



The College of New Jersey's  
Master of Education in Educational Leadership: Instruction  
Offered in Partnership with the Regional Training Center

**1. When can I apply for the TCNJ/RTC Master of Education?**

Application deadlines for this program are as follows:

**Summer Matriculation**

February 1<sup>st</sup> – Priority Consideration

May 1<sup>st</sup> – Final Deadline\*

**Fall Matriculation**

February 1<sup>st</sup> – Priority Consideration

August 1<sup>st</sup> – Final Deadline\*

**Spring Matriculation**

October 1<sup>st</sup> – Priority Consideration

December 1<sup>st</sup> – Final Deadline\*

\* Complete applications will be reviewed until programs reach capacity OR until final deadlines. Remaining application files will be held for the next admission period.

*There is no Non-Matriculation status for this program. To take coursework as a non-MEd visiting student, simply register on the RTC website – [thertc.net](http://thertc.net)*

**2. Do I apply through TCNJ or RTC?**

Applications will be submitted to TCNJ by the appropriate admission deadlines. Visit The Office of Graduate Studies' website at <http://graduate.tcnj.edu/apply/> to apply online. Admission deadlines and requirements are also available at this link.

**3. Does this program offer any additional certifications including administrative/supervisory certification?**

No, this program is not for teachers seeking administrative or supervisory certification. Those wishing to become certified principals or supervisors should consider TCNJ's MEd program in Educational Leadership: Principal Certification, which is **not** offered in partnership with the RTC.

#### **4. Are there any special instructions for the TCNJ application process?**

**Applicants to the RTCM program must submit the following required items:**

Online application for matriculation  
Personal essay  
Official transcripts  
Application fee (waived if a prior or current RTC student)  
2 letters of recommendation  
Copy of teacher certification  
Field Setting Report  
Resume

Please note that the Admissions Committee may request that a candidate submit additional materials (including test scores or academic writing samples) that might assist the committee in making a final admission decision.

Individuals applying to this Master of Education should choose the degree/program listed as, **Instruction (EDAD\_MED05)**.

Applicants should note that a \$75 nonrefundable application fee will be required. Any applicant who has previously taken RTC courses for TCNJ credit is considered to have previously attended TCNJ and will not be required to pay the application fee.

Applicants should be sure to provide a complete, thoughtful, reflective and well-written Personal Essay. In addition to a brief autobiographic statement, the essay should include some sense of the applicant's current questions and challenges related to their teaching. Applicants may also wish to address how they expect the master's program to address those concerns, as well as where they anticipate their own "learning curve" within the program.

Whenever possible, applicants should provide recommendations from individuals who can speak to their professional experience as teachers and/or academic abilities and potential as learners.

Applications must be complete by the application deadline in order to be reviewed. A complete application is one in which the online portion has been submitted and ALL supplemental documents have been received by the Office of Graduate Studies.

#### **5. Is the Graduate Record Exam (GRE) a requirement?**

- GRE scores are not generally required for this program. However, any candidate who would like to strengthen his/her application is encouraged to take the GRE.
- Candidates with a cumulative undergraduate GPA below a 3.0 are strongly encouraged to take the GRE to strengthen his/her application.
- Candidates who already hold a master's degree typically would not take the GRE.

A listing of GRE test dates and locations can be obtained from ETS by calling 1.800.GRE.CALL or by visiting [www.gre.org](http://www.gre.org). When taking the GRE, prospective students should request that scores be sent directly to TCNJ by indicating the code # R2519.

**6. Can I start taking RTC courses before I apply to TCNJ?**

Yes. However, no more than two (2) RTC courses taken at any RTC location (ie: NJ, PA, MD) will be applied to the MEd. **Courses must fulfill either the Core or chosen Concentration Option requirements to be applied to the MEd.** Coursework may not be accepted for credit if it was taken more than six years prior. **Students intending to apply for matriculation into the MEd program, should not exceed this two (2) course limit.**

**7. Can I transfer directly from the RTC program in Maryland or Pennsylvania to TCNJ's program with all my credits?**

As stated above, individuals may only apply two (2) courses taken at any RTC location (ie: NJ, PA, MD). This includes courses within another state's RTC program. Action Research courses from other states are not transferable. **Courses must fulfill either the Core or chosen Concentration Option requirements to be approved for transfer and coursework may not be accepted for credit if it was taken more than six years prior.**

**8. Can courses from other institutions (non-RTC partners) be transferred into this MEd?**

No.

**9. If I did complete a Core or Concentration Option course more than six years ago, will I have to take it over again? What are my options?** Core or Concentration Option courses completed over six year ago will be subject to an administrative review and may not be accepted into the MEd program. If not approved for transfer, the course may be repeated or another approved RTC course may be substituted to fulfill the credit requirements.

**10. Is there an order in which courses must be taken?**

Instructional Core and Concentration Option courses may be taken in any sequence. However, Classroom Action Research courses are taken sequentially. It is strongly recommended that students take EDUC 510 early in the program (prior to completing 12 credits). Additionally, EDUC 601 and EDUC 602 should be taken at the mid and near end points of the program. Please see Classroom Action Research Core: Course Overview for further details – <http://graduate.pages.tcnj.edu/academic-programs/regional-training-center/>.

**11. How many courses can I take per semester?**

Students are allowed to take a maximum of 12 credits (4 courses) during the Fall and Spring semesters and a maximum of 9 credits (3 courses) during the Summer semester. Permission is required to take beyond the maximum course load during the Summer, but no student will be permitted to take more than 12 credits (4 courses) during any one semester.

**12. Are all three Classroom Action Research courses scheduled on-campus or can they be completed on-line?**

While scheduling sites may vary, Classroom Action Research courses are not offered on-line at this time. A select number of Core and Option courses may be offered online. Please see <http://www.thertc.net/cs.php?showall=1&tab=4> for course schedules.

**13. Do I register for the Classroom Action Research courses in the same way I do the RTC courses or do I have to register directly with TCNJ?**

Registration for all courses, including the Classroom Action Research courses, will be scheduled through RTC.

**14. Are the Classroom Action Research courses held on campus during the week, like other TCNJ graduate courses or are they held on the weekends and during the summer like RTC courses?**

Scheduling of Classroom Action Research courses differs from traditional TCNJ and RTC courses. Classroom Action Research courses are scheduled over two or three non-consecutive weekends during the school year. Summer courses are scheduled on weekdays over two (consecutive or non-consecutive) weeks. Each Classroom Action Research Course meets for five (5) full days.

**15. Will I have to pay full tuition and fees for courses taken at TCNJ or will I be paying the RTC rate?**

Students in this program will be paying the RTC rate for all courses. Students are responsible for purchasing books and must bring all required course materials on the first day of class, in order to attend and receive a grade in the course. Once a student is notified of class confirmation, books are available for purchase through MBS Direct at <http://bookstore.mbsdirect.net/thertc.htm> or 800-325-3252

If students wish to obtain a student ID card or access additional services on The College of New Jersey campus, additional fees may apply. Please see <http://www.tcnj.edu/~sfs/tuition/index.html> for fee information.

Should students in this program wish to enroll in additional TCNJ courses not required for this program, regular TCNJ graduate tuition will be charged.

**16. Are there any additional fees associated with the TCNJ program?**

In addition to the application fee, LiveText fee\*, book costs, and additional fees referenced above, a \$100 graduation fee is due upon completion of the program when an application for graduation is filed (fees subject to change and late fees will apply). Students will need to check their TCNJ email for deadlines to apply for graduation.

\* LiveText fee:

All students who are matriculated into a degree program offered by TCNJ's School of Education must register for our data management system "LiveText". The fee is a one-time payment of \$98, which covers 5 years of enrollment. Students enroll after they are officially accepted into the M.Ed. program, not when they apply.

**17. Is Financial Aid available from The College of New Jersey?**

No, students in this program are not eligible for financial aid through The College of New Jersey. As students pay the Regional Training Center directly for tuition, The College cannot process FAFSA requests or certify loan requests.

**18. Will I need to attend an Orientation Program if accepted?**

Yes. Students are expected to attend one of the scheduled orientation programs. Orientations are scheduled in the evenings and held either at the RTC headquarters or on

campus at TCNJ. Upcoming orientation dates for newly accepted students can be found at <http://graduate.tcnj.edu/academic-programs/regional-training-center/>.

**19. Will I need to provide The College with health/immunization information?**

Any student who matriculates into the RTCM program must provide health/immunization information (regardless of course site location). Information on how to submit this documentation is provided with the acceptance packet. This information must be submitted to the Office of Health Services prior to the start of classes, per NJ State law.

**20. How long will it take me to finish this degree program?**

Most students will finish this Master of Education program in 2-3 years. Students have a maximum of 6 years to finish this program.

**21. Can I take a leave of absence from the program?**

If a situation arises in which an accepted student must cease coursework for more than two consecutive semesters, a Leave of Absence form must be filed with The Office of Records and Registration indicating the duration of the leave and the intended date of return. Once the leave period is over, the student must contact The Office of Records and Registration to restore active student status.

Information on the Leave process can be found at [http://recreg.pages.tcnj.edu/files/2012/04/Withdrawal\\_LOAform.pdf](http://recreg.pages.tcnj.edu/files/2012/04/Withdrawal_LOAform.pdf).

**PLEASE NOTE:** A leave of absence is different from a withdrawal from the program. A withdrawal is a permanent, with no intention to resume study. If a student wishes to re-enter the program after a withdrawal is processed, a new application for admission must be filed with the Office of Graduate Studies (by the stated deadlines).