

Specialist in Education & Doctor of Education Programs



Introduction

Central Michigan University is offering Specialist in Education and Doctor of Education degree programs at Macomb Community College's University Center beginning in Fall 2011.

Applicants choose one of three paths based on their career goals:

The first path is the Specialist in Education degree (Ed.S.)/Doctor of Education degree (Ed.D.) ladder program. This path is recommended for K-12 school leaders.

- Candidates accepted into this program first earn a Specialist in Education degree with a concentration in Administrative Leadership K-12.
- They immediately continue on to complete their Doctor of Education degree.

The second path is the Doctor of Education (Ed.D.) degree. This path is recommended for postsecondary leaders who administer within a college or university.

- Candidates accepted into this program first take a Doctoral Prerequisite Series of courses.
- They immediately continue on to complete their Doctor of Education degree.

Students from the Ed.S./Ed.D. ladder and the Ed.D. programs will pursue different curricula during the first two years of the programs. Upon the third year, these two programs will merge and the students will complete the doctoral core courses as one doctoral cohort.

The third path is the Specialist in Education (Ed.S.) degree only. This path is recommended for K-12 school leaders who do not wish to go on to a doctoral degree.

- Candidates accepted into this program earn a Specialist in Education degree with a concentration in Administrative Leadership K-12.
- They do not need to take the Graduate Record Exam (GRE) or Miller Analogy Test (MAT).

Applicants who already have an earned Ed.S. degree from an accredited university may apply to the Ed.D. program only. Courses will not begin until Fall Term 2013 and will be available only if there are open seats at that time.

Ed.S./Ed.D. Ladder Program



Program of study

The Specialist in Education degree (Ed.S.)/Doctor of Education degree (Ed.D.) ladder program is the right combination for upper level K-12 educational administration. Graduates of this program are principals, curriculum directors, assistant principals, school business officers, assistant superintendents and superintendents. The Ed.S./Ed.D. ladder program is a solid, practice and research based progression that leads to both a Specialist in Education degree in Administrative Leadership K-12 and a Doctor of Education degree.

Program Delivery

The Ed.S./Ed.D. ladder program will be offered in a cohort format. The ladder cohort consists of about 15 students who together will follow a set schedule of courses. Most classes will meet on four weekends per semester on Friday evenings and all day on Saturdays. Students will take approximately three and one half years to complete the course work for both degrees. The average student takes an additional 18-24 months to complete the dissertation.

Degree Requirements – Specialist in Education Degree (Ed.S.)

This 33-credit-hour program can open doors for positions in school leadership. This program also meets state certification requirements for the Central Office Endorsement.

Required Courses (15 credit hours)

EDL 651 Program Review and Evaluation
EDL 700 Advanced Administrative Research
EDL 760 Leadership Theory and Practice
EDL 765 Organizational Change in Educational Institutions
EDL 775 Educational Policy Analysis

Concentration Courses (12 credit hours)

EDL 661 School and Community Relations
EDL 745 Administration of the School District
EDL 766 Advanced Law
EDL 767 School Finance

Capstone Project (6 credit hours)

Select either Plan A or Plan B:

Plan A: Thesis (EDL 798) – includes 6 credit hours of student designed research study which will include data collection, analysis, thesis, and oral defense.

Plan B: Field-based Project (EDL 699 & EDL 797) – includes 3 credit hours of a leadership internship and 3 credit hours of an action research project completed in the field.

Degree Requirements – Doctor of Education Degree (Ed.D.)

Twenty-seven of the credits earned from the Ed.S. degree transfer to the Ed.D. degree. The Ed.D. program is an additional 36 credit hours and encompasses 6 hours of research requirements, 15 hours of academic core courses, qualifying exams, and a dissertation.

Research Requirements (6 credit hours)

EDL 800 Qualitative Analysis in Educational Leadership
EDL 801 Quantitative Analysis in Educational Leadership

Academic Core (15 credit hours)

EDL 815 Ethical Leadership
EDL 855 Organizational Culture and Change in Educational Institutions
EDL 860 Organizational Theory in Educational Institutions
EDL 899 Doctoral Seminar (6 credit hours)

Dissertation (15 credit hours)

EDL 897 Dissertation Proposal Writing
EDL 898 Dissertation (12 credit hours)

(over)

Ed.S./Ed.D. Ladder Program



Program of study

Qualifying Exams

Students will be expected to take written qualifying exams upon the completion of their academic core courses. Comprehensive review of all program materials is completed with the successful defense of the student's dissertation proposal. At this point, students are advanced to candidacy.

Dissertation

The student will complete three steps in the dissertation process:

1. The proposal review in which there is a formal defense of the dissertation proposal;
2. Conduct the research, analyze the results, and write the final document;
3. An oral defense of the dissertation.

Admission Requirements

To be considered for admission to the Ed.S./Ed.D. ladder program, applicants must have completed a master's degree with a minimum GPA of 3.5 on a 4.0 scale and three years of professional educational experience. Preference will be given to those with administrative leadership experience.

A completed application packet for the Ed.S./Ed.D. ladder program must include:

1. A completed CMU Off-Campus graduate application – can be completed online at www.cmich.edu/apply or mailed (printed copy included in this packet).
2. Official transcripts of all undergraduate and graduate work (use Transcript Request form included in this packet).
3. \$50.00 application fee
4. A completed **Portfolio** containing:
 - A. A current résumé detailing professional educational experience.
 - B. Graduate Record Exam (GRE) or Miller Analogy Test (MAT) scores no more than 5 years old.

- C. A short essay describing the relationship between the applicant's professional goals and the ladder program.
- D. A description of a professional problem the applicant has encountered and an analysis of the resolution of that problem.
- E. Three letters of recommendation (dated and on letterhead) that attest to the applicant's ability to succeed in the program.

An interview may also be required of applicants in the Ed.S./Ed.D. ladder program. All portfolio items should be mailed to:

ELAINE KAS
CENTRAL MICHIGAN UNIVERSITY
CLINTON TOWNSHIP CENTER
44575 GARFIELD ROAD
ROOM, 202 UNIVERSITY CENTER AT MCC
CLINTON TOWNSHIP, MI 48038-1139

Registration Procedure

Once admitted, the student will receive a course schedule listing the registration dates for classes. Cohort participants are usually registered automatically for the next class by the local center. Payment is expected promptly upon receiving the university billing statement at your cmich e-mail account. Payment may be made by check, credit card, or employer's voucher.

Ed.S./Ed.D. Ladder Program



Courses

This is a proposed schedule of courses and is subject to change

Educational Specialist degree (Ed.S.)

FALL 2011

EDL 745 Administration of the School District
EDL 775 Educational Policy Analysis

SPRING 2012

EDL 651 Program Review and Evaluation
EDL 765 Organizational Change in Educational Institutions

SUMMER 2012

EDL 699 Leadership Internship
EDL 767 School Finance

FALL 2012

EDL 700 Advanced Administrative Research
EDL 797 Field Study

SPRING 2013

EDL 766 Advanced Law
EDL 760 Leadership Theory and Practice

SUMMER 2013

EDL 731 Strategic Planning

or

EDL 661 School and Community Relations

Ed.S. Degree Completed

Doctor of Education degree (Ed.D.)

FALL 2013

EDL 899 Doctoral Seminar (6 credit hours)
EDL 860 Organizational Theory in Educational Institutions

SPRING 2014

EDL 899 Doctoral Seminar (6 credit hours)
EDL 801 Quantitative Analysis in Educational Leadership

SUMMER 2014

EDL 815 Ethical Leadership

FALL 2014

EDL 800 Qualitative Analysis in Educational Leadership
EDL 855 Organizational Culture and Change in
Educational Institutions

SPRING 2015

Comprehensive examinations
EDL 897 Dissertation Proposal Writing
EDL 898 Dissertation (12 credit hours)

SUMMER 2015

EDL 898 Dissertation Credits

Ed.D. Degree Completed

Ed.D. Program

Program of Study

The Doctor of Education (Ed.D.) degree program is the preferred option for postsecondary leaders. Students applying for the Ed.D. program will pursue a concentration in higher education administration. Graduates of this program are college and university administrators such as program directors, department chairpersons, deans, provosts, budget officers, and presidents.

Program Delivery

The Ed.D. program will be offered in a cohort format. The program consists of about 15 students who together will follow a set schedule of courses. Most classes will meet on four weekends per semester on Friday evenings and all day on Saturdays. Students will take approximately three and one half years to complete the course work for the doctoral degree. The average student takes an additional 18-24 months to complete the dissertation.

Doctor of Education Degree (Ed.D.) Degree Requirements

The Ed.D. program is a 63 credit hours and encompasses 9 hours of research requirements, 15 credits of academic core courses, 12 credits of concentration, 9 credits of cognate, 3 credits of internship, qualifying exams, and a dissertation.

Doctoral Prerequisite Series

Concentration (12 credit hours)

EDL 636 Higher Education Law
EDL 676 Administration of Community Colleges
EDL 765 Organizational Change in Educational Institutions
EDL 876 Higher Education Policy

Cognate (9 credit hours)

EDL 763 Academic Profession
EDL 764 Financing Higher Education
EDL 778 Contemporary Issues in Higher Education

Internship (3 credit hours)

EDL 880 Administrative Internship

Doctoral Requirements

Research Requirements (9 credit hours)

EDL 700 Advanced Administrative Research
EDL 800 Qualitative Analysis in Educational Leadership
EDL 801 Quantitative Analysis in Educational Leadership

Academic Core (15 credit hours)

EDL 815 Ethical Leadership
EDL 855 Organizational Culture and Change in Educational Institutions
EDL 860 Organizational Theory in Educational Institutions
EDL 899 Doctoral Seminar (6 credit hours)

Dissertation (15 credit hours)

EDL 897 Dissertation Proposal Writing
EDL 898 Dissertation (12 credit hours)

Qualifying Exams

Students will be expected to take written qualifying exams upon the completion of their academic core courses. Comprehensive review of all program materials is completed with the successful defense of the student's dissertation proposal. At this point, students are advanced to candidacy.

Dissertation

The student will complete three steps in the dissertation process:

1. The proposal review in which there is a formal defense of the dissertation proposal;
2. Conduct the research, analyze the results, and write the final document;
3. An oral defense of the dissertation.

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Ed.D. Program

Program of Study

Admission Requirements

To be considered for admission to the Ed.D. program, an applicant must have completed a master's degree with a minimum GPA of 3.5 on a 4.0 scale and must have completed three years of professional educational experience. Preference will be given to those with administrative leadership experience in a college or university setting.

A completed application packet for the Ed.D. program must include:

1. A completed CMU Off-Campus graduate application – can be completed online at www.cmich.edu/apply or mailed (printed copy included in this packet).
2. Official transcripts of all undergraduate and graduate work (use Transcript Request form included in this packet).
3. \$50.00 application fee
4. A completed **Portfolio** containing:
 - A. A current résumé detailing professional educational experience.
 - B. Graduate Record Exam (GRE) or Miller Analogy Test (MAT) scores no more than 5 years old.
 - C. A short essay describing the relationship between the applicant's professional goals and the Ed.D. program.
 - D. A description of a professional problem the applicant has encountered and an analysis of the resolution of that problem.
 - E. Three letters of recommendation (dated and on letterhead) that attest to the applicant's ability to succeed in the program.

An interview may also be required of applicants in the Ed.D. program. All portfolio items should be mailed to:

ELAINE KAS
CENTRAL MICHIGAN UNIVERSITY
CLINTON TOWNSHIP CENTER
44575 GARFIELD ROAD
ROOM 202, UNIVERSITY CENTER AT MCC
CLINTON TOWNSHIP, MI 48038-1139

Registration Procedure

Once admitted, the student will receive a course schedule listing the registration dates for classes. Cohort participants are usually registered automatically for the next class by the local center. Payment is expected promptly upon receiving the university billing statement at your cmich e-mail account. Payment may be made by check, credit card, or employer's voucher.

Ed.D. Program



Courses

This is a proposed schedule of courses and is subject to change.

Doctoral Prerequisite Series

FALL 2011

EDL 876 Higher Education Policy
EDL 676 Administration of Community Colleges

SPRING 2012

EDL 765 Organizational Change in Educational Institutions
EDL 636 Higher Education Law

SUMMER 2012

EDL 763 The Academic Profession
EDL 880 Leadership Internship

FALL 2012

EDL 700 Advanced Administrative Research
EDL 764 Financing Higher Education

SPRING 2013

EDL 778 Contemporary Issues in Higher Education
EDL 760 Leadership Theory and Practice (optional)

Doctor of Education degree (Ed.D.)

FALL 2013

EDL 899 Doctoral Seminar (6 credit hours)
EDL 860 Organizational Theory in Educational Institutions

SPRING 2014

EDL 899 Doctoral Seminar (6 credit hours)
EDL 801 Quantitative Analysis in Educational Leadership

SUMMER 2014

EDL 815 Ethical Leadership

FALL 2014

EDL 800 Qualitative Analysis in Educational Leadership
EDL 855 Organizational Culture and Change in Educational Institutions

SPRING 2015

Comprehensive examinations
EDL 897 Dissertation Proposal Writing
EDL 898 Dissertation (12 credit hours)

SUMMER 2015

EDL 898 Dissertation Credits

Ed.D. degree completed

Ed.S. Program

Program of study

The Specialist in Education (Ed.S.) degree with a concentration in Administrative Leadership K-12 provides a planned program of graduate studies beyond the master's degree to prepare leaders with the knowledge, skills, and networking needed to handle an ever changing educational environment. Graduates of this program often go on to upper level administrative positions within K-12 buildings or at the Central Office level.

Program Delivery

The Ed.S. program will be offered in a cohort format. The cohort will consist of about 15 students who together will follow a set schedule of courses. Most classes will meet on four weekends per semester on Friday evenings and all day on Saturdays. Students will take approximately two years to complete the course work for the Specialist degree.

Degree Requirements – Specialist in Education Degree (Ed.S.)

This 33-credit-hour program can open doors for positions in school leadership. This program also meets state certification requirements for the Central Office Endorsement.

Required Courses (15 credit hours)

EDL 651 Program Review and Evaluation
EDL 700 Advanced Administrative Research
EDL 760 Leadership Theory and Practice
EDL 765 Organizational Change in Educational Institutions
EDL 775 Educational Policy Analysis

Concentration Courses (12 credit hours)

EDL 661 School and Community Relations
EDL 745 Administration of the School District
EDL 766 Advanced Law
EDL 767 School Finance

Capstone Project (6 credit hours)

Select either Plan A or Plan B:

Plan A: Thesis (EDL 798) – includes 6 credit hours of student designed research study which will include data collection, analysis, thesis, and oral defense.

Plan B: Field-based Project (EDL 699 & EDL 797) – includes 3 credit hours of a leadership internship and 3 credit hours of an action research project completed in the field.

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Ed.S. Program



Program of Study

Admission Requirements

To be considered for admission to the Ed.S. program, an applicant must have completed a master's degree with a minimum GPA of 3.5 on a 4.0 scale and must have completed three years of professional educational experience. Preference will be given to those with administrative leadership experience.

A completed application packet for the Ed.S. program must include:

1. A completed CMU Off-Campus graduate application – can be completed online at www.cmich.edu/apply or mailed (printed copy included in this packet).
2. Official transcripts of all undergraduate and graduate work (use Transcript Request form included in this packet).
3. \$50.00 application fee
3. A completed **Portfolio** containing:
 - A. A current résumé detailing professional educational experience.
 - B. A short essay describing the relationship between the applicant's professional goals and the Ed.S. program.
 - C. A description of a professional problem the applicant has encountered and an analysis of the resolution of that problem.
 - D. Three letters of recommendation (dated and on letterhead) that attest to the applicant's ability to succeed in the program.

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Ed.S. Program

Courses

This is a proposed schedule of courses and is subject to change

Educational Specialist degree (ED.S.)

FALL 2011

EDL 745 Administration of the School District
EDL 775 Educational Policy Analysis

SPRING 2012

EDL 651 Program Review and Evaluation
EDL 765 Organizational Change in Educational Institutions

SUMMER 2012

EDL 699 Leadership Internship
EDL 767 School Finance

FALL 2012

EDL 700 Advanced Administrative Research
EDL 797 Field Study

SPRING 2013

EDL 766 Advanced Law
EDL 760 Leadership Theory and Practice

SUMMER 2013

EDL 731 Strategic Planning

or

EDL 661 School and Community Relations

Ed.S. Degree Completed

CMU Services

Support You



We offer our programs in a compressed format to help you balance the demands of work, school, family and other obligations. But compressed formats don't mean easier courses. We hold our off-campus programs to the same academic standards as our on-campus programs. To help you succeed in the compressed format, we make our procedures and services fast and accessible. The time you spend with us is focused on studies, not on standing in lines, waiting on hold, or getting transferred from office to office.

Faculty

Faculty for Central Michigan University's Educational Leadership programs are recognized doctorate-level authorities in their fields. They bring the latest theory, research and practice to their classrooms. Most faculty come from CMU's main campus in Mount Pleasant, Michigan. Our instructors are one of our greatest assets. Additional instructor information is included with each course outline, including contact information.

Advising

A program plan will be developed by your academic advisor to ensure all degree requirements are met. In order to graduate, you must have a final program plan completed and signed by your advisor at the time you apply for graduation.

Because programs offered in the cohort format are designed for delivery to a group of students, the courses are offered in a predetermined sequential order. With few exceptions, all students will take the same classes at the same time with little (if any) variation in their individual program plans.

Your academic advisor will serve as your academic connection to the university and can help you with any academic issues that arise.

Cohorts Help You Succeed

Cohorts offer some special advantages to you. You can develop strong personal and professional networks because you and your fellow cohort members are together for all of your courses. Cohort groups are able to move forward on new material quickly because your cohort develops a shared base of knowledge that instructors find easy to build on. Finally, the likelihood that you will successfully complete the degree program increases significantly in a cohort format because of the camaraderie that develops among students who become friends as well as fellow classmates.

Library Services

The service ranked highest by our current students and graduates is our nationally recognized Off-Campus Library Services. Once you start your program, you'll soon see why. Professional full-time librarians located on campus and in regional offices around the country are available to provide you with reference and referral assistance. Additional support staff and document delivery specialists work to meet your needs as an off-campus student.

Access is easy and quick

You can use a toll-free number, fax, e-mail, or Web form to request reference assistance, book loans and copies of journal articles. Books and copies of journal articles are sent to you usually within 24 to 48 hours after your request is received. A growing number of full-text sources are also available on the Web, so you can print the information you need immediately from your own printer.

You get the best in the business

We're very proud of the fact that CMU's off-campus library program is the most comprehensive and sophisticated of its type. We invest more than \$1 million annually to keep it that way because we believe that high quality, convenient library support is critical to delivering high quality, convenient academic programs to you.

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CMU Services

Support You



Student Service Staff

Every Educational Leadership student is served by friendly, professional, experienced administrative staff. They are committed to providing you with timely, accurate information, quick and efficient answers to your questions, cheerful problem resolution – and the occasional friendly word of encouragement.

Financial Aid

Many students like you are concerned about financing their education. We want to make the financial aid process as simple as possible for you. If you are interested in financial aid, the first step is to complete the FAFSA form at www.fafsa.ed.gov. CMU's school code is 002243. In addition, we have financial aid specialists available by calling 800-950-1144, extension 1260, 3782 or 1086, to answer any questions you might have.

Textbook Sales

Textbooks can be purchased through MBS Direct using a toll-free phone number, fax, or the Internet. You may pay for your textbooks by check or credit card. Orders are shipped within 24 hours and delivered to your work or home address.

CMU – Accredited and Experienced

Central Michigan University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. We were founded in 1892 as a teacher education institution. Today, we are a comprehensive mid-sized university serving over 28,000 students at our Mount Pleasant campus. Over 75,000 students have graduated from our off-campus programs at 60-plus locations in the United States, Canada and Mexico.

Tests

MAT & GRE



MILLER ANALOGIES TEST (MAT)

Your Miller Analogies Test (MAT) score is good for five years. The MAT is available at college testing centers across the state. There is a fee for taking the test.

The MAT is a multiple choice test. It requires the student to discern in 60 minutes, logical relationships for 100 varied analogy problems. Contact your local center for available testing options.

Be sure that you indicate that you want your score sent to Central Michigan University by selecting our school code when you take the MAT. CMU's School code for the MAT is 1285.

Preparation Manuals are often available at, or may be ordered through, local bookstores or online. We recommend that you review these manuals before taking the test.

For more information on the MAT, please go to www.milleranalogies.com. Your raw score from the MAT will be used in a formula with your undergraduate GPA for admission.

GRADUATE RECORD EXAMINATION (GRE)

Your Graduate Record Examination (GRE) score is also good for five years. The GRE is available at about 700 test locations all over the world and also online. There is a fee for taking the test.

The GRE is one of the most widely accepted graduate admissions tests. The General Test is changing beginning on August 1, 2011. If you need your scores before November 2011, you must take the current test before August 2011.

Be sure that you indicate that you want your score sent to Central Michigan University by selecting our school code when you take the GRE. CMU's School code for the GRE is 1106.

Preparation Manuals are often available at, or may be ordered through, local bookstores or online. We recommend that you review these manuals before taking the test.

For more information on the GRE, please go to www.ets.org/gre. Your raw score from the GRE will be used in a formula with your undergraduate GPA for admission.

Check list for Application



This program uses a self-managed application process in which the student gathers all of the application materials and submits them ***in a single packet***. Please send completed packets only; mail by June 1, 2011.

Applicant's name: _____
Print or type

As you place the items into the return envelope, check the appropriate boxes below. When your check list is completed, place this page into the envelope before mailing.

I am applying for: EdS/EdD Ladder (K-12) EdD w/Doctoral Prerequisite Series (Higher Education)
 EdS only (K-12) EdD only (I already have an EdS)

Completed CMU Off-Campus Graduate Admission Application (can be done online at cel.cmich.edu/apply)

Paid \$50.00 application fee with application

Official transcripts requested to be sent or in unopened envelopes
(check each box for each transcript, followed by the school name)

_____ _____ _____
 _____ _____ _____

A current résumé detailing professional educational experience

GRE or MAT scores sent on (Ladder or Ed.D. programs only): _____

A short essay describing the relationship between the applicant's professional goals and the program

A description of a professional problem the applicant has encountered and an analysis of the resolution of the problem

Letters of Reference in unopened envelopes, on letterhead that attest to the applicant's potential to succeed in the program *(check one box for each reference followed by the name of the reference)*

_____ _____ _____

TOEFL scores *(required for international students, official scores must be sent to Educational Testing Service)*

Made copies of all documents *(not those in sealed envelopes)*

Mailed in the enclosed envelope on _____

(Doctoral applicants) After we have verified receipt of your completed application packet, you will be contacted via phone to schedule an interview.

For more information call 586-228-3160 or e-mail Elaine Kas at elaine.kas@cmich.edu. You may also visit our Web site at www.cmich.edu/offcampus. We look forward to hearing from you.

Check list - Financial Aid



To ensure that all information, links, and regulations are always up-to-date, Central Michigan University Off-Campus and Online Programs has created a fillable Financial Aid Checklist online.

The checklist is at:

<http://www.cel.cmich.edu/financial-aid/FA-Checklist-fillable.pdf>

It will take you through "What You Need to Do First," "Eligibility to Receive Federal Aid," "The Award Notification Process," and "Important Things to Know."

If you have any questions about the process, our financial aid specialists can help you at 800-664-2681.

Additional Contacts



Ed.S./Ed.D. programs

Registration & Course Materials

877-268-4636

Library Reference Assistance

800-544-1452

oclsref@cmich.edu

<http://ocls.cmich.edu/reference/index.html>

Questions About Program Content:

Dr. Betty Kirby

Program Director – Ed.S.

989-774-1503

E-mail: betty.kirby@cmich.edu

Central Michigan University

EHS Building 341

Mount Pleasant, MI 48859

Dr. Sarah Marshall

Program Director – Ed.D.

989-774-3635

E-mail: sarah.marshall@cmich.edu

Central Michigan University

Ronan Hall 323

Mount Pleasant, MI 48859

Transcript Request



You can use this form as a convenient way to obtain the required transcripts from the undergraduate and graduate schools you've attended.

CMU must have one official transcript from each of those institutions to complete your admission to the university.

Remember, you must sign the request and include your Social Security number or student ID number, and the appropriate fee, or the school will not be able to process your request.

Undergraduate (bachelor's degree) applicants only

If you are submitting transfer credit that is more than ten years old **and** taken at a college or university outside the State of Michigan, you must obtain course descriptions for these courses before transfer credit can be evaluated.

Registrar, please send transcript(s) to:

Central Michigan University
Attn: Transcript Department
802 Industrial Drive
Mt. Pleasant, MI 48858

Name _____ (Former name) _____

Address _____

Social Security or student ID number _____

Phone _____ Date of birth _____

Graduated: No Yes Date _____

Degree _____

Check enclosed for \$ _____ Signature _____

Date _____