In order to be considered for admission, all candidates must meet the following minimum requirements:

- Have a cumulative 3.0 undergraduate GPA or 3.0 GPA in graduate-level coursework (minimum of 12 completed hours of graduate coursework)
- Candidates with a 2.7-2.9 GPA may be eligible for provisional admission.
- Hold a valid North Carolina Professional Educator’s License
- Have taught a minimum of three years
- Reside in North Carolina
To complete your application packet, please assemble the following items:

- Completed Application Form
- Salem College Honor Code Form
- Candidacy for Professional Licensure (CPL) Applicant Statement
- Internship and Residency Agreement
- Recommendation Form
- Background Check
- Copy of Teaching License
- Official Transcript indicating completion of a bachelor’s (four-year) degree, as well as transcripts from any institution at which you have completed post-baccalaureate work. Transcripts may be sent directly from the college or university to grad.admissions@salem.edu.
- Professional Writing Samples (details on last page of the application packet)

Please scan and email all materials to grad.admissions@salem.edu.

If hard-copy materials must be mailed, address them to:

Department of Teacher Education and Graduate Studies
Salem College
601 S. Church Street Winston-Salem, NC 27101
336.721.2774 (phone)
336.917.5384 (fax)
Application for Admission
Master of Education (MEd):
Educational Leadership

Date of Application: _________________________

First Name: ___________________ Middle/Maiden: ___________________ Last Name: ___________________

Social Security # _________________________ Date of Birth: _________________________

Current Address: ________________________________________________________________

City: _______________ County: _______________ State: _______ Zip: _____________

Home Email: ____________________________________ Other Email: _____________________

Home Phone: _______________ Work Phone: _______________ Cell Phone: ________________

Gender:  □ Female  □ Male  Marital Status: □ Single  □ Married  □ Other ________________

Citizenship: □ US Citizen  □ Resident Alien  □ Non-Resident Alien

Native Language: ___________________________  Country of Birth: ______________________

What is your state of permanent residence? _________________________________________

In what state will you reside while completing the program? ____________________________

In what state do you plan to be employed as a school or district leader?

_____________________________________________________

Please select one or more: □ American Indian or Alaska Native  □ Native Hawaiian or Other Pacific Islander
□ Asian  □ White
□ Black or African American

Are you Hispanic or Latino?  □ YES  □ NO
Educational Background: List the colleges and universities that you have attended, starting with most recent, along with the degrees and dates earned (if applicable). Please note that you must submit an official transcript from the institution that granted your bachelor’s degree, as well as one from any institution at which you have completed post-baccalaureate work.

<table>
<thead>
<tr>
<th>Name/Location of Institution</th>
<th>Dates Attended</th>
<th>Degree/Major</th>
<th>Year Awarded</th>
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Starting with your current position, list your work history in the field of education.

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<th>Position Held</th>
<th>School/Company and Location</th>
<th>Dates Worked</th>
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List the teaching licenses/certifications currently held.

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<th>Type</th>
<th>Specialty Area(s)</th>
<th>State of Issue</th>
<th>Expiration</th>
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By completing this form, I am making application to the Master of Education in Educational Leadership program in the Department of Teacher Education and Graduate Studies at Salem College. I recognize that this is only an application and that I will not be considered officially admitted to the Master of Education in Educational Leadership program until I receive written notification. My signature on this document certifies that all information contained is—to the best of my knowledge—complete, correct, and accurate.

Candidate’s Signature ___________________________ Date __________

Salem College welcomes qualified students regardless of race, color, national origin, sexual orientation, religion, or disability to all the rights, privileges, programs, and activities of this institution.

Salem College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097) to award bachelor’s and master’s degrees. Teacher and educator licensure programs and are approved by the NC Department of Public Instruction.
Salem College
Department of Teacher Education and Graduate Studies
Honor Code and Registration Policy Statement

Please read and sign at the bottom to signify your intention to comply with the Salem College Honor Code and the registration policy. Submit this form with your application.

The Honor Tradition
The Honor tradition is a vital and unifying aspect of the Salem College community that encourages each member to ethical and responsible living. The Honor Code is upheld by the entire student body and stands on the principle of mutual respect. It is only as strong as the community that lives by it.

The Honor Tradition is long standing at Salem College and is highly respected by students, faculty, staff and administration. In keeping with its custom, each student assumes full responsibility for her/his actions in all phases of life at Salem. Such a tradition is only possible in a community that respects the individual and maintains a commitment to communication. Every student is responsible for encouraging other students to uphold the Honor Tradition.

The Honor Code
Salem College is a community of honor. I will show respect for my community by behaving with honesty, integrity and civility. As a responsibility to my honor community:

I. I will show respect for my classmates and faculty by maintaining honesty in my academic work and refraining from cheating.

II. I will show respect for my community and peers by maintaining integrity and honesty in my daily life and refraining from stealing and lying.

III. I will show respect for faculty, staff and members of the administration by maintaining civility and refraining from disruptive and abusive language and behavior.

I will acknowledge responsibility and accept the consequences of my actions. In choosing Salem College, I pledge to uphold the principles of the Honor Code and will cherish and guard its tradition.

Registration
I understand that I may add or drop a course any time from the opening of registration to the end of the Registrar’s Office business day on the last day of the drop/add period for a term (which for fall and spring terms is a one-week period as stated in the Term Schedules, and for the January term and summer terms is a shorter period of time as stated in those Term Schedules). I also understand that if I drop a class (or classes) after the last day of the drop/add period, I will owe for the class (or classes). If I have applied for financial aid for the term, I understand that I must inform the financial aid office if I decrease or increase the number of courses I have initially declared that I would be taking during the term.

Collection Agency Fees:
I understand and accept that if I fail to pay my account bill or any monies due and owing Salem College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Salem College may refer my delinquent account to a collection agency. I further understand that if Salem College refers my account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed (33.3%) of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

Print Name _______________________________________

Signature ___________________________________________ Date __________________
CANDIDATE FOR PROFESSIONAL LICENSURE (CPL) APPLICANT STATEMENT

At the conclusion of your program, Salem College will recommend you to the North Carolina Department of Public Instruction for a professional school administrator (principal) license. In order to ensure that such licensure will be forthcoming, please answer each question regarding your past conduct.

If you answer “yes” to any question, attach a detailed written explanation. If you answer “yes” to any question relating to a court proceeding, a certified true copy of the court record must accompany this statement.

CRIMINAL
1. Are you on a child abuse registry or a sex offender registry of any kind?
☐ YES ☐ NO

2. Have you ever been, or are you currently being, investigated for alleged or suspected child abuse or neglect by any governmental agency? If yes, provide an explanation and documentation.
☐ YES ☐ NO

3. Have you ever been convicted, pled guilty, or pled nolo contendere (no contest) to any criminal offense other than a minor traffic violation? (Criminal offense includes, but is not limited to a felony, a misdemeanor, or Driving While Impaired.) Please include any conviction, regardless of pardon. You must explain relevant circumstances in detail. NOTE: In response to this question, include all offenses other than minor traffic offenses. The following are not minor traffic offenses and must be listed: DWI, DUW, Failure to Stop in the Event of an Accident (hit and run), and Driving While License Revoked or Suspended (DWLR). If yes, provide an explanation and documentation.
☐ YES ☐ NO

4. Have you ever received probation, deferred prosecution, or any type of pre-trial adjudication, including a PJC (prayer for judgment) other than for a minor traffic offense? NOTE: This question does not seek information about matters for which the records have been expunged by a court order. If yes, provide explanation and documentation.
☐ YES ☐ NO

5. Have you ever participated in a diversion program in lieu of prosecution? NOTE: This question does not seek information about matters for which the records have been expunged by a court order. If yes, provide an explanation and documentation.
☐ YES ☐ NO

6. Have you ever been arrested, indicted, or otherwise charged with a crime other than for a minor traffic offense regardless of whether you were convicted or whether the charges were dropped? NOTE: This question does not seek information about matters for which the records have been expunged by a court order. If yes, provide an explanation and documentation.
☐ YES ☐ NO

7. Are you currently named in a pending criminal charge, indictment or special presentment of any offense other than for a minor traffic violation? (Special Presentment is used in some jurisdictions to charge an individual with a crime.) If yes, provide an explanation and documentation.
☐ YES ☐ NO

PROFESSIONAL LICENSING
8. Have you ever had a professional certificate, credential, or license of any kind revoked or suspended, or surrendered one prior to its expiration? If yes, provide an explanation and documentation.
☐ YES ☐ NO

Spring 2024
9. Have you ever been reprimanded, censured, placed on probationary status or suspended by a licensing board, commission or agency for any alleged misconduct or alleged violation of professional standards of conduct? If yes, provide an explanation and documentation.
☐ YES  ☐ NO

10. Are there any pending adverse actions or investigations against you relating to a professional certificate, credential, or license in North Carolina, any other state or country? If yes, provide explanation and documentation.
☐ YES  ☐ NO

11. Have you ever been denied a professional license for which you applied? If yes, provide an explanation and documentation.
☐ YES  ☐ NO

12. Have you ever been granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct? If yes, provide an explanation and documentation.
☐ YES  ☐ NO

13. Have you ever been disciplined by any board, commission, or agency responsible for licensure of any kind including, but not limited to, educational licensure? If yes, provide an explanation and documentation.
☐ YES  ☐ NO

EMPLOYMENT
For purposes of this statement, “misconduct” means the following:
- Conviction of a crime other than a minor traffic offense
- Use of excessive or inappropriate force against a minor that causes an observable physical injury.
- Inappropriate interaction with a student of a sexual or romantic nature
- Theft, embezzlement, or fraud related to school funds or property.
- Illegal use of weapons or firearms on school property or at school-sponsored events
- Use of drugs or alcohol involving students
- Violation of the State Testing code
- Violation of the Code of Ethics
- Excessive use of alcohol or nonmedical use of a controlled substance as defined in Article 5 of Chapter 90 of the General Statutes, provided that there is a reasonable and adverse relationship between the underlying conduct and the continuing ability of the person to perform any of his/her professional functions in an effective manner.

14. Have you ever been dismissed from employment by a school or school system for any reason, or been dismissed or had a contract non-renewed or non-extended by any employer for reasons of misconduct as defined above? (Non-extended means a contract or term of employment was not renewed.) If yes, provide an explanation or documentation.
☐ YES  ☐ NO

15. To your knowledge, have you ever had a disciplinary suspension, resigned, or been non-renewed or dismissed following allegations of behavior for misconduct related to your employment or arising out of your employment? NOTE: This question does not seek information about any suspensions with pay or administrative leave for which the records have been removed from your Central Office personnel files. If yes, provide an explanation and documentation.
☐ YES  ☐ NO

16. Have you ever been, or are you currently being investigated or charged by a licensing board, commission, or agency with a violation of a Professional Code of Ethics or any similar code of conduct? If yes, provide an explanation and documentation.
☐ YES  ☐ NO
MILITARY SERVICE
17. Have you ever served in the armed services? □ YES □ NO
If yes, indicate dates of service: from __________________ to __________________ (DD/MM/YYYY)

18. Was your discharge honorable? □ YES □ NO
If yes, provide documentation. If not, state what your service characterization was and why.

19. Were you ever the subject of court martial charges, non-judicial punishment or otherwise disciplined while in the armed forces? If yes, provide an explanation and documentation. □ YES □ NO

OATH
I hereby certify that the information submitted on or relating to this statement is true and correct. I grant the Department permission to check civil or criminal records to verify a statement made on this statement. I give the Department permission to request and obtain previous employment records to verify the above statements. I understand that any misstatement or omission of information may subject me to disqualification, revocation, and/or any other disciplinary action.

ETHICS STATEMENT
I hereby acknowledge that I have read, understand and agree to abide by the Code of Ethics for North Carolina Professional Educators and North Carolina Standards of Professional Conduct. 16 NCAC 6C.0601 and 16 NCAC 6C.0602 (available online at https://files.nc.gov/dpi/code-of-ethics.pdf or in the Office of Teacher Education and Graduate Studies).

Print Name ____________________________________________
Signature ____________________________________________
Date ____________________________________________
Master of Education (MEd): Educational Leadership

Internship and Residency Requirement

The MEd Educational Leadership program will be completed primarily online. However, there are mandatory “real time” scheduling commitments during the program:

**Residencies:** Students are required to attend four full-day residential Saturdays on Salem College’s campus in Winston-Salem, NC, throughout the program. The residential Saturdays will occur each fall semester and spring semester during your program.

All students are expected to drive/fly in and secure their own lodging for the residencies, should overnight accommodations be desired.

**Field Experiences and Internships:** Students are required to complete field experiences in association with each course. Additionally, there are two internships that occur in the program. Internships take place in public elementary, middle, and/or high school settings under the supervision of Salem College faculty. A total of 500 internship hours is required.

I understand that I must complete field experiences in association with each course, four residential Saturdays, and a total of 500 hours of internship hours, as requirements for the MEd Educational Leadership program.

Print Name ____________________________________________

Signature ____________________________________________ Date __________________________
Master of Education in Educational Leadership
Recommendation Form

Applicants, please list names, email addresses and relationship for two individuals who know your academic and professional abilities well (e.g., principal/assistant principal, instructional coach, college professor, person in the teaching or helping professions, etc.).

1. Name of recommender: ____________________________________________
   Email Address: ________________________________________________
   Relationship to applicant: ________________________________________

2. Name of recommender: ____________________________________________
   Email Address: ________________________________________________
   Relationship to applicant: ________________________________________

I waive my right to see these letters of recommendation:

Applicant’s signature __________________________ Date ________________
Process for Obtaining Confirmation of Background Check

Individuals currently employed with a public school system may use the process described below to provide Salem College Teacher Education and Graduate Studies office with necessary information rather than obtaining a new background check.

- Contact your Human Resources representative. Request an email to be sent to Terri Collins that confirms you are currently employed and have met requirements for hire including a background check.
- Human Resources should send all material or questions to the following email address: terri.o.collins@salem.edu.

If you are not currently employed by a school/school district, please go to the Secure Applicant website to complete your background check information. You should be prepared to pay ($23.50) for your background check.
Write personal statements responding to both of the following prompts. Please type the question at the top of the document and format with double-spacing, 12-point font, and one-inch margins. The response to each prompt should be 250-500 words. Keep in mind that we consider these statements representative of the quality of your potential work in the program.

**Prompt #1:** Do you think leaders are born with the ability to lead, or do you think they develop their leadership skills? Please explain your thinking.

**Prompt #2:** Please share some details as to why you have applied to a leadership program. What do you hope to accomplish by engaging in this experience?