MS-CLD Admission Policy & Procedures

Approved May 8, 2017

The CLD Department is composed of 18 graduate faculty and approximately 45 graduate students in residence. Our program emphasizes preparing graduate students for a variety of career options by building foundational knowledge and skills in applied social sciences and providing professional development opportunities.

New full-time students are admitted only for the fall semester. Part-time students can be admitted for the spring semester. For those who wish to pursue a MS-CLD degree as a part-time student, you must submit all the application materials by **May 15** for fall admission and **October 15** for spring admission.

Financial assistance is available only to full-time students in the form of teaching assistantships, research assistantships, and university fellowships. Besides a monthly stipend, each assistantship and fellowship generally covers tuition for the fall and spring semesters and health insurance. The number of assistantships available to students varies from year to year. It is highly competitive. Earlier submissions are strongly encouraged. We begin reviewing applications for fall admission with funding requests on **January 15**. To be considered for University fellowships (see http://www.research.uky.edu/gs/StudentFunding/fellowship_opportunities.html) and departmental funding (e.g., teaching or research assistantships), all materials, including letters of recommendations and required test scores, must be received by no later than **February 15**.

Those candidates, who received an offer of funding, need to notify the DGS their decisions by no later than **April 15**. In principle, any applications for fall admission **after** February 15 and **before** May 15 will not be considered for funding. However, when external and other unexpected funds become available, we may consider these applicants for funding.

Any applicants, who miss the deadlines but wish to start graduate training, can apply to the Graduate School for admission as a post-baccalaureate student. Please note that their admission to the MS-CLD is not guaranteed.

Summary Table of Admission Deadlines

For Full-Time Students		For Part-Time Students	
January 15 to February 15	For fall admission and consideration for University* or Departmental funding	May 15	For fall admission without expectation of Departmental funding
May 15	For fall admission without expectation of Departmental funding	October 15	For spring admission

*The deadline for consideration for University Fellowships is January 15 since the Director of Graduate Studies must nominate applicants for these fellowships in the first week of February of each year.

Materials Required for Application

Below are the materials you need to upload through ApplyYourself (https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=ukgrad) after you fill out the Online Application Form.

- Application Letter indicating motivation for pursuing MS-CLD and fit with faculty research interests and areas of practice. Students seeking department funding should indicate their interest in being considered in their letter.
- Current Resume
- Narrative accompanying resume that includes a description of applicant's experience regarding:
  Professional responsibilities and accomplishments
  Leadership development program design and implementation
  Specific accomplishments in leading community-based initiatives
  Grants awarded and implemented
  Professional/leadership certifications
  Professional trainings/courses and/or credentials
- Undergraduate/graduate transcripts
- GRE Scores
- 3 Recommendation letters (Only 1 can be written by a CLD faculty member)
- TOEFL/IELTS scores (International applicants only)

Our program offers two options: the Master's of Science in CLD as well as the Master's of Science with Initial Certification for Agricultural Education (Grade 5-12), or MIC. The MIC option uses a different set of criteria for admission (see below). Depending on your choice in pursuing the degree, the eligibility and required materials for admission application differ. If you have any questions, please contact the Director of Graduate Studies (DGS) in Community & Leadership Development (see http://www.uky.edu/Ag/CLD/ for the name and contact information of the current DGS).

Admission Criteria

Applicants for the MS-CLD program without MIC Option.

Candidates for the MS-CLD program must have a minimum undergraduate GPA of 2.75 and graduate GPA of 3.0 to be eligible for admission to the Graduate School. Graduate Record Examination (GRE) scores are required for all applicants. Please note that GRE scores are one of several materials used to select students for admission. International students must also take the TOEFL examination, with a minimum score of 550 (213 on the computer-based test) required by the Graduate School.

Applicants for the MIC Option

Candidates in the graduate initial certification program must apply for admission to the Graduate School and to the Teacher Education Program. They must have a minimum undergraduate GPA of 2.75 to be eligible for admission to the Graduate School. In addition, they must submit passing scores on PRAXIS Core Academic Skills for Educators (CASE). A minimum 156 score on the reading portion, a minimum 150 score on the mathematics portion, and a minimum 162 score on the writing portion are required. Graduate candidates may use the GRE as the basic test requirement.

Candidates must submit an application packet and successfully complete the admission interview with program faculty. The application packet must be on file prior to the admission interview and includes the following items:

- Candidate demographic information
- Official transcripts
- PRAXIS I/GRE scores
- Standards self-assessment
- Character and Fitness Review
- Reference forms (3)
- Current resume
- Writing sample

Admission Process

Applicants must submit all the required materials to the online Apply Yourself system at the following link: http://www.research.uky.edu/gs/ProspectiveStudents/Admission.html

The Graduate Committee reviews all the application packages submitted to the Apply Yourself system. Each committee member will be given a username and password to review the submitted documents. Admission decisions must be made at an official Graduate Committee meeting. In order to comply with the Family Educational Rights and Privacy Act (FERPA), no CLD faculty or staff member can transmit application materials or discuss particular applicants over e-mails.

In the months of June through August, the Graduate Committee does not meet to discuss any applications for admission.

Table 1. Tentative Timeline of Admission Decision-Making by the Graduate Committee (GC)

Month	Tasks
January	• GC completes initial application reviews for fall admission and selects candidates recommended for University fellowships and departmental funding.
February	• DGS submits the application materials of the selected candidates for University fellowships. • DGS gives an offer of funding to the selected candidates. • GC organizes campus visits for candidates.
March	• GC continues to review application materials.
April	• GC continues to review application materials. • DGS gives an offer of any funding rejected by the initial candidates.
May	• GC completes the review of fall admission applications.
June-August	• *GC does not review any admission applications.*
September	• GC begins application reviews for spring admission (part-time and readmission applicants only).
October	• GC completes the review of spring admission applications.
November-December	• *GC does not review any admission applications.*