

UNIVERSITY OF LOUISIANA AT MONROE

College of Arts, Education, Sciences
School of Education

Informational Materials and Application
for the Educational Leadership Program:

Masters of Education in Educational Leadership

Post-Master Certificate in Educational Leadership

Dear Potential Student,

On behalf of the School of Education, we would like to extend our thanks for considering us for your endorsement in Educational Leadership. Before beginning the application process, please familiarize yourself with the options available.

If you possess a Louisiana Type B or Level 2 teaching certificate, and have at least three years of teaching experience in your area of certification, then you might qualify for the Educational Leadership program at the University of Louisiana at Monroe. There are two different paths to choose from to obtain certification as an educational leader.

If wishing to earn a Master's in Education, apply as a degree-seeking student. However, if already in possession of a Master's degree, applying as a non-degree seeking student under the Alternate Pathway 1 to earn a Post-Master Certificate as that may better suit your circumstances. Either option will necessitate completing and passing all coursework in the designated Program of Study, as well as earning a passing score on the School Leader Licensure Assessment (SLLA). Please note there are only a few small differences between the coursework required for the Master's and the certification, so choose wisely. Feel free to contact me directly if clarification is needed, or advisement is preferred before making a decision, as you may be unsure which is the better choice for your career path. Questions pertaining to filling out of forms, or requirements for admittance, can be directed to our Administrative Assistant, Miss Barbara Pugh at bpugh@ulm.edu.

This packet provides information concerning necessary steps required for admission into the program, as well as forms needed once admitted. If there are questions that cannot be answered by this informational packet, please call the office for the School of Education at 318.342.1266.

Sincerely,

Nicole D. Vaux, Ph.D.
Program Coordinator, M.Ed. Educational Leadership
Endowed Professor of Educational Administration
College of Arts, Education, and Sciences
School of Education
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The University of Louisiana at Monroe
Educational Leadership Program
Admission Procedures Checklist & Instructions

Attached are forms and materials necessary for application to the Educational Leadership program at the University of Louisiana at Monroe. The following checklist and instructions will assist in application completion.

Notice to Students seeking a Master's Degree in Educational Leadership:

For admission into the M.Ed in Educational Leadership or Post-Master Certificate, candidates must hold a valid Louisiana Type B or Level 2 teaching certificate or its equivalent.

All applicants must have a minimum cumulative undergraduate grade point average of at least 2.75.

The applicant must meet **ONE** of these program admission criteria:

- a Graduate Record Examination (GRE) minimum score of 292 (Verbal and Quantitative scores combined)
- a Miller Analogies Test (MAT) score of 397 (Scaled Score, 50 Percentile Rank)

Admission Procedures

Submit a complete application to ULM Graduate School, including all non-ULM transcripts, GRE scores/MAT scores, and application fee. If applying via the online application system, please make sure to select the “5G Graduate Online” application.

For international students seeking admission into this program, a TOEFL score of 61 or above is needed.

What Happens Next:

1. Once all materials have been submitted correctly the Graduate School will send out a letter of acceptance or denial. Note: If you do not receive a letter of acceptance or denial, it is your responsibility to follow up with the Graduate School, and no one else's.
2. If accepted, you will receive further notification of the name of your major professor that will serve as your advisor during the course of program studies.
3. Once you receive confirmation of acceptance, contact the major professor by email to discuss enrollment plans and to work on a plan of study. This advisement will need to

occur every semester to enable students to register for courses. Remember that it is the student's responsibility to actively participate in their advising.

4. Once a plan of study is in place, and advising paperwork has been filled out by the major professor, students can register for classes.

How to Successfully Complete the Educational Leadership Program:

1. Mandatory that students receive advising from their major professor at least once per semester.
2. Students and their major professor will continue to evaluate and review their plan of study, but the student must ensure a formal degree plan has been completed and is on file **BEFORE COMPLETION OF 12 CREDIT HOURS.**
3. Student will receive by mail a notice of approval of degree plan from the Graduate School, and should keep this for their records (may receive multiple versions, keep all).
4. Verify that the LiveText Signature Activity for each course completed, excluding EDLE 5055 and EDLE 5060, have been submitted and scored.
5. Have submitted a passing score on the SLLA Exam to the state department for certification. Also submit a copy to Dr. Vaux (vaux@ulm.edu) for verification purposes of completion of Degree Plan.
6. The **semester before graduation**, apply for graduation with the Graduate School by the deadline posted on their website. Failure to do so rests with the student.
 - a. If earning a Master's degree, apply for commencement to the Graduate School the semester before you finish, and order a graduation cap and gown.
7. Those earning a Post-Master Certificate are not earning a degree, but an add-on certificate to their existing master's degree, and therefore do not participate in graduation.

KEEP THIS LIST AND REFER TO IT PERIODICALLY.

Application Deadlines:

We accept applications year round, and if for some reason your application/enrollment does not make it in time for one term, you will automatically be enrolled in to the next available term

**All of our courses are 100% online,
Including the internships**



Online Advisement Form
M.Ed. in Educational Leadership & Certification
 School of Education
 University of Louisiana at Monroe

INSTRUCTIONS

1. All entries must be typed!
2. List the courses needed to meet the requirements for the degree (check your degree plan).
3. Check with your advisor if you don't have a degree plan or not sure of which courses you can register.

Student Name: _____ **Date:** _____

CWID or SSN: _____ **Email:** _____

Home Phone #: _____ **Cell Phone #:** _____

Courses to be Taken:

Semester: _____

Course No.	Title	Hrs.

Semester: _____

Course No.	Title	Hrs.

Semester: _____

Course No.	Title	Hrs.

 Student Signature

 Date

 Advisor Signature

 Date