

To: Dean Bonneken

From: Sace Elder, Chair, History Department

RE: Request for Executive Action

Date: November 1, 2021

EA-CLAS-22-28 Effective Summer 2022
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Requested change:

To reduce the number of letters of recommendation required for the MA in History, Online Option for Teachers, from three to two and to change the catalog language from “emails for” to “letters from.”

Effective: Summer 2022

Rationale

The History Graduate Committee has voted to reduce the number of letters of recommendation for applications to the online program for teachers from three to two. The many dozens of applications received since the inception of the program shows that two letters are enough for the committee to properly assess the applicant’s potential for success, especially as the applicant is a K-12 teacher with additional qualifications. Moreover, this will make the application process less burdensome.

We would also like to change the language in the catalog, as shown below, to clarify the process, as we currently use the university’s online system for applications and submission of letters of recommendation.

Current Catalog Language

**Admission Requirements:** To be eligible for degree candidacy, applicants must meet all of the requirements for admission to the Graduate School (see “[Admission to Graduate Degree and Certificate Programs](#)”) Additional requirements include completing the program application in MyEIU and uploading a statement of professional goals, a curriculum vitae (resume), and ~~three emails for~~ **two letters from** recommenders, including one from a current or former supervising principal or department chair. Admission to the graduate program in History requires a minor in history or its equivalent. Students must have written approval of the department prior to counting any graduate-level course (outside Eastern Illinois University’s History Department) toward graduate credit.

Revised Catalog Language

**Admission Requirements:** To be eligible for degree candidacy, applicants must meet all of the requirements for admission to the Graduate School (see “[Admission to Graduate Degree and Certificate Programs](#)”) Additional requirements include completing the program application in MyEIU and uploading a statement of professional goals, a curriculum vitae (resume), and two letters from recommenders, including one from a current or former supervising principal or department chair. Admission to the graduate program in History requires a minor in history or its equivalent. Students must have written approval of the department prior to counting any graduate-level course (outside Eastern Illinois University’s History Department) toward graduate credit.