The School of Education encourages your interest in pursuing a master’s degree through the Secondary Holmes Program. Graduates of the Secondary Holmes Program earn a Master of Arts in Teaching (MAT) degree as well as Louisiana teacher certification in grades 6-12 in a specific subject area (e.g. English, mathematics, biology, chemistry, physics, or social studies; program suspended temporarily for foreign languages).

The memo below provides specific instructions on the Secondary Holmes application process. Please read and follow all instructions carefully and contact Program Coordinator with any questions. In order for your application to be guaranteed consideration, all requested materials must be received in the Office of Graduate Admissions and Assessment no later than March 16, 2020.

Please note Holmes admission decisions are contingent upon admission to the LSU Graduate School; however, admission to the Graduate School does not guarantee admission to the Holmes Program.

Meeting minimum admission requirements (i.e. 3.00 GPA, passing scores on PRAXIS CORE or meeting the PRAXIS Core waiver, passing scores on PRAXIS II content area test, acceptable GRE scores) does not guarantee admission into the Secondary Holmes Program.

**LSU Graduate School Online Application**

1. Access the online LSU Graduate School application.
   - To access the online application select “Apply Online” in the banner at the right hand top of the webpage.
   - Once you select “Apply Online,” select the appropriate application “US Applicant- Degree Seeking” or “International Applicant.”
2. You will be asked the following on the first screen prior to accessing the application:
   - What state did you (or someone who claimed you as a dependent) list on US federal income tax returns in the last calendar year?
     - Please select the appropriate state
   - What is your intended major?
     - Select “Education – Secondary Education (Grades 6-12) - MAT
   - When do you intend to enter graduate school?
     - Select “Summer 2020”
     - The Secondary Holmes Program only accepts admission for the summer term.
3. You will then be directed to the online application. You will need to create a new account if this is your first interaction with the online application or sign in as a returning user.
4. Completing the Online Application

- Make sure to carefully read the instructions on the home page of the application. This provides important information on the use of Social Security Numbers, application procedures, receipt of GRE scores, submission of transcripts, and application fees.
- Use the tabs at the top of the application to complete each section. Please see below for additional instructions for each section. Please make sure to save each section by selecting the “SAVE” button at the bottom of the page once it is completed.

A. Biographical Information
- Please provide all requested information, including your Social Security Number.

B. Intended Degree Program
- Under “What is your intended degree program?” please select “Education – Secondary Education (Grades 6-12) MAT.”
- Please answer the questions regarding your need for an assistantship or fellowship. Due to the nature of the program and student teaching requirements, Holmes students are not able to hold an assistantship.

C. Education History
- Utilize the instructions listed to provide information on the institution(s) you have attended and your grade point average(s).

D. Prior LSU Enrollment
- Answer the listed questions regarding your prior enrollment at LSU.

E. Department Information
- Provide the indicated information regarding your Undergraduate Degree.
- If you have already earned a graduate degree, provide the indicated information for this degree as well.
- You will be asked to list no more than 12 courses that you feel have prepared you for graduate study. Please make sure to list the course title as well.
- You are then asked to submit a statement describing your research and/or teaching experience. Teaching experience may include tutoring, summer camp experiences, etc.
- Answer the financial information section.
- You will then be asked to submit a statement regarding your proposed area of study. You will want to include information on why you would like to pursue the Secondary Holmes Program, why you believe you are a good fit for the program, what you intend to gain from the program, strengths that you have that will contribute to your success as a Holmes students, and areas that you would like to improve on while in the Holmes Program. While the Holmes Program is non-thesis, it does require the completion of an action research project. If you have a specific topic you are interested in researching, please include this information here as well.

F. Louisiana Residency Information
- Provide the requested information, including if you are a Louisiana resident, the amount of time you have lived in the state, your home parish, and the requested information on your high school career.

G. Test Scores
- Select “GRE” as your Test Type.
- Enter the date you took the GRE.
- Enter your Verbal, Quantitative, and Analytical Writing scores.
- Under “Total Score” add your Verbal and Quantitative scores to reach this total.
- Do not list a GRE subject area test.
With regard to the GRE scores source: “Minimum requirements for admission into all [SOE graduate] degree programs are a score of 153 on the verbal and 144 on the quantitative sections of the GRE, and an undergraduate cumulative GPA of 3.0, or the last 60 hours of course work. Lower GRE scores may be considered contingent on the GPA.”

H. Current Activity/Employment
   • Provide the requested information.

I. Selective Service/Military Information
   • Provide the requested information.

J. Disciplinary Information
   • Provide the requested information.

K. Disciplinary Supporting Information
   • Please use this area to upload any supporting documents needed to explain any of your answers provided in the Disciplinary Information section. You can attach multiple documents by clicking the “attach file” button multiple times.

L. Recommendations
   • Answer the question regarding waiving your right to view your recommendations.
   • Enter the first name, last name, and email address for each of your recommenders (you need at least three recommenders).
   • Select the “Send Invitation” link on the right and the online application system will send an email to your recommender with instructions on how to submit a letter of recommendation. You also have the option to “Re-send Invitation” if this is needed at a later date.
   • List your three recommenders and their email addresses on the Secondary HOLMES Application Cover Sheet (the last page in this packet).
   • Prior to submitting the recommenders’ information and sending the invitations, we would suggest that you contact each recommender individually to ask them if they are willing to serve in this capacity. You will want to ask them to include information about their perception of your academic abilities, professionalism, and aptitude for teaching. Please ask recommenders to have their letters of recommendation submitted by March 16, 2020.

M. Application Attachments
   • Please complete and upload the Secondary HOLMES Application Cover Sheet (the last page in this packet).
   • This section allows you to attach additional documents such as a resume or curriculum vitae (CV), and a writing sample.
   • While these items are not required for application to the Secondary Holmes Program, applicants are welcome to submit them if they elect to do so.

N. Certification
   • This is the final step in the application process prior to payment and submission. Changes to your application are NOT allowed through the online system once you click on the link.

O. Application Fee
   • Follow the instructions regarding the submission of the $50 application fee.

If you have questions regarding the online application please contact Program Coordinator. You may also contact the Graduate School (225-578-2311) for assistance.
Official Transcripts

A cumulative GPA of at least 3.00 is required for admission into the Secondary Holmes Program. Applicants are required to submit official transcripts to the Graduate School. However, transcripts from LSU Baton Rouge are not required to be submitted.

For certification purposes, applicants must also submit official transcripts to the School of Education. Transcripts should be submitted to the Office of Graduate Admissions and Assessment from all universities attended, including LSU. Applicants should submit transcripts to the Office of Admissions and Assessment (see address below) by March 16, 2020.

LSU School of Education | Office of Graduate Admissions and Assessment | Attn: Secondary Holmes Admission Committee | 223 Peabody Hall | Baton Rouge, LA 70803

PRAXIS Scores

Passing scores on the PRAXIS Core and PRAXIS II Content assessments should be submitted by March 16, 2020. If an applicant is not able to meet this deadline, please contact the Secondary Holmes Program Coordinator.

Due to state laws, applicants cannot be admitted to the Secondary Holmes Program without passing scores on:

- PRAXIS CORE (Reading, Writing, and Math) or meeting the PRAXIS CORE Waiver (see below) and;
- PRAXIS II Content Area test required for the content area to which the applicant is applying.

PRAXIS CORE

The non-professional portions of the PRAXIS test (Reading, Writing, and Mathematics) must be successfully passed or applicants must meet the PRAXIS Core waiver with an official ACT composite/SAT score of 22/1030 or higher on record with LSU by March 16, 2020.

PRAXIS CORE Waiver

- LSU students or graduates who have official ACT/SAT scores meeting the PRAXIS CORE waiver (22+ ACT; 1030+ SAT) should contact the Office of Graduate Admissions and Assessment to verify that a copy of their scores are on file with the Office of Graduate Admissions and Assessment. If LSU has a copy of your scores on file, you will not need to submit any additional documentation with your application.
- Non-LSU graduates who meet the PRAXIS CORE waiver requirement must submit a copy of their official score card with the Secondary Holmes Program application to the Office Graduate Admissions and Assessment. Secondary Holmes applicants who have already earned a master’s degree from a regionally accredited institution are exempt from PRAXIS Core. We will verify the earning of the master’s degree from your transcript.
PRAXIS CORE Testing
Students needing to take PRAXIS CORE will need to register online to take the following tests (Reading - #5712, Writing - #5722, and Mathematics - #5732). If you wish to take all three PRAXIS CORE tests at the same time, select CORE Academic Skills for Educators combined tests (#5751) when registering. PRAXIS CORE tests are offered computer based in a continuous format. Official test results are reported within 10-16 business days after your test date. Please ensure to select a test date that will allow receipt of your scores by March 16, 2020.

<table>
<thead>
<tr>
<th>PRAXIS CORE Test Name</th>
<th>Test Number</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Academic Skills for Educators: Reading</td>
<td>5712</td>
<td>156</td>
</tr>
<tr>
<td>Core Academic Skills for Educators: Writing</td>
<td>5722</td>
<td>162</td>
</tr>
<tr>
<td>Core Academic Skills for Educators: Mathematics</td>
<td>5732</td>
<td>150</td>
</tr>
<tr>
<td>Core Academic Skills for Educators: Combined Test</td>
<td>5751</td>
<td>see above</td>
</tr>
</tbody>
</table>

Please make sure to select LSU as a score recipient (Recipient Code 6373).

PRAXIS II Content Area

As mandated by the state of Louisiana, applicants to the Secondary Holmes Program must present passing scores on the required PRAXIS II Content Area test prior to admission into the program. Please see the chart below regarding the required PRAXIS II Content Area test for each subject area.

<table>
<thead>
<tr>
<th>Area of Certification</th>
<th>Test Name</th>
<th>Test Number</th>
<th>Passing Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>English Language Arts: Content &amp; Analysis</td>
<td>5039</td>
<td>168</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics: Content Knowledge</td>
<td>5161</td>
<td>160</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Social Studies: Content and Interpretation</td>
<td>5086</td>
<td>160</td>
</tr>
<tr>
<td>Biology</td>
<td>Biology: Content Knowledge</td>
<td>5235</td>
<td>150</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Chemistry: Content Knowledge</td>
<td>5245</td>
<td>151</td>
</tr>
<tr>
<td>Physics</td>
<td>Physics: Content Knowledge</td>
<td>5265</td>
<td>141</td>
</tr>
</tbody>
</table>

Computer-based tests are offered in specific testing window dates. Upcoming testing windows and testing center locations. There is also a link that will take you to a page where you can register online.

Official computer-based test scores are available on the applicant’s online PRAXIS account 10-16 business days after the testing window closes, regardless of the date on which you took the test. Applicants are encouraged to register for a test date that will allow receipt of their scores by March 16, 2020. However, if an applicant is not able to take a required test until the March testing window, please indicate the date you will be taking the test on the Secondary Holmes coversheet (p. 7). Admission decisions cannot be made until all parts of the required PRAXIS series are received.

Please make sure to select LSU as a score recipient when registering for the required PRAXIS II tests (Recipient code 6373).

2020-2021 Cohort Application
Applicants are also asked to save their test scores as a PDF after accessing them via their online PRAXIS account. Once scores are available please send the PDF copy to the Office of Graduate Admissions and Assessment at gradsoe@lsu.edu.

Applicants to the Secondary Holmes Program are not required to present passing scores on the PRAXIS II: Principles of Learning and Teaching (PLT, Grades 7-12), prior to admission into the program. Students admitted into the Secondary Holmes Program will complete this test in the final semester of the graduate program.

**Admission Decisions and Notification**

Applications will be compiled after the application deadline of March 16, 2020. Applicants will then be contacted if they are missing application materials. Once the application is complete including receipt of all test scores, the Secondary Holmes Admissions Committee will review the application and admission decisions will be made. Applicants will be notified of admissions decisions on or before **May 1, 2020**. If an application is missing test scores, an admission decision cannot be made until all scores have been received. If you have any questions about the Holmes Program or about this application process, contact the [Program Coordinator](mailto:ProgramCoordinator@lsu.edu).

**Scholarship Applications**

College of Human Sciences & Education Graduate Scholarship applications will be available in February 2020. Secondary Holmes applicants will be sent additional information when this application is available.

School of Education Scholarship applications will be available in **February 2020**. Secondary Holmes applicants will be sent additional information when this application is available.

Applicants can also explore additional funding opportunities such as student loans and the TEACH Grant through the [LSU Office of Financial Aid & Scholarships](mailto:LSUOfficeFinancialAidScholarships@lsu.edu).