



Special Education Master of Arts Program

Application and Admission Guidelines

The Master of Arts in Special Education program is designed to provide candidates with knowledge and competencies necessary to take on leadership roles in the field of Special Education. The program does not lead to a teaching credential.

Application Process

The application process is a two-step process:

1. Apply to the university.
2. Apply to the masters program.

A summation/checklist of the application process is available in the program [information sheet](#) (pg 2) and on the [program application](#).

Step 1 – Apply to the university

The Master of Arts in Special Education program is a graduate level program. A graduate student is one who holds a bachelor's degree from a regionally accredited institution.

University Graduate Admission Requirements:

- Hold a bachelor's degree from a regionally accredited institution.
- Be in good standing from your last college/university attended.
- Hold a minimum GPA of 2.5 in your last 60 semester or 90 quarter units.
- Satisfactorily met the professional, personal, scholastic, and other standards for graduate study, including qualify examinations, as appropriate campus authorities might prescribe.

How to Apply:

1. Complete the graduate application on [Cal State Apply](#) for California State University, Bakersfield.
2. The \$70.00 nonrefundable application fee must be paid to process your application.

3. To complete your university application, you must send one official transcript from all colleges or universities attended within 30 days of your application submission or by the transcript deadline (whichever is sooner).

If the last school you attended was CSU Bakersfield, no transcripts are required. Failure to provide official transcripts to CSU Bakersfield Admissions will delay or withdraw your university application. Electronic transcripts are preferred.

Electronic transcripts may be emailed from your institution(s) to: incomingtranscripts@csub.edu

If you need to mail official transcripts, send them to:

California State University, Bakersfield
Office of Graduate Admissions, 47 SA
9001 Stockdale Highway
Bakersfield, CA 93311-1099

If you are graduating from your bachelor's program and your degree is not posted at the time of sending your transcripts, you will need to send another transcript from the institution granting your bachelors degree with the degree posted on your transcript.

University Application Acknowledgement and Evaluation

After your Cal State Apply application is submitted, you will receive a confirmation e-mail from Cal State Apply indicating the receipt of your application. In approximately two weeks, you should receive an acknowledgment e-mail from CSUB which will provide you with your CSUB ID number and information to log on to the one-stop student portal called [myCSUB](#). This information is sent to the e-mail address you provided on your application, so it is very important that the e-mail address you provided is current.

The status of your application will be reflected in myCSUB. Be sure to monitor your "To-Do" list regularly there may be additional documents or requirements you will need to submit.

Upon receipt of all necessary documents, the Graduate Programs Admissions Coordinator will review your eligibility based on the minimum university requirements. If you are deemed eligible, your academic program will be notified. A decision letter will be sent upon completion of the departmental review of your qualifications.

If admitted, students should familiarize themselves with the [university registration policies](#).

Step 2 – Apply to the program

To be considered for program admission the eligibility requirements must be met. Meeting the eligibility requirements does not guarantee program admission.

Eligibility Requirements for the Program:

- Submitted an application as a graduate student to the university
- Hold a bachelor's degree from an accredited institution.
- Minimum GPA of 3.00 in last 60 semester or 90 quarter units
- Submit a complete program application and supporting documents by the program deadline. A complete application includes:
 - Program application
 - Three recommendations
 - Autobiography
 - A copy of current teaching credential
 - Tuberculosis Clearance
 - Mandated Reporter Training Certificate
- Complete a program interview.

How to Apply:

A complete application must be received by the program deadline.

- Refer to the [Application Deadlines](#) for current deadlines.
- Refer to the Required Document List and Submittal Instructions for detailed information regarding program application documents and submission.

1. Upload all required documents in **one PDF file** to the submission portal.

Your application should not include any recommendations as those should have been sent on your behalf separately to the Admission Advisor.

2. Have three recommendations sent on your behalf on the recommendation form to the Admission Advisor.

Required documents for a complete application that must be uploaded in one PDF:

- **Program application**
 - Please carefully read and complete the program application. If you have questions regarding the application, please contact the appropriate admissions advisor. To complete the program application, download it to your device. Open it in Adobe Reader, fill in and sign the application. Print or save the application as a PDF to your device. If you do not have Adobe Reader you can download the app for free from any app store.
 - **Form:** [Program Application](#)
- **Autobiography**

- Applicants must write a 2-4 page double spaced essay indicating their characteristics, interests, motivation, and teaching experience with special learners.
- **Copy of Current Teaching Credential**
 - Applicants must provide verification of having completed a teaching credential program. A copy of their current preliminary or clear teaching credential issued by the California Commission on Teacher Credential must be submitted with the program application.
 - For Applicants who do not plan to teach in grades PreK – 12 a Memorandum of Understanding (MOU) to waive the credential requirement must be signed, if admitted to the program.
- **Tuberculosis (TB) clearance**
 - Applicants must provide a copy of a valid TB clearance. Acceptable documents:
 - Negative Skin Test (within 4 years of test date)
 - Negative X-ray or Blood Test (within 2 years of test date)
 - Risk Assessment (within 4 years of assessment date)
 - *Risk assessments must have a valid medical professional's signature/stamp and be on a valid CTCA questionnaire form or medical office letterhead.*
 - [California TB Risk Assessment College/University Students](#)
 - [California School Employee TB Risk Assessment Questionnaire](#)
 - *Please note: If admitted to the program and your TB clearance expires before the end of the semester you will be required to complete a TB clearance before the start of the semester.*
 - **Student Resource:** [Tuberculosis Clearance](#)
Information on how to obtain tuberculosis clearance
- **Mandated reporter training certificate**
 - Applicants must submit verification of completing a Mandated Reporter Training for School Personnel. A certificate of the training must be submitted with your application. A valid certificate is less than one year old.
 - *Please note: If admitted to the program and your certificate expires before the end of the semester you will be required to complete a new training and receive a certificate before the start of the semester.*
 - **Student Resource:** [Mandated Reporter Training](#)
Information on how to complete the mandated reporter training.

- **Unofficial transcripts (bachelor's degree or higher)**
 - Submit a copy of your unofficial transcript for your bachelor's degree and/or higher degree from a regionally accredited institution.

Required documents that must be sent to your Admission Advisor on your behalf:

Three recommendations on the recommendation form. This form should be completed by an individual in a position to evaluate your professional dispositions such as a supervisor, or previous/current instructor. *A relative may not make a recommendation.*

Student Resource: [Recommendation Form](#)

Submittal Instructions:

Failure to follow application submittal direction may be cause for delayed or rejection of an application.

The masters program application should be compiled into one PDF and uploaded to the secure submittal portal. *No other file format will be accepted. **Do no zip or password protect your file. Do not upload multiple files; it must be in one file.***

How to submit your application:

1. Merge your documents into one PDF file. To compile your program application and supporting documents into one file you will need to merge your documents. Adobe Reader does not have merge functions unless purchased. To merge your documents there is free merge software available such as: [I love PDF](#).
2. Name your PDF: Last name_First name_CSUB ID. Save a copy for your records.
3. Upload your PDF file to the secure portal for the campus/program you are applying to.

Bakersfield Campus: [Special Education Programs Submittal Portal](#)

Antelope Valley Campus: [Special Education Programs Submittal Portal](#)

Once your application has been uploaded your Admission Advisor will add your recommendation to your application during the application review.

What happens after you submit your application:

Once your application has been reviewed you will receive an email regarding your application (Please be patient as the review process can take several weeks). Only complete

applications that were received by the program deadline and program availability will be contacted to schedule a program interview.

Program Interview

If you're contacted to complete an interview it will be conducted as a group and panel interview by program faculty. Please respond as soon as possible to schedule and confirm your interview.

After You Interview for The Program:

Your application will be reviewed by the Admission Committee. You will be notified via your CSUB email of the outcome of your application. Please note, all decisions of the Committee are final.

If You Receive Program Admission:

- Follow the instructions on the program admission letter for next steps and further requirements
- Attend program orientation
- Become familiar with program guidelines by reading the program handbook.

Questions:

If you have any questions about the application process, please reach out to a Credential Admission Advisor:

Antelope Valley Campus: Jenny St. George, jst-george@csub.edu

Bakersfield Campus: Amani Hernandez, aalshaif@csub.edu