

# Department of Educational Leadership

## Frequently Asked Questions

❖ **How do I apply to the Educational Leadership Program?**

An application to SCSU's Graduate Studies office must be completed along with submitting all original transcripts, undergraduate and graduate, and the application fee. Once all information is completed you will receive a letter from the graduate office about your pending acceptance. All application materials are available online.

❖ **Where do I send my original transcripts?**

Original transcripts, both undergraduate and graduate, should be sent directly to the Graduate office. However, if you send them to the Educational Leadership office they will be forwarded to the Graduate Office. The Graduate office keeps all original transcripts giving the EDL office a copy for your file.

❖ **How many classes can I take before entering the program?**

You may take only two classes before officially applying and being accepted to the Educational Leadership Department. It is strongly suggested that you apply before you register for classes. Students who enroll in courses beyond the two allowed are subject to dismissal or non-admission to desired program.

❖ **How long will it take to process my application once all materials are submitted?**

Depending upon a variety of factors, the average application is processed in 2-4 weeks within the department from the time that your last piece of documentation is received. This may include your interview/planned program and departmental admission decision. The final admission letter from the graduate office may take an additional 4-6 weeks. Please note that the Office of Graduate Studies admits students twice per year – Fall Term and Spring Term. If you apply close to the deadlines for these matriculation dates, you may have to wait until the following term.

❖ **What is the deadline for submission of the application to the 6<sup>th</sup> year program?**

Admission to the Department of Educational Leadership is on a rolling admission basis. All materials must be submitted within 90 days of application; otherwise files are subject to be discarded. Applicants are encouraged to submit the application to the graduate school prior to taking courses as a non-matriculated student.

❖ **Which classes can I take before matriculation?**

You may take EDL 680, 681, or 682. You may enroll in only two of these classes before you are accepted into the program.

❖ **What is the difference between certification and a 6<sup>th</sup> Year degree?**

The EDL Certification Program is for students who wish to apply for their Administrative Certificate (092) only. The 6<sup>th</sup> Year Degree includes all of the classes required for certification along with an additional 9 credits.

❖ **Do I have to complete courses in sequence for certification and the 6<sup>th</sup> year?**

Yes. The courses must be completed as follows:

†Initial Courses – EDL 680, 681 & 682 (May be taken in any order)

†EDL 683 (All initial courses must be completed as a prerequisite)

†EDL 684 (All initial courses must be completed as a prerequisite)

†EDL 685 (All initial courses must be completed as a prerequisite)

†EDL 688 (EDL 680-683 must be completed as a prerequisite)

EDL 602 & 657 (May be taken at anytime – Do not count towards certification)

EDL 689 (Culminating Course – Must be the last course taken. May be taken with a maximum of one other course)

†Certification Courses

❖ **When do you apply for certification?**

Students can apply for certification upon completion of all requirements. (See application packet)

❖ **How do you apply for certification?**

Students may begin the application process by accessing the certification packet on-line. The student is responsible to gathering all pertinent information and/or signatures required to complete the application.

❖ **What classes are required for certification?**

EDL 680, EDL 681, EDL 682, EDL 683, EDL 684 or SED 605, EDL 685, A special education course taken after 1997, the technology requirement and EDL 688.

❖ **Is the Connecticut Administrator's Test (CAT) a requirement for certification?**

The Connecticut Administrator's Test is a requirement for certification. Proof of passing the exam must be included in the certification application packet.

❖ **When am I assigned an advisor?**

Once you are accepted into the program you will be assigned an advisor.

❖ **When do I complete a planned program?**

Once you are accepted into the program you will receive a letter asking you to call and make an appointment to complete a planned program.

❖ **What are the technology requirements?**

The technology requirement is part of the certification process. You can complete a technology portfolio as outlined by the department or you can take EDL 664 to complete this requirement. Previous courses taken will not be considered for this requirement.

❖ **Why is the internship class (EDL 688) done in two semesters?**

The internship requires 200 hours. While most students exceed 200 hours, all students must enroll for the entire year. Students are expected to gain substantive experience in school leadership that spans the entire academic year.

- ❖ **Given that the internship is a full year or two semesters, do I need to enroll each term?**  
No. You need only register for internship once. If you enroll in September, you will be assigned the grade of I+ in December. Upon completion of the course in May, your grade will be assigned. If you enroll in January, you will be assigned the grade of I+ in May. Upon completion of the course in December, your grade will be assigned. Additionally, all students must pass the Connecticut Administrator's Test (CAT) as a requirement of the internship course.
- ❖ **When can I begin the internship?**  
Upon completion of EDL 680, EDL 681, EDL 682, and EDL 683, a student may seek permission to begin the internship. This should be done using the procedure for requesting permission via the request for department chair.
- ❖ **How soon can I complete the program?**  
That depends on your circumstances. Students may take a maximum of 2 courses per semester. Permission for full-time status in any given semester must be approved by the department chair. Summer courses are also offered. Typically, students take approximately 2 to 2 ½ years to complete the program.
- ❖ **Can I transfer credits into the program?**  
No credits may be transferred into either the Sixth-year or Certification program.
- ❖ **How do I get permission for courses that require Department Chair's Permission?**
  - Go to the department website and click on the heading "FORMS".
  - Complete the web form and submit.
  - Within 5 days your eligibility will be determined.
  - Electronic permission will be uploaded and you will be notified via email to enroll.
  - In order to maintain your slot, you must register within 10 days of notification.  
**Please note:** This registration procedure is only for courses that require department chair permission.
- ❖ **There is a "Health" hold on my account. Who should I call?**  
You should call Health Services at 392-6300. The educational leadership office is not able to assist in the removal of this hold.
- ❖ **I do not have the required years of experience as a teacher. Can I still apply for admission?**  
Students who fail to meet some aspect of the admissions requirements should write a detailed letter to the Committee on Admissions upon submission of application. This letter should explain the deficiency and request a waiver of stated admission policy.
- ❖ **There is a "Registration" hold on my account. Who should I call?**  
You should call the University Registrar at 392-5301. The educational leadership office is not able to assist in the removal of this hold.
- ❖ **There is a "Bursar" hold on my account. Who should I call?**  
You should call the University Bursar at 392-6140 or 6141. The educational leadership office is not able to assist in the removal of this hold.

- ❖ **I am unable to log on to register. My logon ID or password is invalid. Who do I call?**
  - If you are a first time student, you must come in to register.
  - If you have problems with the Password/ID, please call the Computer Services Help Desk at 392-5123.
  
- ❖ **How do I register online?**

Instructions for registering online are available on the department website under “Forms”. Also, the same instructions may be found in the printed schedule of courses.
  
- ❖ **I still have questions that are not answered on the department website, in the student handbook nor the graduate catalog. Who do I call?**

Feel free to call the department office at 203-392-5341 or email us at [edleadership@southernct.edu](mailto:edleadership@southernct.edu). Your call or email will be directed to a faculty member who can assist you.