teaching experience. The form is available online at http://www.alsde.edu/html/sections/doc_download.asp?section=66&id=8172&sort=19
     The EXP should be sent to: Dawn Bryant, Student Services & Certification, College of Education, The University of Alabama, Box 870231, Tuscaloosa, AL 35487-0231.
   • Completed 2 reading courses prior to the beginning the program (these may be undergraduate courses but must be about the teaching of reading—introduction to reading, reading methods, content area reading; one must be a foundations of reading course.) This requirement cannot be waived and literature and English courses cannot substitute.
   • Can meet the expected practicum requirements of working with children of the correct age during the semester required. (CRD 595 requires work with PK-2nd grade; CRD 695 requires work with 3rd – 6th grade; CRD 696 requires work with MS/HS; CRD 593 requires work with teachers of a variety of grade levels) We can be flexible with how this happens, but small groups of children at the right age are required to meet State requirements.

3. Apply to UA graduate school at www.ua.graduate.edu Get this started ASAP (it takes a while)
   DEGREE PROGRAM APPLICATION
   • Apply to the graduate school DISTANCE LEARNING Program
   • Take the GRE or MAT and have scores submitted to UA
   • Department: Curriculum and Instruction (choose from drop down)
   • Program: Secondary Education (choose from drop down),
   • Type —Reading Specialist in available box THIS IS VERY IMPORTANT TO INCLUDE
   • Have 3 letters of recommendation sent to BOTH the graduate school and Dr. Coleman jcoleman@bamaed.ua.edu

   NON-DEGREE PROGRAM APPLICATION
   • If you wish to begin taking classes before the official graduate school acceptance (the official process can take months), you may do so under non-degree status, but this is no guarantee of admittance to the program. You should be very sure that you meet minimum qualifications before beginning courses.
   • Complete the application and note the department and programs.
   • You may take up to 12 hours in one semester only that will count toward the degree. You cannot be a non-degree student two semesters in a row and have the courses count.

4. Apply to the Reading Specialist Program (in addition to applying to the graduate school)
   • Complete the RS Program application (Dr. Coleman will provide this jcoleman@bamaed.ua.edu)
• Have 3 letters of recommendation mailed or emailed to the graduate school and Dr. Coleman
• Include a transcript that shows the two prior reading courses (can be undergraduate, must be about teaching reading at some level, not English or Literature)
• Complete an interview that will be set up through the RS program office.

If you have questions, contact Dr. Julianne Coleman, Coordinator of Literacy Programs at jcoleman@bamaed.ua.edu