

Your Letter of Introduction assists the Admissions Committee to understand how your experiences and academic history contribute to your interest and ability to be successful in KU's program. A strong letter communicates why you are choosing special education and what you intend to do as a result of successful study in the program. Your career goals should have direct relevance to your admission into the program you choose. This is also an opportunity to tell the faculty what important experiences, values and aspirations you bring to graduate study.

Please use the following guidelines to construct your Letter of Introduction.

- **First Paragraph:** Summarize your background, academic interests and future career goals as a brief overview of what led you to pursue this online program.
- **Second Paragraph:** Describe your professional background for the Graduate Admissions Committee. This paragraph establishes your academic history (including degrees, certifications and licenses) and your specific experiences working with children/youth with disabilities that prepare you for graduate study in special education.
- **Third Paragraph:** Establish your career goals, including the description of degrees, certifications and licenses you are seeking to obtain through graduate work.
- **Fourth Paragraph:** This paragraph has two purposes: to explain how the prospective graduate program aligns with your own professional development and to ensure your application is the result of an informed, reflective selection process. Articulate how the graduate program will serve to bridge your undergraduate training and experience as a professional teacher. For example, you may identify how the expertise of specific faculty members and the required coursework for your desired program will advance your own professional development.
- **Fifth Paragraph:** Summarize how your personal attributes and interests, professional background, and relevant experiences prepare you for success in the online graduate program.

If your cumulative GPA from your undergraduate degree or previous graduate work falls below a 2.5 (out of 4.0), please outline the factors that led to this and the adjustments you will make for success in this graduate program. Your Letter of Introduction should be one- to two-pages in length, single spaced and in 12-point font.

Please see the next page for specific guidelines on applying to the various online programs.

Program Specific Guidelines

Autism Spectrum Disorder Graduate Certificate

- Career goals should specifically relate to improving services to and outcomes for children and youth across the autism spectrum
- Description of current and professional experiences relating to children and youth with ASD
- A statement indicating the applicant understands coursework and assignments require access to children and youth across the autism spectrum either in their community, clinic, home or community settings

Autism Spectrum Disorder Master's Program

- Career goals should specifically relate to improving services to and outcomes for children and youth across the autism spectrum
- Description of current and professional experiences relating to children and youth with ASD
- A statement indicating the applicant understands coursework and assignments require access to children and youth across the autism spectrum either in their community, clinic, home or community settings
- A statement indicating the applicant understands this degree does not lead to initial licensure

High Incidence Disabilities Master's Program

- Career goals should specifically relate to providing high-quality instruction in inclusive settings to children and youth with high incidence disabilities
- Description of current and professional experiences relating to children and youth with disabilities in inclusive settings
- A statement indicating the applicant understands that some coursework and assignments require access to classroom settings that include students with high incidence disabilities

Leadership in Special & Inclusive Education Graduate Certificate

- Career goals should specifically relate to leadership in special and inclusive education
- Description of current and professional experiences relating to special education and leadership

Secondary Special Education & Transition Master's

- Career goals should specifically relate to improving special education/transition programs and services for adolescents and young adults with disabilities
- Description of current and professional experiences relating to secondary special education and transition services for adolescents and young adults with disabilities
- A statement indicating that the applicant understands:
 - Some of the coursework and assignments require access to secondary students with disabilities and secondary classrooms
 - This degree does not lead to initial licensure