

**M.Ed.-Leadership and
Advanced Certification
Graduate Program Handbook**

Revised Spring 2022

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Educational Leadership Programs: M.Ed.-Leadership, M.Ed.-Leadership/AD Concentration, Principal Certification, Superintendent Certification

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Program Admission Requirements

Graduate instruction is designed to complement the student's present role as he or she achieves new professional goals. Within the 30-hour Principal Preparation Program, the student can fulfill the requirements for a M.Ed.-Leadership that culminates in a standard principal certificate. Applicants who already hold a master's degree in a related field may be eligible for the 18-hour principal certification only program track. Applicants who already hold Principal certification may be eligible for the 15-hour Superintendent EC-12 certification program. The program admission process involves submission of documents to two different locations. Applicants must be admitted to the EPP (Educator Preparation Program) and *also* be admitted to the SFA Graduate School. The process for both admissions is below. Please note that there are instructions for the Principal as Instructional Leader EC-12 certificate and instructions for the Superintendent EC-12 certificate.

Applicants for the M.Ed.-Leadership/ Principal as Instructional Leader EC-12 certification and Athletic Director Concentration

Applicants should already possess:

- undergraduate degree from an accredited college or university
- valid teaching certification
- overall grade-point average (GPA) of 2.5 or a GPA of 2.5 on the last 60 hours of undergraduate work (exclusive of first-year level courses), each on a 4.0 scale,
- two years of teaching experience

If an applicant possesses the above requirements plus a master's degree in a related field from an accredited college or university, then he or she may be eligible to complete the 18-hour principal certification only. Eligibility for the 18-hour program is determined by transcript evaluation by the Program Coordinator.

Note:

- Applicant must have access to a Texas accredited school for the duration of the program
- Applicant must have an approved mentor for the duration of the program – a mentor must hold valid Texas principal certification and be employed **in a principal position**. AD Concentration candidates must have a current AD or head coach as approved mentor.
- Applicant must be able to produce documentation of service record before being admitted into the program
- 18 hour principal certification applicants with previous principal elective hours must complete 160 practicum hours in the SFA M.Ed.-Leadership program.

Applicants for the Superintendent EC-12 certification

Applicants should possess:

- master's degree from an accredited college or university
- overall grade-point average (GPA) of 2.5 or a GPA of 2.5 on the last 60 hours of work, on a 4.0 scale
- valid Texas principal certification
- two years of teaching experience

Note:

- Applicant must have access to a Texas accredited school for the duration of the program
- Applicant must have an approved mentor for the duration of the program – a mentor must hold valid Texas superintendent certification and be employed **in a superintendent position.**
- Applicant must be able to produce documentation of service record before being admitted into the program

Application Deadlines

Principal as Instructional Leader EC-12 certification and M.Ed.- Leadership/Athletic Director Concentration

Applications for the 30-hour M.Ed. and 18-hour certification-only principal preparation programs, as well as the M.Ed.-Leadership/AD Concentration are accepted on a continuous basis. New students can begin their course sequence in the Fall, Spring, or Summer I semesters. All application materials, including those submitted both to the SFASU Graduate School and the Educational Leadership program(s), should be completed and submitted at least two weeks before the first class day of the desired starting semester, as noted on the university calendar. Course availability varies.

Superintendent EC-12 certification

Applications for the superintendent certification program are accepted on a continuous basis. New students can begin their course sequence in the Fall, Spring, or Summer I semesters. All application materials, including those submitted both to the SFASU Graduate School and the Educational Leadership program(s), should be completed and submitted at least two weeks before the first class day of the desired starting semester, as noted on the university calendar. Course availability varies.

Application Procedures

Principal as Instructional Leader EC-12 certification and M.Ed.-Leadership/AD Concentration

Application for the 30-hour M.Ed. with the principal certification or the 18-hour certification only program or the M.Ed.-Leadership/AD Concentration program is a two-step process, involving two offices at SFASU. Prospective students will 1) submit selected application materials to the SFASU Graduate School, as described immediately below; and, 2) submit additional documents to the Educational Leadership program office, as described in the next section.

To apply to the Graduate School:

- Apply and pay online (\$50 fee) at www.goapplytexas.org.
- Submit official transcripts all college/university degrees. Be sure that *all* credit hours that applied to your degree(s) are on the degree-transcript. This would include all transfer hours from other institutions. **Students will not be admitted or allowed to register for classes until all official transcripts have been received by the Graduate School.**

Send official transcripts to:

SFA Graduate School
P.O. Box 13024 - SFA Station
Nacogdoches, TX 75962-3024
Phone (936) 468-2807 | Fax (936) 468-7369
E-mail: gschool@sfasu.edu

For additional information related to the SFASU Graduate School:

<http://www.sfasu.edu/graduate/84.asp>

To apply to the Educational Leadership program (M.Ed.-Leadership/PIL and AD Concentration) :

- Submit a completed application for admission (see packet)
- Submit a professional profile (See instructions)
- Submit a copy of valid teaching certificate
- Submit a copy of official teacher service record

NOTE: Immediately following admission to this program, you will be assessed \$100 application fee from the Educator Preparation Program. This fee is non-refundable. This fee does not apply to the AD Concentration.

Please send the above items to the following site. EMAIL IS PREFERRED. Do not use hardcopy US mail.

EDLE Program Office
Educational Leadership/HSTC Bldg.
P. O. Box 13019 – SFA Station
Nacogdoches, TX 75962-3018
Phone 936.468.2908 Fax 936.468.1573
E-mail: edle@sfasu.edu

Please direct any questions regarding admission requirements to Barbara Qualls, Ph.D., Program Coordinator, quallsba@sfasu.edu, or (936) 468-1592.

The Financial Aid office can be contacted in the following ways:

Phone: (936) 468-2403

Website: www.sfasu.edu/faid

E-mail: finaid@sfasu.edu

Scholarships

Scholarships are available for students enrolled in the principal preparation program at Stephen F. Austin State University that are applied to assist in the cost of the program. The scholarship makes the cost of the program **approximately** 60% of normal tuition for the 30-hour master's degree in educational leadership or **approximately** 60% of normal tuition for the 18-hour principal certification only program for those who already have completed a master's degree. This does not include any other University fees or books.

- Tuition and fees are subject to change without notice by action of the Board of Regents or the Texas State Legislature.
- The M.Ed.-Leadership (for principal degree, principal certification, AD Concentration) is processed in the Controller's office *after* your first bill is generated. Monitor your MySFA account to see when the exemption is applied.
- Installment plans require an additional fee of \$25.00. Parking permits can also be purchased for a fee.
- Fees required by the State of Texas for principal certification and SFASU Principal Preparation Program application fees are not included in the program costs.
- Cost of the Perkins College of Education student account for the LiveText data system is additional.

- If a student drops a course after classes begin, the full cost of the course without the scholarship will be charged to the student. Students are advised to consider carefully any decision to drop a course after classes begin.
- Scholarship is for Texas residents only.

State of Texas SB 1107

Beginning with the spring 2012 semester, any new student (undergraduate or graduate) to a public or private college/university will be required to provide evidence of bacterial meningitis vaccination prior to enrollment (SB 1107). This means that all new students must provide this documentation prior to registering for classes. If a currently enrolled student does not enroll for a fall or spring semester, they will be required to provide this documentation when they re-apply for admission.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if the student is 30 years of age or older by the first class day of the semester in which they intend to enroll OR if the student is enrolled in online or other distance education courses only.

Students will have a registration hold until (1) they provide the documentation OR (2) they self-identify to the graduate admission office that they plan to enroll in online courses only. These students will need to be monitored each semester and if they ever plan to enroll in a “face to face” course, they will need to provide documentation.

Please note: Students who are admitted close to the first class day will not be permitted to register until they comply with SB 1107. **Historically, if students “wait until the last minute” to apply to graduate school, they will be at a disadvantage.**

SFA change in procedure

In order to comply with SB 1107, the graduate admission office must close the matriculation of all graduate applicants who are admitted but never enrolled. The procedure of leaving a graduate admission file open will stop beginning with the fall 2011 semester. **All graduate students who sit out a fall or spring semester will be required to re-apply for admission.** This is the only way to systematically monitor compliance with SB 1107.

This does not affect students who continuously enroll.

If an undergraduate student receives their degree from SFA and enrolls in graduate classes the next semester, SB 1107 does not apply.

Superintendent EC-12 certification

Application for the superintendent certification program is a two-step process, involving two offices at SFASU. Prospective students will 1) submit selected application materials to the SFASU Graduate School, as described immediately below; and, 2) submit additional documents to the Educational Leadership program office, as described in the next section.

To apply to the Graduate School:

- Apply and pay online (\$50 fee) at www.goapplytexas.org.
- Submit official transcripts all college/university degrees. Be sure that *all* credit hours that applied to your degree(s) are on the degree-transcript. This would include all transfer hours from other institutions. **Students will not be admitted or allowed to register for classes until all official transcripts have been received by the Graduate School.**

Send official transcripts to:

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P.O. Box 13024 - SFA Station
Nacogdoches, TX 75962-3024
Phone (936) 468-2807 | Fax (936) 468-7369
E-mail: gschool@sfasu.edu

For additional information related to the SFASU Graduate School:

<http://www.sfasu.edu/graduate/84.asp>

To apply to the Educational Leadership PROGRAM (Superintendent Certification):

- Superintendent Preparation Program application (last page of packet)
- Copy of valid teaching certificate
- Copy of valid principal certificate
- Copy of official teacher service record

Please send the above items to the following location.

Educational Leadership/HSTC Bldg.
P. O. Box 13018 – SFA Station
Nacogdoches, TX 75962-3018
Phone 936.468.2908 Fax 936.468.1573
E-mail: edle@sfasu.edu

Please direct any questions regarding admission requirements to Barbara Qualls, Ph.D., Program Coordinator, quallsba@sfasu.edu, or (936) 468-2908.



Stephen F. Austin State University

Human Services and Educational Leadership

Application for Admission Superintendent Preparation Program

Last Name	First Name	MI	
<hr/>			<hr/>
Home Address			City
<hr/>			<hr/>
State		Zip Code	Home Phone
<hr/>			() <hr/>
Employing District			Campus
<hr/>			<hr/>
Work Address			City
<hr/>			<hr/>
State		Zip Code	Work Phone
<hr/>			() <hr/>
E-mail Address			Mobile/text
<hr/>			() <hr/>
Do you hold a valid principal certification?			____ Yes ____ No
How many years of administrative experience do you have?			_____ years
What semester and year do you plan to begin the program?			_____ / _____

Testing Procedures

Principal certification testing process

Candidates in the Principal Preparation program, whether the certification-only or the M.Ed.-Leadership program, are required to take the TEA principal certification exam Principal as Instructional Leader **(268)**. In addition, a performance assessment is required: Performance Assessment for School Leaders **(368)**. If a candidate exhausts all five allowed attempts at passing the exam, an option exists for application to TEA for a waiver to take the test a sixth time.

There are several commercial products available for assistance in review. **You must complete the TEA practice test prior to clearance for registering for PIL-268.** You may obtain a voucher for the practice test fee by requesting it from Dr. Richard Skuza: (Richard.Skuza@sfasu.edu).

To register to take the exam, **currently enrolled candidates** should request clearance for registration as follows:

- Logon to MySFA
- Click the **Academics** tab
- Click **Certification Testing Clearance Request Form** (bottom right of the screen)
- *These steps will take you to a new screen.*
- Select the name of your test (**Principal as Instructional Leader – 268**)
- If you agree with the listed terms and conditions, check the box
- Click **“Click to submit request for test”**
- *These steps will take you to a processing screen.*
- Click **“Return”**

You should see a message: “Your test request has been successfully submitted.”

From here, your request will be routed to your program advisor. If you are enrolled in the very early part of the program, your request will be denied. If you have special circumstances that you would like to have considered for early approval, please contact quallsba@sfasu.edu. Upon approval, it will be sent to the testing coordinator. You will receive an email that contains more information.

To register to take the exam, **returning candidates** should request clearance for registration by completing the Clearance Request form, available from the Program Coordinator. Scan and return it to the Program Coordinator for approval. From there, it will be sent to the testing coordinator. You will receive an email that contains more information.

Superintendent certification testing process

Candidates for the superintendent certification will successfully complete the Superintendent **(195)** test. Ideally, the test should be passed before the candidate registers for EDLE 6396 – Practicum. The TEA release practice test is available for candidate use in face-to-face format on campus. Candidates should schedule an appointment with the program coordinator to take the practice test, review results and determine further preparation activities.

To register to take the exam, **currently enrolled candidates** should request clearance for registration as follows:

- Logon to MySFA
- Click the **Academics** tab
- Click **Certification Testing Clearance Request Form** (bottom right of the screen)
These steps will take you to a new screen.
- Select the name of your test (**Superintendent – 195**)
- If you agree with the listed terms and conditions, check the box
- Click **“Click to submit request for test”**
These steps will take you to a processing screen.
- Click **“Return”**

You should see a message: “Your test request has been successfully submitted.”

From here, your request will be routed to your program advisor. If you are enrolled in the early part of the program, your request will be denied. If you have special circumstances that you would like to have considered for early approval, please contact quallsba@sfasu.edu. Upon approval, it will be sent to the testing coordinator. You will receive an email that contains more information.

To register to take the exam, **returning candidates** should request clearance for registration by completing the Clearance Request form, available from the Program Coordinator. Scan and return it to the Program Coordinator for approval. From there, it will be sent to the testing coordinator. You will receive an email that contains more information.

Required Certification Coursework

Principal as Instructional Leader EC-12 certification

Whether completing the 30-hour M.Ed. in Educational Leadership program with certification or the 18-hour certification-only program, students can expect advanced training in professional education, including field-based practicum experiences. The following six courses, in particular, will prepare candidates for the rigor of the state certification exam. In addition, the practicum activities and Pillar Assessments are designed to help in completion of the PASL (Performance Assessment for School Leaders). **Note on practicum hours:** The required hours indicated with each course below are applicable to candidates who begin the programs in Fall 2020. All others will be required to complete the hours in place at the time of their cohort's beginning. Also, as the TEA adjusts required practicum hours related to COVID school closures, those adjustments may be applied to EDLE courses.

EDLE 5365 Public School Law: The examination of statutory and case law as it impacts Texas public school education, with emphasis on the responsibility of campus administrators to limit liability (20 field-based hours required). Prerequisite: Admission to the Principal Preparation Program or approval by program coordinator for elective

EDLE 5316 The School Principalship K-12: The preparation and qualification of the successful school principal including duties, responsibilities and problems (20 field-based hours required). Prerequisite: Admission to the Principal Preparation Program

EDLE 5319 Instructional Leadership: Includes an in-depth study of the following topics: needs assessment, campus planning, supervision and evaluation, quality instruction, and professional development. Additionally, students learn to locate, analyze and utilize TEA data reports. (20 field-based hours required).

EDLE 5349 Foundations of Curriculum: A study of the sociological and psychological forces which affect curriculum planning and the utilization of these forces in establishing goals and priorities for grades K-12 (20 field-based hours required).

EDLE 5352 School Resource Management: Cooperative development of school-community relationships with emphasis on non-instructional program management and communication (20 field-based hours required).

EDLE 5154 Practicum for the School Principal: Candidates will participate in actual real world leadership and management experiences in the school and community. The practicum will be under the guidance of successful, experienced, practicing public school administrators and members of the university faculty. This practicum is an intensive, **60-hour field-based experience** that will provide the intern an opportunity to apply theory to practice and to

perfect skills essential to the day-to-day leadership and management responsibilities of the principal.

Superintendent EC-12 certification

The 15-semester-hour Superintendent Preparation Program consists of courses and experiences focused on:

- values of integrity, fairness and ethics of leadership
- leadership and district culture
- communications and community relations
- policy and governance
- curriculum planning and development
- instructional leadership and management
- human resources leadership for staff evaluations and performance through staff development
- human resources leadership and management
- leadership and management of districts' physical plants and support systems for safe and effective learning environments in relation to budget, personnel, resource utilization, financial management and technology
- and organizational leadership and management.

Multi-cultural educational experiences and technology skills will be an integrated part of each course. The following courses will be taken in the sequence listed:

EDLE 6311 The Superintendency – the preparation and qualifications of the successful school superintendent and the duties, responsibilities and problems of the school superintendent

EDLE 6347 Public School Finance – the principles of school finance, budgeting and accounting procedures and problems of local administration

EDLE 6351 School Asset/Capital Management – operation, maintenance, utilization and management of physical plant, property records, inventory control and school building programs

EDLE 6394 Superintendent Seminar – study of the superintendency from both a theoretical and field-based perspective, a series of culminating scenarios that connects research-based leadership practices with recognized proficiencies of leadership achievement. There are **40 field-based practicum hours** included in course requirements.

EDLE 6396 Internship for the School Superintendent – three semester hours of individual study, designed to give on-the-job training under the guidance of successful, experienced,

practicing public school administrators and members of the university faculty. There are **120 field-based practicum hours** included in course requirements.

Practicum Requirements

A practicum, as described in TAC 228.35(e)(6), consists of 160 clock hours of hands-on activities completed at a public/charter campus/school accredited by TEA. The practicum must be completed under the auspices of both a campus-based mentor (principal certification) or district-based mentor (Superintendent certification) who holds the same certificate being sought and serves in an administrative capacity *and* a university-based supervisor who is similarly certified.

A critical part of a candidates' preparation as an aspiring leader is the hands-on experience that will be obtained through practicum activities. These are activities in which you will participate on your campus or in your district that will help give an insider's view to the world of educational leadership. As part of the transition from the role of teacher to leader, being able to view school activities through a leader's lens is vitally important; the practicum activities assist in that process.

In the SFA principal preparation program, the 160 hours are distributed among several courses to it make easy to accumulate the required hours and to allow the opportunity to apply the skills and knowledge gained from classes as you go. In the superintendent program, the practicum hours are begun in EDLE 5394 and completed in the final course, EDLE 5396.

Probationary Certification

There are rare circumstances where a candidate is offered an administrative position that requires certification before completion of all requirements for the degree and/or certification. When that occurs, SFA will cooperate with the student and their hiring district to the extent allowed by TEA regulations. These are the requirements for consideration for recommendation for probationary certification:

- Enrolled in good standing in an educator preparation program
- Completion of at least 12 credit hours of coursework toward the degree/certification
- Passing score on the TExES principal certification examinations (both PIL-268 and PASL-368) or TExES superintendent certification examination
- Request from a hiring school district

Please note that passing the certification exam is a non-negotiable requirement. Also, simply passing the exam is not equivalent to being certified. Full certification requires a Master's degree, completion and verification of required practicum hours, *and* passing the certification exam.