



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

**Revised Fall 2023**

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# Program Admission Requirements

Graduate instruction is designed to complement the student's present role as they achieve 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. Aspiring athletic directors may be eligible for the M.Ed.-Leadership/AD Concentration, which prepares the candidate for the NIAAA licensing exam. 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 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 their 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 after admission to the EPP.

## **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/site supervisor 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/Athletic Director 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.

### 1. To apply to the Graduate School:

- Apply and pay online (\$50 fee) at [www.goapplytexas.org](http://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](mailto:gschool@sfasu.edu)

For additional information related to the SFASU Graduate School: <http://www.sfasu.edu/graduate/84.asp>

### 2. 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 7

**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. **EMAIL IS PREFERRED.** Do not send hardcopy through mail.

EDLE Program Office | Email: [edle@sfasu.edu](mailto:edle@sfasu.edu) | Phone 936.468.1234

**\*\*\*Please direct any questions regarding admission requirements to:**

Barbara Qualls, Ph.D., Program Coordinator  
[quallsba@sfasu.edu](mailto:quallsba@sfasu.edu)  
(936) 468-1592

or to the EDLE Office at  
[EDLE@sfasu.edu](mailto:EDLE@sfasu.edu)  
(936) 468-1234.

## 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.

### 1. To apply to the Graduate School:

- Apply and pay online (\$50 fee) at [www.goapplytexas.org](http://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](mailto:gschool@sfasu.edu)

For additional information related to the SFASU Graduate School: <http://www.sfasu.edu/graduate/84.asp>

### 2. 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. **EMAIL IS PREFERRED.** Do not send hardcopy through mail.

EDLE Program Office | Email: [edle@sfasu.edu](mailto:edle@sfasu.edu) | Phone 936.468.1234

**\*\*\*Please direct any questions regarding admission requirements to:**

Barbara Qualls, Ph.D., Program Coordinator  
[quallsba@sfasu.edu](mailto:quallsba@sfasu.edu)  
(936) 468-1592

or to the EDLE Office at  
[EDLE@sfasu.edu](mailto:EDLE@sfasu.edu)  
(936) 468-1234.

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

Phone: (936) 468-2403

Website: [www.sfasu.edu/faid](http://www.sfasu.edu/faid)

E-mail: [finaid@sfasu.edu](mailto: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 reapply 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 in the SFA Educational Leadership programs are *not* required to submit evidence of the vaccination against bacterial meningitis.**

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.





**Stephen F. Austin State University**  
**Human Services and Educational Leadership**  
**Application for Admission**  
**M.Ed.-Leadership/Principal Preparation Program**

\_\_\_\_\_  
FIRST NAME MI LAST NAME SOCIAL SECURITY #

\_\_\_\_\_  
HOME ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE ( ) HOME PHONE

\_\_\_\_\_  
EMPLOYING DISTRICT CAMPUS

\_\_\_\_\_  
WORK ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE ( ) WORK PHONE

\_\_\_\_\_  
E-MAIL ADDRESS

Do you hold a valid teaching certification? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, in what areas? \_\_\_\_\_

How many years of teaching experience do you have? \_\_\_\_\_ Years

Are you seeking a Master of Education in Educational Leadership leading to a standard principal certificate? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, have you already completed a master's degree in a related field and are seeking principal certification only? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you currently teach at a Texas accredited school? \_\_\_\_\_ Yes \_\_\_\_\_ No

What semester and year do you plan to begin the program? \_\_\_\_\_ / \_\_\_\_\_  
*Semester Year*

How did you learn about our program? (circle) Website Recruitment Session Colleague

Flyer (via email) Flyer (on school bulletin board) Social Media Other: \_\_\_\_\_



**Stephen F. Austin State University**  
**Human Services and Educational Leadership**  
**Application for Admission**  
**M.Ed.-Leadership/Athletic Director Program**

\_\_\_\_\_  
FIRST NAME                      MI                      LAST NAME                      SOCIAL SECURITY #

\_\_\_\_\_  
HOME ADDRESS

\_\_\_\_\_  
CITY                      STATE                      ZIP CODE                      (      )  
HOME PHONE

\_\_\_\_\_  
EMPLOYING DISTRICT                      CAMPUS

\_\_\_\_\_  
WORK ADDRESS

\_\_\_\_\_  
CITY                      STATE                      ZIP CODE                      (      )  
WORK PHONE

\_\_\_\_\_  
E-MAIL ADDRESS

Do you hold a valid teaching certification?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

If so, in what areas? \_\_\_\_\_

How many years of teaching experience do you have?                      \_\_\_\_\_ Years

Are you seeking a M.Ed.-Leadership/Athletic Director  
Concentration degree?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Do you currently teach at a Texas accredited school?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

What semester and year do you plan to begin the program?                      \_\_\_\_\_ / \_\_\_\_\_  
Semester                      Year

How did you learn about our program? (circle)      Website      Recruitment Session      Colleague

Flyer (via email)      Flyer (on school bulletin board)      Social Media      Other: \_\_\_\_\_



**Stephen F. Austin State University**  
**Human Services and Educational Leadership**  
**Application for Admission**  
**Superintendent Program**

\_\_\_\_\_  
FIRST NAME                      MI                      LAST NAME                      SOCIAL SECURITY #

\_\_\_\_\_  
HOME ADDRESS

\_\_\_\_\_  
CITY                                      STATE                      ZIP CODE                      (      )  
HOME PHONE

\_\_\_\_\_  
EMPLOYING DISTRICT                      CAMPUS

\_\_\_\_\_  
WORK ADDRESS

\_\_\_\_\_  
CITY                                      STATE                      ZIP CODE                      (      )  
WORK PHONE

\_\_\_\_\_  
E-MAIL ADDRESS

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?                      \_\_\_\_\_ / \_\_\_\_\_  
Semester                      Year

How did you learn about our program? (circle)      Website      Recruitment Session      Colleague

Flyer (via email)      Flyer (on school bulletin board)      Social Media      Other: \_\_\_\_\_

# 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](mailto:Richard.Skuza@sfasu.edu)).

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

- Login 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](mailto:quallsba@sfasu.edu).

Upon approval, it will be sent to the testing coordinator. You will receive an email that contains more information. **You must request clearance for *each* of the two PIL exams separately. You will not be cleared to take the PIL-268 until you provide a screenshot of a score of 85% on all domains of the Pearson practice test. You will not be cleared to take the PASL-368 until you provide a screenshot of the successful completion of the PIL-268.**

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. The practice test is a requirement for EDLE 6394.

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

- Login 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](mailto: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). The Athletic Director concentration program requires the courses listed below, with the exception of EDLE 5354 **Note on practicum hours:** The required hours indicated with each course below are applicable to candidates who begin the programs in Fall 2020 or later. All others will be required to complete the hours in place at the time of their cohort's beginning.

**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 5354 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 university faculty members. This practicum is an intensive, **60-hour field-based experience** that will allow the intern to apply theory to practice and perfect skills essential to the principal's day-to-day leadership and management responsibilities. This product is the capstone research project in lieu of thesis for the M.Ed.-Leadership candidates.

***In addition to the six certification courses, the following courses are required for completion of the M.Ed.-Leadership degree:***

**EDLE 5313 Administration of Special Programs:** Examination of federal and state programs designed for recognized subpopulations, including Special Education, Dyslexia, Reading remediation, Title programs, Section 504, Gifted and Talented, Bilingual/ESL, Guidance and Counseling, Extracurricular and Cocurricular, Compensatory Education, and others. The role of the principal in establishing and supervising special programs and maintaining compliance standards is examined.

**EDLE 5399 Synthesis in Educational Leadership:** This Synthesis in Educational Leadership course is designed to provide candidates opportunities to expand the depth of their understanding of what principals need to know and be able to do as set forth in the State Board for Educator Certification (SBEC) and the CAEP-approved Educational Leadership Constituent Council (ELCC) standards.

**EDLE 5301 Fundamentals of Educational Leadership:** In this course, students will be able to read, interpret, critique, write, and practice public school leadership that is located at the intersection of five overlapping spheres. The first is philosophical, the second is cultural, and the third is academic. The fourth sphere is professional, and the last sphere is about the student's autobiographical voice as it shapes her corresponding leadership framework.

**EDLE 5391 Educational Research:** This course serves as an introduction to educational research where students are engaged in learning about educational research philosophies, methodological traditions, and research design variations. The students design, conduct, and report a research protocol that is of authentic and original value to their own educational setting. This product is the capstone research project in lieu of thesis for the M.Ed.-Leadership/AD concentration candidates.

***For completion of the M.Ed.-Leadership/Athletic Director Concentration, the following courses are required:***

**EDLE 5316, 5365, 5319, 5349, 5352, 5313, 5391.** Course descriptions are included in the Principal certification section.

**EDLE 5305 Leadership and Ethics in Athletics Administration:** This course examines the challenges faced by 21st-century athletic administrators, explores personal leadership philosophies related to education-based athletics, and examines strategies to manage an athletic program that reflects those principles.

**EDLE 5306 Legal Issues in Athletics Administration:** This course examines liability for sports injuries and legal mandates for the safety of student athletes; compliance with sports-related gender equity requirements; student athlete's rights; and the prevention of hazing, bullying, and sexual harassment.

**EDLE 5307 Organizational Management in Athletics Administration:** This course provides an overview of effective management of these interrelated components and provides strategies to effectively share resources. Additionally, this course explores effective conflict resolution strategies for issues that may arise in athletic administration.

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



## Practicum Requirements – Both Principal and Superintendent Certifications

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 a 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.

**GRADUATE DEGREE PLAN**



STEPHEN F. AUSTIN  
STATE UNIVERSITY  
James I. Perkins  
College of Education

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Campus ID (CID): \_\_\_\_\_

Catalog: Fall 2023

Candidate Degree for: M.Ed.

Total Hours for Degree: 18

Major/Program: Educational Leadership

**\*Transfer Courses not to exceed 12 hours. Courses included must be taken within 6 years of graduation date.**

List courses required to be completed for the degree. The distribution of courses must comply with the requirements of the Graduate Bulletin under which the student intends to graduate. Any desired changes to a degree plan, which deviate from approved curriculum, must be pre-approved and include a "course substitution" form.

**CORE COURSES** **CORE RESEARCH** **CONC/ELECTIVES**

Course #	Course Title	CH	Grade	Course #	Course Title	CH	Grade	Course #	Course Title	CH	Grade
EDLE 5318	School Principalship K-12	3									
EDLE 5365	Public School Law	3									
EDLE 5319	Instructional Leadership	3									
EDLE 5349	Foundation of Curriculum	3									
EDLE 5352	School Resource Mngt	3									
EDLE 5354	Practicum Principal	3									

**Notes:**  
PRINCIPAL CERTIFICATION ONLY

\*Student is responsible to submit a Graduation Application by required deadline. Degree will not be conferred without application.

**REQUIRED APPROVALS:**

_____	_____
Program Coordinator	Date
_____	_____
Graduate Student (optional)	Date
_____	_____
Academic Unit Head	Date
_____	_____
PCOE Graduate Studies Coordinator	Date
_____	_____
Dean	Date

**GRADUATE DEGREE PLAN**



STEPHEN F. AUSTIN  
STATE UNIVERSITY  
James I. Perkins  
College of Education

Student Name: \_\_\_\_\_  
 Campus ID (CID): \_\_\_\_\_  
 Candidate Degree for: M.Ed. [v]  
 Major/Program: Educational Leadership [v]

Date: \_\_\_\_\_  
 Catalog: Fall 2023 [v]  
 Total Hours for Degree: 30

**\*Transfer Courses not to exceed 12 hours. Courses included must be taken within 6 years of graduation date.**  
 List courses required to be completed for the degree. **The distribution of courses must comply with the requirements of the Graduate Bulletin under which the student intends to graduate.** Any desired changes to a degree plan, which deviate from approved curriculum, must be pre-approved and include a "course substitution" form.

**CORE COURSES**

**CORE RESEARCH**

**CONC/ELECTIVES w/ Principal Cert** [v]

Course #	Course Title	CH	Grade	Course #	Course Title	CH	Grade	Course #	Course Title	CH	Grade
EDLE 5316	School Principalship K-12	3									
EDLE 5365	Public School Law	3									
EDLE 5319	Instructional Leadership	3									
EDLE 5349	Foundation of Curriculum	3									
EDLE 5352	School Resource Mngt	3									
EDLE 5354	Practicum Principal	3									
EDLE 5313	Admin of Spec Services	3									
EDLE 5399	Synthesis Ed Leadership	3									
EDLE 5301	Intro to Ed Leadership	3									
EDLE 5391	Educational Research	3									

**Notes:**  
 PRINCIPAL PREPARATION PROGRAM

\*Student is responsible to submit a Graduation Application by required deadline. Degree will not be conferred without application.

**REQUIRED APPROVALS:**

_____	_____
<b>Program Coordinator</b>	<b>Date</b>
_____	_____
<b>Graduate Student (optional)</b>	<b>Date</b>
_____	_____
<b>Academic Unit Head</b>	<b>Date</b>
_____	_____
<b>PCOE Graduate Studies Coordinator</b>	<b>Date</b>
_____	_____
<b>Dean</b>	<b>Date</b>

**GRADUATE DEGREE PLAN**



STEPHEN F. AUSTIN  
STATE UNIVERSITY

James I. Perkins  
College of Education

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Campus ID (CID): \_\_\_\_\_

Catalog: **Fall 2023** ▼

Candidate Degree for: **M.Ed.** ▼

Total Hours for Degree: **30**

Major/Program: **Educational Leadership** ▼

**\*Transfer Courses not to exceed 12 hours. Courses included must be taken within 6 years of graduation date.**  
List courses required to be completed for the degree. **The distribution of courses must comply with the requirements of the Graduate Bulletin under which the student intends to graduate.** Any desired changes to a degree plan, which deviate from approved curriculum, must be pre-approved and include a "course substitution" form.

**CORE COURSES**

**CORE RESEARCH**

**CONC/ELECTIVES Athletic Director** ▼

Course #	Course Title	CH	Grade	Course #	Course Title	CH	Grade	Course #	Course Title	CH	Grade
EDLE 5316	The Principalship	3									
EDLE 5365	Public School Law	3									
EDLE 5319	Instructional Leadership	3									
EDLE 5349	School Resource Mgmt	3									
EDLE 5391	Educational Research	3									
EDLE 5307	Leadshp & Ethics in AA	3									
EDLE 5305	Org Mgmt in Ath Admin	3									
EDLE 5306	Legal Issues in AA	3									

**Notes:**  
ATHLETIC DIRECTOR CONCENTRATION

\*Student is responsible to submit a Graduation Application by required deadline. Degree will not be conferred without application.

**REQUIRED APPROVALS:**

\_\_\_\_\_  
Program Coordinator Date

\_\_\_\_\_  
Graduate Student (optional) Date

\_\_\_\_\_  
Academic Unit Head Date

\_\_\_\_\_  
PCOE Graduate Studies Coordinator Date

\_\_\_\_\_  
Dean Date

**GRADUATE DEGREE PLAN**



STEPHEN F. AUSTIN  
STATE UNIVERSITY  
James I. Perkins  
College of Education

Student Name: \_\_\_\_\_  
 Campus ID (CID): \_\_\_\_\_  
 Candidate Degree for: **M.Ed.** ▼  
 Major/Program: **Educational Leadership** ▼

Date: \_\_\_\_\_  
 Catalog: **Fall 2023** ▼  
 Total Hours for Degree: **15**

**\*Transfer Courses not to exceed 12 hours. Courses included must be taken within 6 years of graduation date.**  
 List courses required to be completed for the degree. **The distribution of courses must comply with the requirements of the Graduate Bulletin under which the student intends to graduate.** Any desired changes to a degree plan, which deviate from approved curriculum, must be pre-approved and include a "course substitution" form.

**CORE COURSES**                      **CORE RESEARCH**                      **CONC/ELECTIVES** ▼

Course #	Course Title	CH	Grade	Course #	Course Title	CH	Grade	Course #	Course Title	CH	Grade
EDLE 6311	The Superintendency	3									
EDLE 6347	Public School Fin & Bus Admin	3									
EDLE 6351	School Asset & Capital Mgmt	3									
EDLE 6394	Superintendency Seminar	3									
EDLE 6396	Intern for School Super	3									

**Notes:**  
 SUPERINTENDENT DEGREE PLAN

\*Student is responsible to submit a Graduation Application by required deadline. Degree will not be conferred without application.

**REQUIRED APPROVALS:**

_____	_____
<b>Program Coordinator</b>	<b>Date</b>
_____	_____
<b>Graduate Student (optional)</b>	<b>Date</b>
_____	_____
<b>Academic Unit Head</b>	<b>Date</b>
_____	_____
<b>PCOE Graduate Studies Coordinator</b>	<b>Date</b>
_____	_____
<b>Dean</b>	<b>Date</b>