DEPARTMENT OF EDUCATION
ADMISSION REQUIREMENTS
GRADUATE PROFESSIONAL EDUCATION

The Reflective Educator

Admission to Washburn University

For new and returning graduate students complete the online Degree Seeking application for admission to Washburn University at www.washburn.edu. If you have any questions regarding Admission Requirements to Washburn University, please contact the Office of Admission at 785-670-1030.

Admission to the Graduate Professional Education Programs

In order to be formally admitted to a graduate program, students must:

1. Hold a baccalaureate degree from a regionally accredited institution of higher education.
2. Submit official transcripts of all undergraduate and graduate course work to the Washburn University Department of Education Office, 1700 SW College Ave, Topeka, KS 66621.
3. Fill out a declaration of Graduate Program Form
4. Submit a completed Application for Formal Admission to Graduate Programs in Professional Education to the Department of Education Office.
5. Have a cumulative grade point average of 3.0 or better in the last (60 hours) of college course work from accredited institutions.
6. Take and successfully complete a pre-arranged Graduate Admissions Test administered by the Department of Education. (See department website for details – www.washburn.edu/cas/education) (MAT and GRE are also options)
7. Submit two letters of recommendation from supervisors and/or professional peers. One must be from a supervisor. (These letters must be from someone other than the candidate’s Graduate Program Advisor).
8. Sign and Submit the Professional Conduct Disposition Form.
9. Provide a copy of current teaching license if applicable.
10. All requirements for formal admission to a Graduate Degree or Licensure program must be met prior to the completion of the first nine (9) semester hours of course work applicable to the degree/license.
11. It is the responsibility of the applicant to make sure all application materials are submitted by the admission review date.

Assistance

If you have any questions regarding Admission Requirements to Graduate Professional Education, please contact your program advisor. See the Department of Education website for contact information – www.washburn.edu/cas/education. Click on the Contact Us link to see the list of graduate advisors for each program and their contact information.

Revised 09/93, 08/95, 04/01, 06/03, 03/06, 04/06, 10/07, 3/08, 7/08