



MEC 702-25 Graduate Admissions Checklist

Priority application due date is 10 MAR 2025.

DO NOT pay the University of Louisville for any fees associated with the MEC program.

Step 1: Apply for admission to the University of Louisville

- ☐ **Have the following information available:** names, addresses, dates of attendance at all colleges/universities.
- ☐ **Complete the UofL Graduate School online application** at <http://louisville.edu/graduate>. Click “Apply Now” on the UofL Graduate School homepage. Scroll down to the first yellow box on the page and click “2. Complete the Application.”
- ☐ **Select Education Plan** – On the “Education Plans” page, make the following selections:
 - Select “New” for the prompt *Please select your applicant type.*
 - Select “Yes” for the question *Do you intend to pursue a degree at this time (Master’s, Specialist, or Doctoral)?*
 - Select “Full Time” for the question *Do you plan to attend as a full or part-time student?*
 - Select “No” for the question *Do you want to apply to an online program?* While the Master of Arts in Higher Education Administration (MAHEA) can be completed fully online, the program features face-to-face components during MEC.
- ☐ **Complete Residency Information**
- ☐ **Complete Program Selection – Degree** – On the “Program Selection” page, make the following selections:
 - Select “Summer 2025” for the prompt *Please select the term you wish to apply*
 - Select “College of Education and Human Development – Degree” for the prompt *Please select the School or College from which you would like to pursue a program*
 - Select “Higher Education Administration – Fort Knox (MA)” for the prompt *Please select the program to which you wish to apply*
- ☐ **Complete Academic History**
- ☐ **Complete Education and/or Life Experiences Responses** – Students are asked to submit a response for two of the designated topics.
- ☐ **Complete Employment History**
- ☐ **Do NOT order transcripts** – Although the application requires transcripts from your past institutions, the University will order transcripts for you. After

you've submitted your application, a MEC staff member will provide additional instructions.

- ☐ **Add the names of your recommenders** – On this page, add two names:
1. One recommender will be Tom Burgess from U.S. Army Cadet Command. His email is clifford.t.burgess.civ@army.mil. Please make sure you select YES to “Use Online Reference Form.” Waiving access means you will not be able to see the recommendation, and you may select either YES or NO.
 2. The other recommender will be John Lilygren from U.S. Army Cadet Command. His email is john.d.lilygren.civ@army.mil. Please make sure you select YES to “Use Online Reference Form.” Waiving access means you will not be able to see the recommendation, and you may select either YES or NO.

After you submit your application, instructions will be sent to the email addresses provided on how to submit recommendations. Alternatively, letters may be sent to gradadm@louisville.edu.

- ☐ **Application Fee Waiver Request** – on this page, select “I am currently serving on Active Duty in the National Guard, Reserves, U.S. Army, Navy, Air Force, Marines or Coast Guard.”

- ☐ **Press Submit**

Step 2: Provide Documents

- ☐ **Submit your current résumé, your goals statement, and unofficial copies of all your transcripts to the online application portal**– See page 3 of this document for detailed instructions on the goals statement. If you do not have a resume, you can create one using one of the resume templates in Microsoft Word.

Step 3: Complete Forms

- ☐ **Complete the Transcript Authorization Form and send to mecinfo@louisville.edu** within two business days of receipt. These forms will be sent to you after you have submitted your application. This will allow us to request your college transcripts on your behalf. *Cadet Command is covering the tuition costs and associated fees for your MEC courses.*

NOTE: All application materials should be completed online. If for some reason you cannot complete the application online, materials should be sent to:

The Graduate School, University of Louisville
2211 S. Brook St., Houchens Bldg, Rm 105
Louisville, KY 40292
Electronic Transcript Submission: gradadm@louisville.edu
Phone: (502) 852-6495
Fax: (502) 852-3111

Instructions for Goals Statement

To be submitted as part of application for
Master of Arts in Higher Education Administration (MAHEA)

This writing sample is a required part of the MEC admissions portfolio. The MEC instructors and staff will provide feedback on this writing sample to assess your progress in the MEC program and to tailor learning content and support to your needs. Your goals statement must be submitted as part of your application.

Requirements:

- Typed
- 2-3 pages double-spaced, 12-point Times New Roman font
- Include your name and “Goals Statement” at the top of your essay

Goals Statement Details:

This goals statement is designed to allow you to reflect on what you do for a living and in other job-type tasks. You are asked to consider skills, abilities, and interests that are common across the jobs you have had and your work-related learning.

Working to build a cohesive essay about your prior learning, current abilities, and future goals, we ask that you address the following specific questions in your goals statement:

1. How does your prior learning experience relate to your career goals?

Begin by describing for the reader your current work position, prior military training (*service schools*), work-related experience (*Military Occupation Specialty*), and the relationship of your prior experience to your current career goals.

2. Based on your work position, what knowledge, skills, and abilities (KSA) have you achieved at a mastery level?

Review O*NET online: <https://www.onetonline.org> to find a corresponding work specialization for your current position. Review the tasks associated with your chosen occupation and describe briefly how you have mastered the listed knowledge, skills, and abilities (KSA's) through work related training and experience.

3. How will the completion of the M.A. in Higher Education Administration further your career goals?

Finish your paper by summarizing your background, future career goals and tell the reader how you will use the learning from participation in this program to form your own teaching philosophy and meet professional and personal goals.