

# Graduate Studies

## Initial Statement of Purpose

Graduate Studies promotes the professional competency of persons in schools, industry, and business, and prepares individuals to pursue further graduate education. Graduate degree programs are offered in the Colleges of Arts, Humanities, and Social Sciences, Business, Education, Nursing and Health Sciences, and Science and Technology. Graduate Studies provides opportunities for students to:

1. Develop methods of scholarly research.
2. Improve competency in certain areas of specialization.
3. Develop a broader understanding of human knowledge.
4. Provide professional services and leadership for communities, school systems, and other organizations.
5. Prepare for advanced graduate studies.

## Degrees

- The Master of Arts is granted in English, Health and Kinesiology, History, Organizational Communication, and Psychology.
- The Master of Arts in Teaching is granted in Elementary Education Grades 1-5 and Early Intervention.
- The Master of Business Administration.
- The Master of Education is granted in Counselor Education, Curriculum and Instruction, Educational Leadership, Educational Technology Leadership, and Special Education.
- The Master of Music.
- The Master of Science is granted in Biology, Communication Sciences and Disorders, Integrated Science and Technology, and Applied Sociology.
- The Master of Science in Nursing.
- The Doctor of Education is granted in Educational Leadership.
- The Doctor of Nursing Practice is granted by the School of Nursing.

## Intercollegiate Consortiums

An intercollegiate consortium among Southeastern Louisiana University, McNeese State University, the University of Louisiana at Lafayette, and Southern University - Baton Rouge is in place for the awarding of a Master of Science in Nursing degree.

An intercollegiate consortium between Southeastern Louisiana University and the University of Louisiana at Lafayette is in place for the awarding of a Doctor of Education in Educational Leadership degree.

## Admission to Graduate Studies

The University Admissions Office receives and processes all applications for Graduate Studies. The following points apply to all applicants regarding admission to a graduate degree program.

- Admission decisions are based on a variety of factors such as past academic performance and standardized test scores. In some cases, degree programs may have additional requirements such as a statement of purpose by the applicant or a restriction on the number of students that can be admitted based on accrediting agency requirements.
- Meeting the requirements for admission does not guarantee admission, only eligibility.
- An applicant is admitted to Graduate Studies upon acceptance and admission into a specific graduate degree program.
- Only those applicants who demonstrate the potential to successfully complete a degree program are admitted.

- The graduate coordinator of each program is authorized to determine if admission to the graduate program will be recommended.
- Only a written notice of admission is valid proof of admission.
- Admission is valid for the semester for which it is awarded. Deferment to the next semester requires written approval from the program graduate coordinator.
- A non-refundable application fee is required of all applicants.

Admission to Southeastern Louisiana University for graduate study is open to qualified students regardless of race, creed, color, natural origin, handicap, sex, or veteran status. To be considered for admission, all supporting materials should be in the Office of Admissions based on the schedule provided in the Application Procedures section of this publication.

## Admission Procedure

An applicant for admission to Graduate Studies must submit a completed application, completed immunization form, non-refundable fee, official copies of all transcripts, official copies of the required standardized test scores, and all other required paperwork, to the Admissions Office prior to the established deadlines.

Individual departments may have their own deadline dates and standards for admission. These standards incorporate both qualitative and quantitative criteria more specific than those established by the University. Only individual program graduate coordinators/directors or graduate faculty advisors may recommend the admission of applicants into specific graduate degree programs. To be admitted to Graduate Studies, an applicant must meet the general University requirements and specific program/departmental requirements for which the applicant is applying. Admission to Graduate Studies is granted upon admission to a specific degree program or other graduate non-degree classification.

The categories of admission to Graduate Studies are Degree Status (Regular, Contingent, or Provisional) and Non-Degree Status (Classified or Unclassified). Individuals seeking admission to a degree program or non-degree status must have a bachelor degree from an institution of higher education recognized by a regional accrediting agency.

Students seeking the Doctor of Education degree must comply with all admissions criteria listed under that degree in the catalogue and on the website of the department of Educational Leadership and Technology and in the "Doctoral Candidate Handbook" for the Consortium.

## Admission Classifications

### **Degree Status**

Degree Status includes all graduate students intending to pursue a graduate degree. The listing of regular, provisional, and contingent admission status does not mean that all programs admit students in each of the classifications.

A bachelor's degree is required of any individual admitted for graduate study.

### **Regular Admission**

Graduate programs may prescribe requirements for regular admission in addition to those described below. In addition to holding an undergraduate degree, an applicant who receives regular admission status must satisfy one of the following minimum graduate admissions requirements based on the level of work completed at the time of the application and program/degree specific admission requirements.

1. 2.5 GPA on the undergraduate degree, or
2. 2.75 GPA on approximately 60-70 semester hours or 90-100 quarter hours of upper level undergraduate academic course work earned during the last half of the degree, or
3. 2.75 GPA on 30 or more semester hours undergraduate credit after earning the first bachelor's degree, or

4. 2.75 GPA on approximately 60-70 semester hours or 90-100 quarter hours of undergraduate academic course work earned during the last half of the degree and a 3.0 GPA on fewer than 24 hours graduate course work, or
5. 3.0 GPA on 24 or more graduate hours, or
6. An earned master's degree or higher level degree, and
7. Earned satisfactory scores on the standardized tests required by the individual degree program, and
8. Be in satisfactory academic standing at the last institution attended.

An applicant not satisfying the academic standards by not having the minimum GPA noted above may be admitted to a degree program as a provisional student if recommended by the graduate coordinator of the academic unit offering the degree program.

A student in a Regular admission status is eligible for a graduate assistantship.

### **Provisional Admission**

The University offers provisional admission status to students who do not meet the one of the academic standards noted under regular admission. Some graduate degree programs do not admit students with provisional status; therefore, a student must check the specific program requirements. A student admitted in provision status must advance to regular status as prescribed below.

A student admitted to provisional status is eligible (not guaranteed) for advancement to regular status after receiving a 3.0 GPA on the first nine hours of regular graduate level courses taken during the first semester at Southeastern Louisiana University. Part-time students will be allowed a maximum of 12 consecutive months in provisional status in order to complete the required nine hours with a 3.0 GPA in all courses taken while in provisional status. A student must be continuously enrolled to achieve the nine hour requirement. Graduate programs will specify for each student admitted in provisional status the academic requirements that must be met to advance to regular status. Once the required nine hours is met an admission decision will be made. Neither transfer credits nor credits earned while in Unclassified status can be used to satisfy this nine-hour requirement. A student in provisional status may be dismissed from the graduate program if the student does not complete the required 9 hours within 12 consecutive months, or if the required 3.00 GPA on all courses taken while in provisional status is not attained. Otherwise, the student's status will be changed to Regular or Unclassified as appropriate. Academic departments may set higher standards for students admitted provisionally into their programs. While in the provisional status, a student is not eligible to hold a graduate assistantship; however, an exception *may* be granted by the student's academic dean in well-justified cases if approved by the academic department head and/or graduate coordinator.

### **Contingent Admission**

A student needing the final transcript recording the bachelor's degree or to provide particular scores, .e.g., GRE, GMAT or PRAXIS scores, may be admitted in contingent status. The final transcript or satisfactory standardized test must be provided by the end of the initial semester of enrollment or the student will be dismissed. For example, if the applicant has met all admission requirements but is in the final semester of a bachelor's degree, the applicant will be admitted in contingent status until the official verification documents that the degree has been awarded, at that time the applicant will advance to regular admission status. A contingent admission can also be changed to regular when the University receives GRE/GMAT or other required test scores.

An applicant may also be admitted with one or more departmental contingencies, requirements the department expects the student to fulfill by a certain deadline. Departmental contingencies are monitored by the department and usually are prerequisite courses, standardized tests, or another similar requirement.

A student in the contingent status is eligible for a graduate assistantship. Continued eligibility for a graduate assistantship beyond the initial semester would require that any such graduate assistants advance to regular status by the completion of the initial semester. Students may not be moved from contingent status to provisional status. Failure to qualify for regular admission status will prevent the student from registering for the next semester.

**Non-Degree Classified Admission**

An applicant not wishing to pursue a graduate degree but wishing to achieve a special certification or Master's plus 30 credit hours for teaching purposes (applicant must have a Master's degree), would apply for admission to the University Studies for Non-degree-classified admissions. A student enrolled at least half-time in this status is eligible for specific types of financial aid. Individuals should contact the Student Financial Aid Office for additional information. Students seeking admission as non-degree classified must meet or exceed the university minimum requirements for admission (see minimum requirements stated under *Regular* admissions).

**Non-Degree Unclassified Admission**

A student wishing to pursue graduate-level study for purposes other than advanced degree, certificate program, or master plus 30 credit hours for teachers may be admitted in unclassified status. Upon completion of one semester in unclassified status a student wishing to be considered for admission to a degree is eligible to apply. No more than nine (9) graduate hours of work received as an unclassified student may be counted toward credit for a degree program. For courses taken in the unclassified status that are to be counted for credit toward a graduate degree the student must have earned a grade of B or A and the courses must be approved by the department graduate coordinator and department head. In cases where a student has a graduate advisory committee, approval of courses to count toward the graduate degree must be approved by the student's graduate committee and the departmental graduate coordinator. Hours completed in this status may not be used to satisfy provisional admission requirements. Financial aid may be limited for students in unclassified status. Contact the Student Financial Aid Office for additional information. Students seeking admission as unclassified must meet or exceed the university minimum requirements for admission (see minimum requirements stated under *Regular* admissions).

No more than 9 hours earned by a student in Provisional, Contingent, Non-Degree, or Unclassified Status may be counted towards a graduate degree, provided the credit is recommended by the appropriate graduate coordinator/director or graduate faculty advisor.

## Change of Status

Changes in status from Provisional or Contingent status will occur automatically as a student completes course work or provides necessary documents. A change in status from Non-Degree Classified or Non-Degree Unclassified status to Degree status must be initiated by the student. This is accomplished by completing an application for admission to a degree program.

## Application Procedures

\*Individual departments or programs may have earlier deadline dates for consideration of applications. It is the applicant's responsibility to be aware of specific deadline dates.

The completed application form, payment of required fees, official transcripts, and official results of standardized tests should be submitted to the Admissions Office on or before the date noted\* for the specific semester the student wishes to enroll. Applications must be accompanied by the payment of the non-refundable application fee.

\*Applications received after this date may delay consideration until the following semester. No applications for graduate studies will be accepted after the regular University application deadlines published in the Admissions Criteria and Academic Regulations section of this catalogue.

**Readmission**

Students previously registered at Southeastern who wish to resume their graduate studies after an absence of more than 12 months must submit an application for readmission together with official transcripts of all graduate work taken at other institutions to the Admissions Office. A student who does not attend Southeastern Louisiana University for one calendar year or longer must meet the requirements of the catalogue in effect at the time of reentry.

### International Students

Admission of international students is considered on an individual basis by the International Admissions Office *and* by the appropriate graduate coordinator/director or graduate faculty advisor. International students must meet all University and departmental requirements for Degree Status. In addition, international students must submit to the International Admissions Office the following documents:

1. An application and payment of the application fee.
2. Official, certified transcripts, certificates of degrees, etc., depicting all undergraduate and graduate courses taken and all grades received. A certified translation must accompany these documents if the language used is other than English.
3. A score of at least 500 on the Test of English as a Foreign Language (TOEFL), or a score of at least 173 on the computer-based TOEFL, for applicants whose native language is other than English. Some departments may have more stringent criteria.
4. Certification of the availability of funds to meet all the costs while the student is enrolled at Southeastern, according to INS regulations.
5. Official scores on all standardized tests as required by the individual departments.

Southeastern Louisiana University reserves the exclusive right to determine whether the documentation meets the minimum criteria necessary for the admission of international students to Graduate Studies.

International students are responsible for complying with all regulations of the Immigration and Naturalization Service (INS). Failure to do so will jeopardize their status as students.

### General Regulations

Graduate students are responsible for being fully acquainted and complying with all requirements for Graduate Studies and for the respective degree programs. When a particular situation is not covered in this Graduate Studies section of the catalogue, graduate students should refer to the General University Regulations.

Students seeking the Doctorate of Education degree (consortium arrangement) must comply with the following regulations unless otherwise specified under the Ed.D. section of the catalogue, on the website of the department of Educational Leadership and Technology and in the "Doctoral Candidate Handbook." The formatting of the dissertation must follow Southeastern's Theses and Dissertations Standards.

### Grade Point Average

All references to grade point averages (GPA) regarding admission to graduate credit in degree programs refer to the cumulative grade point average as defined by the student's degree program and computed on all hours attempted.

### Graduate Credit

A student may receive graduate credit only for work taken while enrolled as a graduate student or as a qualified senior undergraduate.

### Graduate Credit for Southeastern Seniors

A Southeastern senior may register for graduate credit if he/she has at least a 3.2 cumulative GPA on previous undergraduate work attempted and lacks no more than 21 hours to complete the baccalaureate degree requirements, unless the department of the graduate program stipulates that the student must be closer than 21 hours from the baccalaureate degree. The student may earn no more than 12 graduate credit hours while completing baccalaureate degree requirements. Courses taken for graduate credit cannot be used to satisfy undergraduate requirements. The student retains undergraduate status until awarded the baccalaureate degree. The student shall maintain a minimum cumulative graduate GPA of 3.0 while in the concurrent program. In a regular semester, the student

may register for no more than 15 hours, six of which may be at graduate-level. In a summer session, the student may register for no more than 10 hours, four of which may be at graduate-level.

### Transfer Credit

After earning a minimum of twelve (12) hours of graduate credit at Southeastern, a student may appeal to the graduate coordinator/director or graduate faculty advisor for approval to apply for transfer credit from another university. That university must be an accredited institution that regularly grants the master's degree or an equivalent foreign institution. The student must be eligible for readmission to the institution from which credits are to be transferred and must have earned a minimum grade of "B" in each course to be transferred. No transfer credits may be used to remove a student from probation. No transfer credit may be earned for courses taken more than six years prior to the date of graduation. No more than one-third of the hours required for graduation may be transferred. The graduate coordinator/director or the graduate faculty advisor will recommend to the student's academic dean the courses to be transferred, and the academic dean will make the final determination as to whether any or all of the recommended courses will be accepted for transfer credit.

### Off-Campus Credit

There is no limit to the number of graduate hours a student may earn in off-campus courses. The graduate coordinator/director or graduate faculty advisor will recommend to the student's academic dean the number of graduate hours earned in off-campus courses that will count towards a graduate degree.

### Correspondence Study

No graduate credit is allowed for courses completed by correspondence study with any college or university.

### Standardized Test for Admission

The appropriate standardized tests should be taken no later than March for Fall semester admission, September for Spring semester admission, and February for Summer admission. Scores are to be submitted to the Admissions Office. Information about the Graduate Record Examination, the Graduate Management Admission Test, and the Test of English as a Foreign Language is available from the Southeastern Office of Testing or from Educational Testing Service, P.O. Box 955, Princeton, NJ 08540. Applications to take any of these tests should be completed and forwarded to Educational Testing Service along with the examination fee at least one month in advance of the testing date.

### Eligibility of Faculty and Staff for Graduate Degree

To be admitted to a degree program (any level) at Southeastern, an unclassified employee must secure the approval of his/her supervisor. All faculty members may become candidates for graduate degrees at Southeastern, provided the degrees are offered in a department other than the one in which the faculty member is employed. "Unclassified employees" includes all full-time faculty members holding rank and all twelve-month, unclassified personnel serving on the administrative staff.

### Graduate Assistantships

A limited number of Graduate Assistantships are available to qualified graduate students. Assistantships are awarded at the discretion of the individual department heads, and assignments are made according to the needs of the University. Qualified graduate students may also be eligible for a limited number of graduate teaching fellowships. Graduate Assistants are appointed in accordance with the University of Louisiana System, Department of Civil Service, and Southeastern policies.

A Master's level graduate assistant is eligible for an assistantship or fellowship each semester during a period not to exceed twenty-four (24) consecutive months and a student pursuing a doctorate will be eligible to hold an assistantship or fellowship each semester during a period not to exceed forty-eight (48) consecutive months. Students in the Counselor Education Master's degree program, due to a sixty (60) hour requirement for the degree, are eligible for employment as a graduate assistant each semester during a period not to exceed thirty-six (36) consecutive months. In all cases the clock starts for consecutive months when the student is initially awarded an assistantship. A student receiving a university funded assistantship may receive a one-time one semester extension of the assistantship upon recommendation of the student's advisor and concurrence of the student's advisory committee, where applicable and upon notification to the student's academic dean. Any further extensions of university funded graduate assistantships must be approved by the student's academic dean. Externally funded assistantships shall be awarded according to the awarding agency or foundation guidelines, including the length of time a student can be awarded an assistantship.

### Full-Time Status

For All Graduate Students, full-time status is defined as enrollment in at least nine (9) hours of course work or the equivalent during the fall and spring semesters, and at least six (6) hours during the Summer term. The full-time equivalent status for students receiving a graduate assistantship is 6 hours in the fall and spring semesters and 3 hours in the summer.

### Course Loads

#### **Graduate Students not holding Assistantships or Fellowships:**

Maximum course load registrations is 16 hours of course work during the Fall and Spring semesters and 9 during the Summer term.

#### **Graduate Assistants and Teaching Fellows**

Maximum course load registration is a combined total of 12 hours of graduate course work and/or undergraduate prerequisite course work during the Fall and Spring semesters and 9 hours during the Summer term.

Minimum course load registration is a combined total of 6 hours of graduate course work and/or undergraduate prerequisite course work during the Fall and Spring semesters and 3 hours during the Summer term.

#### **All Graduate Students**

Course load registration must be approved by the student's graduate coordinator/director or graduate faculty advisor. Appeals for increasing or decreasing the course load requirements should be made to the student's academic dean, whose decision is final.

### Adding and Dropping Courses

A course may be added or dropped only during regular registration dates as indicated in the University Calendar. After registration is over, a student may withdraw from a class or resign from the University by completing the proper form(s) and obtaining the required signatures. Withdrawal/Resignation forms are available in the Records and Registration Office.

### Combined Courses

Courses combining instruction of undergraduate and graduate students clearly differentiate the course requirements for both groups and require the graduate student to perform work at a substantially higher level of complexity and maturity.

## The Graduate Grading System

A = 4 quality points per semester hour  
 B = 3 quality points per semester hour  
 C = 2 quality points per semester hour  
 D = 1 quality point per semester hour  
 F = No quality point value  
 P = Passing (See Pass-Fail Option)  
 I = Incomplete (See Incomplete Grades)  
 IP = In Progress (Thesis Courses Only)  
 W = Officially withdrawn as stipulated in the catalogue

### “D” and “F” Grades

No grade of “D” or “F” may be counted toward a degree.

A grade of “D” means unacceptable work, and all courses to be counted toward a degree in which a “D” is earned must be repeated with a grade of at least “C”.

A grade of “F” means failure, and all courses to be counted toward the degree in which an “F” is earned must be repeated with a grade of at least “C.”

No more than 6 hours of “C” grades may be counted toward a degree.

### Incomplete Grades

A grade of “I” means incomplete and is given only for courses in which, because of circumstances beyond the student’s control, cannot be completed during the semester in which the course is taken.

An “I” grade must be removed from a graduate student’s transcript by the end of the next semester, including summers, unless extended by the student’s academic dean. If the “I” grade is not removed, it will automatically be changed to an “F.”

### Pass-Fail Option

#### All Courses

Graduate students have the option of registering for graduate courses with a P (Pass) - F (Fail) option. *Except for thesis courses and certain internships, Pass grades may not be counted toward a graduate degree.* Graduate students may change from regular letter grading to Pass - Fail, or vice versa, up to the last day for adding courses. Students must notify the instructor in writing of this decision. For graduate credit courses, only “C” quality or better work will earn the grade of “P.”

#### Thesis Courses

The grade of “P,” with a maximum credit of 6 hours, shall be assigned to all Thesis courses, upon final approval of the Thesis by the faculty and by the appropriate authorities, and upon receipt of the final approved copy of the thesis in the Library.

### Good Standing – Grade Requirement

A graduate student is in good standing and is considered to be making satisfactory progress if a 3.0 semester and 3.0 cumulative GPA is earned in all graduate courses. Ed.D. students must maintain a 3.25 GPA on all graduate course work.

### Probation, Suspension, Readmission, and Dismissal

**Probation:** Graduate students whose semester or term GPA and/or cumulative GPA in graduate courses falls below 3.0 shall be placed on probation. During their next semester or term of enrollment

in Graduate Studies, students on probation *must* achieve a minimum 3.0 GPA for that semester/term and may not register for any courses on a Pass-Fail basis.

Students will remain in Probation status as long as their cumulative GPA remains below 3.0.

**Suspension:** Students whose semester or term GPA falls below 3.0 for two semesters of enrollment, including summers, will be suspended from Graduate Studies.

Students suspended for the first time may not enroll in Graduate Studies for at least one semester following notification of Suspension status.

**Readmission:** After an absence of at least one semester, suspended students may apply for readmission by submitting a completed appeal form to the graduate coordinator/director or graduate faculty advisor. The graduate coordinator/director or graduate faculty advisor will submit the form, with a recommendation to readmit or not to readmit, to the department head. The department head will submit the form, with a recommendation to readmit or not to readmit, to the academic dean. The decision of the dean is final.

Upon a second suspension, students seeking readmission must follow the same procedure, except that the student will have been suspended from Graduate Studies for a minimum of one calendar year.

**Dismissal:** Graduate students with two suspensions must maintain a minimum 3.0 GPA each semester for the remainder of their graduate career, or be dismissed from Graduate Studies. This dismissal is final.

## Graduate Faculty Advisor Committee

All Graduate Faculty in each degree-granting program will serve as members of the Graduate Faculty Advisory Committee. This Committee will have an opportunity to review the progress of all graduate students during meetings to be held at least once per year. Students deemed to be making insufficient progress toward their degrees will be notified of the problems identified by the committee, and will be given up to one semester to make improvements. How these problems are rectified will determine whether or not the student is permitted to continue in the program.

## General Requirements for the Master's Degree Time Limitations

A student must complete all degree requirements in the graduate degree program within six (6) years immediately preceding the date on which the degree requirements are completed. An extension may be granted due to extenuating circumstances if approved by the Dean of the student's degree program.

## Hours Required

A minimum of 30 semester hours of graduate course work is required in all master's degree programs. If a thesis option is chosen, the degree plan must contain at least twenty-four (24) hours of graduate course work and up to six (6) hours of thesis/research. If the non-thesis option is chosen, the degree plan must contain at least 30 hours of graduate course work. Each individual degree program has its own specific course requirements that students must follow.

## Course Level

A student must earn at least one half of the course work in graduate courses for which there are no advanced undergraduate companion courses.

## Student Advising

Each department has a graduate coordinator/director or assigned member of the graduate faculty who serves as advisor for all graduate students in the department. In some departments, additional graduate faculty members are used in advising graduate students. The graduate coordinator/director or graduate faculty advisor advises students about course selection, determines each student's specific degree plan, and may select the student's major professor and graduate faculty committee, schedule and administer comprehensive examinations, and supervise other matters related to graduate studies.

All graduate students must consult with the departmental graduate coordinator/director or assigned graduate faculty advisor before scheduling and registering for courses.

## Degree Plan

The departmental graduate coordinator/director, graduate faculty advisor, or major professor will determine the degree plan for each graduate student in the respective departments. The degree plan *must* be finalized prior to a graduate student's registering for more than 12 hours of graduate credit. The degree plan will be formulated in accordance with the general regulations of the University, as well as those of the student's college and department. The degree plan will be filed in the Office of Records and Registration/Graduate Studies.

## Effective Catalogue

The degree plan shall be formulated according to the requirements published in the catalogue in effect at the time of the student's admission to degree status or at any subsequent time during the six-year limit for completing the degree. A student may adopt a subsequent catalogue only with the approval of the graduate coordinator/director or graduate faculty advisor, and of the student's academic dean. A student who does not attend Southeastern Louisiana University for one calendar year or longer must meet the requirements of the catalogue in effect at the time of reentry.

## Admission to Candidacy for the Master's Degree

All students seeking a master's degree must be admitted to candidacy for the degree. This entails the following:

1. Admission to candidacy for the master's degree provides official recognition that the student has attained a stage in advancement toward the degree.
2. Prior to admission to candidacy for the master's degree, students' satisfactory progress toward the degree will be attested by their:
  - a. Having achieved regular admission status.
  - b. Having completed 12 hours of graduate degree credit at Southeastern with a cumulative GPA of at least 3.0.
  - c. Having a degree plan approved by their graduate coordinator/director or graduate faculty advisor.
3. The application for admission for candidacy for the master's degree must be completed and signed by the student and by the graduate coordinator/director or graduate faculty advisor and retained in the student's degree program office.

## Thesis

A student pursuing a thesis option Master of Arts or Master of Science degree is required to present a thesis. A master's thesis should demonstrate the student's ability to conduct independent research and to present the results of that research in a scholarly format. It should provide a significant contribution to knowledge in the discipline and reflect independent research of high quality.

The thesis defense shall include a presentation by the student, open to the public, and an oral examination on the thesis held before the Thesis Committee and other persons invited by the committee.

1. The student must register for departmental thesis courses for each semester the thesis is in progress and for each semester or term in which the student receives faculty assistance and/or uses University facilities and resources.
2. At the end of each semester in which a thesis is in progress, a grade of "IP" (In Progress) shall be assigned to the student. After final approval of the thesis by the Thesis Committee, and after the Thesis Committee certifies that the student has passed the defense, and after all copies of the thesis have been approved by the Library Staff, a final grade of "P" shall be given.
3. The thesis format, style requirements, and other technical matters shall conform to the University's Theses and Dissertation Standards.
4. Following acceptance of the thesis by the Thesis Committee, the student will conduct a presentation open to the public and an oral defense of the thesis before the committee. After the defense, the Thesis Committee shall approve or reject the thesis. Students must make all corrections and changes in the thesis as agreed upon and recommended by the committee prior to final approval.
5. Two original copies of the thesis on 20% cotton fiber paper, all other copies (can be on plain paper), and the binding receipt from the Controller's Office must be submitted to the Library for binding. Upon return from the bindery, the two cotton bound copies will be housed in the Library permanently. Students may pick up from the Library other copies they requested to be bound.
6. The University has an agreement with ProQuest Information and Learning Company (ProQuest) for the microfilming of all thesis and dissertations. Under this agreement, two copies of the completed thesis will be made and, if desired, the document will be copyrighted with the copyright in the name of the author. The microfilm will be published in the ProQuest Dissertations and Theses (PQDT) electronic database and the full document made available to subscribing institutions. Current fees for microfilming/publishing are available from the Library.

### Leave of Absence from Thesis

In certain circumstances, such as illness, pregnancy, or compelling economic pressures, a student may not be able to enroll in a thesis course on a continuous basis. The University will allow leaves of absence on an individual, non-discriminatory basis, provided the student receives written permission from the appropriate graduate coordinator/director or graduate faculty advisor and the student's academic dean.

The leave of absence policy does not affect in any manner the six year time limit for completion of the degree.

### Comprehensive Examination

All students must pass a comprehensive exam or its equivalent. A student should speak with his/her graduate coordinator about the comprehensive exam or equivalency policies.

### Requirements for a Second Master's Degree

A student pursuing a second master's degree at Southeastern may, with approval of the degree committee, use credit from a previous master's Degree for up to a maximum of one-third of the total credit hours specified in the new degree plan. Credit will be given only for grades of "B" or better and must be approved by the new department head and academic dean.

### Graduation Requirements for the Master's Degree

To be eligible to receive a master's degree, student's must:

1. Complete all requirements in their degree plan.
2. Have filed a completed Admission to Candidacy for the degree.
3. Have earned a cumulative GPA of 3.0 in all graduate work pursued, including their majors.
4. Have earned no more than 6 semester hours of "C" grades in course that count toward their degree.
5. Pass the comprehensive exam, except MBA students, who must earn a grade of "B" or better in MGMT 683, CSD students, who must earn a grade of "P" in CSD 770, or MSN students, who must earn a grade of "B" or better in all course work and earned a grade of "P" in NURS 699 or a grade of "B" or better in NURS 695.
6. Be recommended for the degree by the faculty committee, department head (or graduate director for Nursing students), and the student's academic dean.
7. Have filed the application for graduation.
8. Be approved for the degree by the student's academic dean.
9. Have settled all University accounts.

Individual degree programs have graduation requirements more stringent than the general requirements listed above. Additionally, students must meet all individual degree program requirements to be eligible for graduation.

### Applying for Graduation

Students shall apply for graduation in the semester preceding the anticipated semester of graduation, according to the published deadlines.

Students who do not graduate in the anticipated semester of graduation must reapply for graduation and pay an additional application fee for each succeeding semester of application.

Students applying for graduation must:

1. Secure and complete the appropriate forms in the departmental office.
2. Pay the application fee.
3. Complete the online application procedure, including the exit survey.

### Checklist for Graduate Students

The following represent the minimum steps required of all graduate students. Additional steps may be required by individual departments.

#### All Students

- Take the GRE or GMAT prior to admission or during the first semester of graduate work.
- Submit completed application, transcripts, fee payments, test scores, and any other required documentation, such as a valid teaching certificate, TOEFL scores, etc., prior to published deadlines.
- Meet with the graduate coordinator/director or graduate faculty advisor for admission status, degree plan, course scheduling, etc.
- Be admitted to candidacy for the degree.
- Pass the comprehensive exam or the equivalent.
- Apply for graduation within posted deadlines.
- Settle all financial accounts with the University.

#### Thesis Students

- Secure approval of thesis topic.
- Pass thesis defense.
- Secure final approval of thesis.

## Certification-Only Alternative Teacher Certification Programs College of Education

### Purposes

The purpose of the certification-only alternative teacher certification program is to offer an alternative teacher certification pathway for grades 6-12, K-12, and Early Intervention Special Education Birth-Age 5.

### Admission Requirements

- Earned a bachelor's degree from a regionally accredited university with a cumulative GPA of 2.5 or higher on all undergraduate course work OR a master's degree with a cumulative GPA of 3.0 or higher.
- Passing scores on Praxis I OR an ACT composite score of 22 or higher OR an SAT composite score of 1030 or higher OR a master's degree.
- Passing scores on the Praxis II in a specified content area. There is no Praxis II exam for Computer Science; therefore, 31 hours of computer science courses are required.
- Vocal or Instrumental Music: Those seeking admission for alternate certification in these areas must have at least a bachelor's degree in the content area. Those who do not have a degree in the content area must meet with the head of the Department of Fine and Performing Arts for additional course work.

To apply for admission, official transcripts from all universities attended, along with official Praxis scores, must be submitted to the coordinator of the Certification-Only Alternative Certification Program. Students must also apply for graduate admission to the university through the Office of Admissions. Applicants must also be interviewed by the program coordinator.

### Portfolios

As part of the College of Education focus on performance-based outcomes, portfolios will be incorporated into the assessment of students enrolled in an approved Teacher Education Program. Students are required to submit portfolios through PASSPORT, a web-based system that provides candidates, faculty, and administrative staff a system to gather, demonstrate, and evaluate performance data. Candidates will be charged a onetime non-refundable fee for licensure to use the system for seven years. This fee will automatically be charged when a candidate registers for a course offered by the College of Education.

The portfolio will allow students to demonstrate, through reflections, their understanding of how artifacts contained in the portfolio meet the program outcomes; provide a process by which a student can become a reflective practitioner to foster continuous improvement; and document a student's growth in the program. The portfolio will consist of artifacts, documents, and evidence which demonstrate that the program's Conceptual Framework have been met. Students will submit an Introductory Level Portfolio after successful completion of all Knowledge of the Learner and Learning Environment courses as listed on the Official Plan. The Developing Level Portfolio will be submitted as a prerequisite for student teaching or internship. The Competency Level Portfolio is required for program completion.

### Student Teaching

Student teaching is an all-day (approximately eight hours), all semester activity. The student teacher will be required to spend the full public school day, plus any additional conference or seminar time in this experience. The Director of Student Teaching will make the assignments for each student teacher. All possible considerations will be given, but it is the responsibility of the student teacher to make arrangements to meet the conditions of the assignment that is made. Student teaching must be completed in Southeastern's teacher education service region. Those districts include the following: Ascension Parish, City of Bogalusa, East Baton Rouge Parish, Jefferson Parish (Kenner and Metairie)

area), Livingston Parish, St. Charles Parish, St. John Parish, St. Tammany Parish, Tangipahoa Parish, and Washington Parish.

### **Requirements for Student Teaching**

The Louisiana Department of Education regulations for certification of teachers require that students complete their student teaching under the control and supervision of the institution from which they expect to be graduated. To be eligible for student teaching, students must:

- Apply for student teaching by the deadline, which occurs one semester prior to the student teaching experience. The Director of Student Teaching assigns grade or subject and supervising teacher.
- Pass Praxis II content exam.
- Pass Praxis II exam in Principles of Learning and Teaching (PLT).
- Pass Introductory Level Portfolio and Developing Level Portfolio.
- Earn at least a “B” in EDUC 203 and 212.
- Complete required course work with a cumulative GPA of 2.5 or higher and no grade below a “C.”
- Receive approval from the Director of Student Teaching.

### **Student Teaching/Internship Semester**

In order to remain in student teaching/internship, students are expected to meet and maintain desirable professional, physical and moral standards consistent with their positions in the public schools. A student who fails or is directed to withdraw from student teaching or internship must complete a one semester Professional Improvement Plan prior to a second teaching/internship experience. Only a grade of Pass or Fail is issued.

### **Internship Year**

An internship consisting of two consecutive semesters of teaching at an approved school site and the appropriate grade level and in the area of certification may be substituted for student teaching. Internships must be completed in Southeastern’s teacher education service region that includes: Ascension Parish, City of Bogalusa, East Baton Rouge Parish, Jefferson Parish (Kenner and Metairie area), Livingston Parish, St. Charles Parish, St. John Parish, St. Tammany Parish, Tangipahoa Parish and Washington Parish.

To qualify for an internship, a student must provide:

- Verification that all pre-requisites have been met the semester prior to the internship.
- Verification that all required parts of the Praxis have been successfully passed.
- Written recommendation from all the candidate’s methods instructors and a rating using the Professional Attributes and Characteristics Scale.
- Completed application for the internship.
- Verification that the school has a state approved classification.
- Verification that the school is accredited by the regional accrediting agency.
- Verification that the principal/assistant principal has certification in Principalship and training in supervision.
- Verification that the principal/assistant principal has served in this role for a minimum of three years.
- Signed Principal/Assistant Principal Internship Agreement form.
- Verification that a mentor, teacher, who has taught a minimum of three years in the area of the intern’s certification will be assigned by the principal/assistant principal to assist the intern.
- Verification of minimum class size in the area of certification.
- Evidence of cultural diversity within the school population.
- A copy of the Signed Internship Agreement form.
- A copy of the contract or employment agreement after the internship has been approved.

**Note:** The candidate is responsible for submitting the above documents the semester prior to beginning the internship. A complete packet should be submitted rather than item by item. Authorization to register for an internship will not be granted until all documents have been submitted.

### Practitioner License 2

Students enrolled in the Certification-Only Alternate Program that have completed 80 hours of classroom readiness training may be eligible to receive a Practitioner License (PL) 2 through the Louisiana Department of Education. The PL allows students to teach while pursuing alternate certification. The PL may be issued for one school year, renewed annually, and held for a maximum of three years while completing the program. To be eligible for renewal, students must remain enrolled in the program and complete nine hours each year, unless fewer hours are needed to complete the program.

### Post-Baccalaureate Certificates Awarded

The College of Education recognizes those students who have completed all required course work for alternative certification at Southeastern by awarding them a Post-Baccalaureate Certificate.

### Curriculum for Alternative Certification Grades 6-12

Alternate teacher certification is offered for grades 6-12 in the following subjects: Agriculture, Biology, Business Education, Chemistry, Computer Science, English, Family and Consumer Sciences, Industrial Education, Mathematics, Physics, Social Studies, Speech.

#### Required Courses (27-30 hours)

EDUC 212 .....	1 hour (Grade of "B" or higher required)
EDUC 203 .....	2 hours (Grade of "B" or higher required)
EPSY 301 or 311 .....	3 hours
EPSY 315 or 603 .....	3 hours
EDUC 307 or 407 .....	3 hours
EDUC 472 .....	3 hours
EDUC 490 or MAT 660 and MAT 661* .....	3 hours
EDUC 486 or 429+ .....	6-9 hours

\*Permission from advisor needed to substitute MAT 660 and 661 for EDUC 490.

+Employment in content certification area allows student to apply to have 2 semesters internship substitute for student teaching. Three years teaching experience in content area allows students to apply to Louisiana Department of Education for student teaching waiver.

### Curriculum for Alternative Certification Grades K-12

Alternate teacher certification is offered for grades K-12 in the following subjects: Art, Health and Physical Education, French, Spanish, German, Latin, Music (Instrumental), Music (Vocal).

#### Required Courses (27-30 hours)

EDUC 212 .....	1 hour (Grade of "B" or higher required)
EDUC 203 .....	2 hours (Grade of "B" or higher required)
EPSY 301 or 311 .....	3 hours
EPSY 315 or 603 .....	3 hours
EDUC 307 or 407* .....	3 hours
Methods Courses (See Below) .....	6 hours
EDUC 486 or 429+ .....	6-9 hours

#### Content Specific Methods Courses

Art .....	ART 373 and 374
Foreign Language .....	FLAN 401 and 403
Health and PE .....	KIN 351 and 460 or MAT 660

Music..... EDUC 313 and 490

\*Health and Physical Education students may substitute KIN 431.

+Employment in content certification area allows student to apply to have 2 semesters of internship substitute for student teaching. Three years teaching experience in content area allows students to apply to Louisiana Department of Education for student teaching waiver.

**Curriculum for Alternative Certification in  
Early Intervention Special Education Birth-Age 5**

Required Courses (33-36 hours)

ECE 601 .....	3 hours
SPED 682 .....	3 hours
SPED 689 .....	3 hours
SPED 767 .....	3 hours
SPED 683 .....	3 hours
SPED 688 .....	3 hours
EDUC 677 .....	3 hours
EDUC 678 .....	3 hours
SPED 685 .....	3 hours
EDUC 653 or SPED 693+ .....	6-9 hours

+Employment in content certification area allows student to apply to have 2 semesters of internship substitute for student teaching. Three years teaching experience in content area allows students to apply to Louisiana Department of Education for student teaching waiver.

**Post-Baccalaureate Certificate Programs  
For Add-On Certification**

Students currently holding a valid Louisiana teaching certificate may be awarded the university's Post-Baccalaureate Certificate for Add-On Certification by completing all required course work, at Southeastern. The College of Education offers the following Post-Baccalaureate Certificate programs for add-on certification:

- Early Childhood Education
- English as a Second Language
- Gifted Education
- Mild/Moderate (Grades 1-5; 4-8; and 6-12)
- Reading Specialist (Grades K-12)

**Curriculum for Post-Baccalaureate Certificate in  
Early Childhood Education**

Required Courses (24 hours)\*

ECE 601 .....	3 hours
ECE 602 .....	3 hours
ECE 603 .....	3 hours
ECE 630 .....	3 hours
ECE 632 .....	3 hours
EDUC 657 .....	3 hours
EDUC 661 .....	3 hours
EDUC 678 .....	3 hours

\*Passing scores on Praxis exams may also be required.

**Curriculum for Post-Baccalaureate Certificate in  
English as a Second Language**

Required Courses (15 hours)

EDUC 516 .....	3 hours
EDUC 528 .....	3 hours
EDUC 550 .....	3 hours
ENGL 414/524.....	3 hours
COMM 428/528 .....	3 hours

**Curriculum for Post-Baccalaureate Certificate in  
Gifted Education**

Required Courses (15 hours)\*

EDUC 648 .....	3 hours
EDUC 649 .....	3 hours
EDUC 618 .....	3 hours
EDUC 647 .....	3 hours
EDUC 670 or ETEC 620.....	3 hours

\*Passing scores on Praxis exams may also be required.

**Curriculum for Post-Baccalaureate Certificate in  
Mild/Moderate (Grades 1-5)**

Required Courses (18 hours)\*

SPED 608 .....	3 hours
SPED 670 .....	3 hours
SPED 612 .....	3 hours
SPED 613 .....	3 hours
SPED 663 .....	3 hours
SPED 657 .....	3 hours

\*Passing scores on Praxis exams may also be required.

**Curriculum for Post-Baccalaureate Certificate in  
Mild/Moderate (Grades 4-8 and 6-12)**

Required Courses (18 hours)\*

SPED 608 .....	3 hours
SPED 670 .....	3 hours
SPED 603 .....	3 hours
SPED 612 .....	3 hours
SPED 613 .....	3 hours
SPED 663 .....	3 hours

\*Passing scores on Praxis exams may also be required.

**Curriculum for Post-Baccalaureate Certificate in  
Reading Specialist**

Required Courses (15 hours)\*

EDUC 657 .....	3 hours
EDUC 661 .....	3 hours
EDUC 665 or EDUC 666 .....	3 hours
EDUC 664 .....	3 hours
EDUC 678 .....	3 hours

\*Master's degree is also required.

## Add-On Teacher Certification College of Education

The College of Education offers course work to meet the Louisiana Department of Education's requirements for add-on certification in the following content areas for students currently holding valid Louisiana teaching certificate:

- Adapted Physical Education
- Early Childhood
- Early Intervention (Birth-Age 5)
- Educational Diagnostician
- Educational Technology Facilitation
- Educational Technology Leadership
- Elementary (Grades 1-5)
- English as a Second Language
- Gifted Education
- Middle School (Grades 4-8) Specialty Areas: English, Math, Science, Social Studies
- Mild/Moderate (Grades 1-5; 4-8; and 6-12)
- Reading Specialist
- Secondary (Grades 6-12) specialty areas: Agriculture, Business, Computer Science, English, Family and Consumer Sciences, Foreign Language, Journalism, Marketing, Math, Science, Social Studies, Speech, Technology Education
- Secondary (Grades K-12) specialty areas: Art, Dance, Foreign Language, Health and Physical Education, Music (Instrumental), Music (Vocal)
- Teacher Leader Endorsement

## Curriculum and Instruction

### College of Education

### Leading to the Degree of Master of Education (M.Ed.)

#### Purposes

The purposes of the Master of Education in Curriculum and Instruction are to:

1. Prepare highly qualified and effective teachers for Louisiana's PK-12 schools.
2. Provide candidates with opportunities to develop pedagogical content knowledge, content knowledge in their area(s) of certification, and competencies reflecting the knowledge skills and dispositions to reach their full potential.
3. Develop candidates' capabilities to provide professional services and leadership in schools, school districts, and professional organizations.
4. Offer curriculum and instruction for earning a master's degree that is guided by the high standards of the College of Education Conceptual Framework and other state and national standards.
5. Provide intensive study in candidates' selected areas of concentration.
6. Enhance the candidates' potential for serving students, parents, colleagues, and others in the educational community.

#### Admission Requirements

To be considered for admission to the Master of Education degree program, an applicant must:

1. Meet all University requirements, which include:
  - a. An application for admission.
  - b. Official transcripts from all colleges and universities attended.
  - c. Documentation of graduation with a baccalaureate degree (or its equivalent) from an accredited university.
  - d. Documentation of a minimum cumulative grade point average (GPA) of 2.5 (4.0 scale) for all undergraduate work attempted or a minimum GPA of 2.75 on all upper division undergraduate work attempted.
  - e. Documentation of satisfactory standing at the last institution attended.
  - f. A non-refundable fee to the Graduate Admissions' Office prior to the established deadlines.
2. Hold a valid teaching certificate.
3. Submit a GRE score of the verbal, quantitative, and written portions. ETS has changed the GRE scoring methodology. Check with your graduate advisor for details regarding GRE requirements for admission.
4. Be accepted by the Department of Teaching and Learning. To be accepted into the Curriculum and Instruction graduate program, applicants must satisfactorily complete a screening process. Applicants must:
  - a. Submit a letter of application that includes the applicant's rationale and qualifications for pursuing the graduate degree in his or her area of concentration.
  - b. Submit three letters of recommendation from persons with knowledge of the applicant's potential for success.
  - c. Submit a curriculum vitae delineating academic and related work experiences, degrees held, honors and awards, and special interests.
  - d. Complete the Prospective Education Candidate (PEC) self-assessment survey.
  - e. Demonstrate competency on a technology performance assessment in education. If a passing score is not achieved, the applicant will be required to complete a three-hour graduate level technology course (ETEC 610/EDUC 643).
  - f. Participate in an orientation seminar and complete a professional development plan.
5. This program does not lead to initial certification.

## Requirements for Degree

To receive the Master of Education degree, a student must:

1. Complete all requirements stated in the catalogue and the candidate's degree plan.
2. Satisfactorily complete a portfolio on PASS-PORT.
3. Satisfactorily complete all graduate work with a cumulative "B" average. Degree candidates must earn an average of "B" or better, both cumulative and in the major area of concentration, with not more than six (6) semester hours with a grade of "C" counted toward a degree. No credit below "C" will be accepted for graduate degree credit.
4. Satisfactorily complete a public presentation with oral defense of action research project.
5. Be recommended for the degree by the student's major professor.

### Curriculum

Curriculum and Instruction Courses

Core Courses .....	15 hours
Concentration Area Courses .....	9-18 hours
Support Courses .....	3-12 hours
Core Courses for Curriculum and Instruction (15 graduate hours)	
EDUC 601 .....	3 hours
EDUC 660 .....	3 hours
SPED 667 .....	3 hours
EDUC 693 .....	3 hours
EDUC 695 .....	3 hours
Total .....	15 hours

### Concentration Courses and Support Courses for Curriculum and Instruction

Twenty-one hours of Concentration Courses and Support Courses that meet the educational goals of candidates will be jointly determined by the faculty advisors and candidates. For candidates selecting a Secondary Education concentration, 12 hours must be taken in courses outside the College of Education. For candidates selecting the Middle School concentration, 12 hours must be taken in courses outside the College of Education.

#### Concentration in Early Childhood Education (Grades PK-3)

Concentration Area Courses

EDUC 677 .....	3 hours
ECE 603 .....	3 hours
ECE 630 .....	3 hours
ECE 602 .....	3 hours
ECE 601 .....	3 hours
ECE 632 .....	3 hours
Support Courses .....	3 hours

One of the following: EDUC 699 or 678, or another approved course

#### Concentration in Elementary Education

Concentration Area Courses

Two of the following:  
 EDUC 650, 651, 652, 654, or 655.....6 hours

One of the following:  
 EDUC 657 or 678.....3 hours

Support Courses  
 One of the following:  
 EDF 607, 615, or 616.....3 hours

One of the following:

EPSY 601 or 605.....	3 hours
EDUC 691.....	3 hours
EPSY 603.....	3 hours

### Concentration in English as a Second Language

Concentration Courses

EDUC 528.....	3 hours
EDUC 516.....	3 hours
EDUC 550.....	3 hours
FLAN 501.....	3 hours

Support Courses

ENGL 524.....	3 hours
ENGL 646, 577, or EDUC 654.....	3 hours
EDUC 664.....	3 hours
COMM 510.....	3 hours

### Concentration in Library Science

Concentration Area Courses

LSED 501 or 610.....	3 hours
LSED 502.....	3 hours
LSA 503.....	3 hours
LSA 504.....	3 hours
LSA 505.....	3 hours
LSA 580.....	3 hours

Support Course

LSED 508 or LSA 506.....	3 hours
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### Concentration in Literacy Education (Elementary/Secondary)

Concentration Area Courses

EDUC 657/658.....	3 hours
EDUC 661.....	3 hours
EDUC 664.....	3 hours
EDUC 678.....	3 hours
EDUC 665/666.....	3 hours

Support Courses

EDUC 516 or 528.....	3 hours
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One of the following:

EDUC 654, 677, 648, 691, 699, or EPSY 601, or another course related to literacy as approved

### Concentration in Master Teacher Leader

Concentration Area Courses

EDL 610.....	3 hours
EDL 612.....	3 hours
EDUC 690.....	3 hours
EDUC 691 or 692.....	3 hours
EDUC 675.....	3 hours
EDUC 700.....	3 hours

Support Course

Approved Elective – must be in the content area.....	3 hours
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### Concentration in Middle School Education (Grades 4-8)

Concentration Area Courses  
 EDUC 696 .....3 hours  
 Two of the following:  
 EDUC 650, 651, 652, or 654 .....6 hours  
 Support Classes  
 Choose two courses in Content Area #1 and two courses in Content Area #2.

**Content Area #1:** Choose two approved three-hour courses in a first content area: Mathematics, Language Arts, Science, or Social Studies. A list of approved course numbers/titles will be provided.

**Content Area #2:** Choose two approved three-hour courses in a second content area: Mathematics, Language Arts, Science, or Social Studies. A list of approved course numbers/titles will be provided.

### Concentration in Secondary Biology Education (Grades 6-12)

Concentration Area Courses  
 EDUC 692 .....3 hours  
 One of the following:  
 EDF 607, 615, 616, or SPED 600 .....3 hours  
 One of the following:  
 EPSY 602, 603, or 605 .....3 hours  
 Support Courses .....12 hours  
 Choose 4 600-level courses from the Concentration Area of Science-Biology curriculum. (Refer to the Secondary Science curriculum.)

### Concentration in Secondary Chemistry (Grades 6-12)

Concentration Area Courses  
 EDUC 692 .....3 hours  
 One of the following:  
 EDF 607, 615, 616, or SPED 600 .....3 hours  
 One of the following:  
 EPSY 602, 603, or 605 .....3 hours  
 Support Courses .....12 hours  
 Choose four 600-level courses from the Concentration Area of Science-Chemistry and Physics curriculum. (Refer to the Secondary Science curriculum.)

### Concentration in Secondary English Education (Grades 6-12)

Concentration Area Courses  
 EDUC 692 .....3 hours  
 One of the following:  
 EDF 607, 615, or 616 .....3 hours  
 One of the following:  
 EPSY 602, 603, or 605 .....3 hours  
 Support Courses  
 ENGL 567 .....3 hours  
 ENGL 630 .....3 hours  
 ENGL 616 .....3 hours  
 ENGL 645 .....3 hours

### Concentration in Secondary Foreign Language Education (Grades 6-12)

#### Concentration Area Courses

EDUC 692 .....3 hours

One of the following:

EPSY 602, 603, or 605 .....3 hours

One of the following:

EDF 607, 615, or 616 .....3 hours

Support Courses .....12 hours

Choose four graduate courses in a single foreign language.

### Concentration in Secondary Mathematics Education (Grades 6-12)

#### Concentration Area Courses

EDUC 692 .....3 hours

One of the following:

EDF 607, 615, 616, or SPED 600 .....3 hours

One of the following:

DPSY 602, 603, or 605 .....3 hours

Support Courses .....12 hours

Two of the following:

MATH 510, 514, 517, 544, 550, 587, or 605

Two of the following:

MTED 622, 623, 625, or 626

### Concentration in Secondary Social Studies (Grades 6-12)

#### Concentration Area Courses

One of the following:

EDUC 692 .....3 hours

EPSY 602, 603, or 605 .....3 hours

One of the following:

EDF 607, 615, 616, or SPED 600 .....3 hours

Support Courses

Choose 4 courses from among the following:

HIST 600, 602, 621, 655, 605, 606, 607, 610, 611, 625, 626, 627, and 630 (HIST courses may not be taken more than once for credit in this program.)

## Educational Leadership and Technology College of Education Leading to the Degree of Master of Education (M.Ed.)

### Purposes

The purposes of the Department of Educational Leadership and Technology are:

1. To provide the best possible curricula and instruction to enable students to complete requirements for the degree(s) and/or certifications they are seeking at the University.
2. To develop the knowledge base of students in order to prepare them for leadership roles in the schools and communities.
3. To provide opportunities for personal achievement and the development of professional competence, technological expertise, integrity, intellectual curiosity, self-discipline and ethical conscientiousness.
4. To help the student come to an understanding of the place of the individual in a pluralistic society.

### Program Description Program Overview

The Southeastern Louisiana University Master of Education degree in Educational Leadership is designed to provide the essential foundation for school administrators to assume the role of instructional leaders for effective school improvement. The program has been accredited by the National Policy Board for Educational Administration (NPBEA) and has met the School Leader certification requirements of the Louisiana State Department of Education.

Admission to the Educational Leadership Program is highly selective and prospective students must meet all admissions criteria prior to admittance. Students will be allowed to enroll in courses in this degree curriculum only after formal admission to the program.

### Cohort Design

The applicants once admitted to the program will be assigned to a cohort. The applicant will remain with the cohort for the duration of the program to ensure the validity of the networking and collaboration built into the program design and approved by the State. Students will not be permitted to change cohorts for personal convenience. If a student misses a term of study, it is the responsibility of the student to contact the Program Director for reassignment to an existing cohort in order to complete the course of studies for the program.

### Admissions Requirements

Admission to the Educational Leadership Program is highly selective and prospective students must meet all admissions criteria prior to admittance. Students will be allowed to enroll in courses in this degree curriculum only after formal admission to the program, following the admissions interview. To be considered for admission for a Master of Education degree in Educational Leadership, an applicant must initially satisfy all of the Southeastern Louisiana University graduate admission requirements.

**University:** The prospective student must apply for and be admitted to study in Southeastern Louisiana University and satisfy all other University graduate admission requirements including submission of official transcripts and GRE scores. The University application must be done online at: <http://www.southeastern.edu/apply/graduate/index.html>.

**Program:** Applicants must submit, to the Director of the Master's Program in Educational Leadership, a portfolio containing the following documents:

1. Letter of application that includes the applicant's reasons for selecting this particular career option.
2. Curriculum vita (resume') including the applicant's full name, address, telephone number(s), email address, student identification number (W#), academic preparation, prior related work and leadership experiences, degrees held, honors, awards, special interests, and other appropriate information.
3. Verification of a minimum 2.5 undergraduate grade point average.
4. Copy of teaching certificate.
5. Verification of a minimum of three successful years of teaching experience in either public or private schools.
6. Completed Recommendation Form from a school official who can attest to the applicant's leadership potential and likelihood of success in the program.
7. Memorandum of Understanding Form completed and signed by the designated school officials.
8. Mentor Information Form from a school official who will supervise the on-site field experiences.

**Admissions Decision:** Admission to the Educational Leadership Program is selective and requires a favorable evaluation by the Leadership Admissions Committee and is contingent upon the receipt of all required application documents. When all admissions requirements have been met, the Graduate Coordinator will complete the necessary notification/acceptance papers for graduate admissions.

### Requirements for Completion of the Master of Education Degree in Educational Leadership

To receive the Master of Education degree in Educational Leadership, a student must:

1. Successfully complete all requirements stated in the degree plan with grades of "B" or better in all course work.
2. No grade below "B" will be accepted for graduate degree credit.
3. Successfully complete all field-based experiences and internship.
4. During the last semester of study, satisfactorily complete a comprehensive examination, to take the form of completion and defense of an electronic portfolio before the Leadership Faculty; (A students whose portfolio and/or defense is deemed unsatisfactory will be required to perform remediation activities or course work before requesting a second examination. No candidate will be permitted a third attempt.
5. Successfully complete the School Leaders' Licensure Examination.
6. Receive a favorable recommendation for the degree from the Educational Leadership faculty and the graduate coordinator.

### Louisiana's Certification Structure for Educational Leadership

All graduate competency-based degree preparation programs, graduate alternative certification programs, assessments, and continuing learning units shall be aligned with the following state and national standards:

- The Standards for School Principals in Louisiana.
- The Educational Leadership Constituent Council (ELCC) Standards for Advanced Programs in Educational Leadership, the standards used by the National Council for the Accreditation of Colleges of Teacher Evaluation (NCATE) for the university program reviews.

### Certification Levels

Teacher Leader Endorsement

- All educational leaders will progress through two levels of educational leader certification.

- An additional level of certification (Superintendent) is required for employment as a local district superintendent.

(See Louisiana Department of Education website for additional information at:

[http://www.leadlouisiana.net/.](http://www.leadlouisiana.net/))

### Educational Leadership Curriculum

EDL 610: Research Methods for Educational Leaders.....	3 hours
EDL 612: Seminar I: Fostering Vision and Leadership Educational Envir.....	3 hours
EDL 661: Seminar II: Organizational Mgmt and Legal Issues .....	6 hours
EDL 662: Seminar III: Human Resources and Interpersonal Relation .....	6 hours
EDL 663: Seminar IV: School Leader as Instructional Facilitator .....	6 hours
EDL 664: Seminar V: School Leader as Change Agent .....	6 hours
EDL 665: Seminar VI: Internship .....	3 hours
ETEC 615: Technology Studies for Educational Leaders.....	3 hours
Total.....	36 hours

### Educational Technology Leadership Admission Requirements

To be considered for admission to the Master of Education Degree with a concentration in Educational Technology Leadership, an applicant must satisfy all University admission requirements, have a graduate GPA of at least 3.0 and hold a standard teaching certificate. The applicant must submit a GRE Score (General Test only). (ETS has changed the GRE scoring methodology; please check with a graduate advisor for details regarding GRE requirements for admission.)

For admission to candidacy for the concentration in Educational Technology Leadership, the student is expected to have a general theoretical understanding of how computers work, along with basic computer competence on either Macintosh or WinTel computer systems in the following areas: operating systems, word processing, graphics, Internet navigation and electronic mail. Prior to being admitted to the first class in the program, applicants for admission will be required to demonstrate competency in these areas. If deficiencies are detected, the student will be required to develop the necessary skills or complete additional course work before entry to the program is granted.

For formal admission to the Educational Technology Leadership program, with the completion of the first twelve (12) hours of the degree plan, the student will be expected to:

1. Meet all requirements listed above under Admission Requirements.
2. File a degree plan with the departmental Graduate Coordinator in accordance with the General Requirements for the Master's Degree in the Graduate Studies section of the General Catalogue.
3. Submit a formal letter of introduction that identifies the student and his/her purpose in applying for the program.
4. Participate in a formal interview with the Educational Technology committee.

### Educational Technology Leadership Curricula

Non-Thesis Option:

EDF 600.....	3 hours
EDF 607.....	3 hours
ETEC 630.....	3 hours
ETEC 644.....	3 hours
ETEC 645.....	3 hours
ETEC 650.....	3 hours
ETEC 660.....	3 hours
ETEC 665.....	3 hours
ETEC 680.....	3 hours
ETEC 695.....	3 hours

Specified Electives: Choose six (6) hours from the following:

LS 618.....	3 hours
ETEC 620.....	3 hours
ETEC 635.....	3 hours
ETEC 641.....	3 hours
ETEC 646.....	3 hours
Total.....	36 hours

Thesis Option:

EDF 600.....	3 hours
EDF 607.....	3 hours
ETEC 630.....	3 hours
ETEC 644.....	3 hours
ETEC 645.....	3 hours
ETEC 650.....	3 hours
ETEC 660.....	3 hours
ETEC 665.....	3 hours
ETEC 680.....	3 hours
ETEC 695.....	3 hours
ETEC 701.....	3 hours
ETEC 770.....	3 hours
Total.....	36 hours

## Special Education College of Education Leading to the Degree of Master of Education (M.Ed.)

To be considered for the Master of Education degree in Special Education, an applicant must:

1. Meet all University admission requirements.
2. Have at least 1350 points based on the formula of 200 times the undergraduate cumulative grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Examination for regular status. A student not eligible for regular admission may be admitted with conditional status if the student has 1250 points based on the formula of 200 times the last 60 hours undergraduate cumulative grade point average plus the General Test (Verbal and Quantitative) score of the Graduate Record Exam.

This program does not lead to initial certification.

### Curriculum Master of Education, Special Education

To be considered for admission to the Master of Education Degree in Special Education, an applicant must:

1. Meet all University admission requirements.
2. Have at least a 2.5 undergraduate GPA.
3. Please submit a GRE Score of the verbal, quantitative and written portions. ETS has changed the GRE scoring methodology, please check with your graduate advisor for details regarding GRE requirements for admission.
4. Hold a baccalaureate degree in special education (or equivalent) from an accredited university.
5. Possess a valid teaching certificate in special education.
6. Provide a letter of application delineating the applicant's rationale for pursuing the graduate degree to the Graduate Coordinator, Department of Teaching and Learning.
7. Provide two letters of recommendation from persons with knowledge of the applicant's potential for success to the Graduate Coordinator, Department of Teaching and Learning.
8. Submit curriculum vitae delineating academic and related work experiences, degrees held, honors and awards, and special interests to the Graduate Coordinator, Department of Teaching and Learning.
9. Complete the PEC survey, a self-assessment to identify Knowledge, Skills, and Dispositions consistent with the College of Education Conceptual Framework, and a special education self-assessment.

**Core Courses (Mild/Moderate)**

EDUC 601 .....	3 hours
SPED 612 .....	3 hours
SPED 767 .....	3 hours
SPED 770 .....	3 hours
SPED 670 .....	3 hours
<b>Total</b> .....	<b>15 hours</b>

**Concentration Courses (Mild/Moderate)**

SPED 613 .....	3 hours
SPED 608 .....	3 hours
SPED 663 .....	3 hours
SPED 686 .....	3 hours
SPED 603 (4-6 or 6-12 majors) or EDUC 657 (1-5 majors) .....	3 hours
<b>Total</b> .....	<b>15 hours</b>
Elective, 2 courses .....	6 hours

**Program Total, Mild/Moderate** ..... **36 hours**

**Core Courses (Early Intervention)**

EDUC 601 .....	3 hours
SPED 767 .....	3 hours
SPED 602 .....	3 hours
Total .....	9 hours

**Concentration Courses (Early Intervention)**

SPED 682 .....	3 hours
SPED 689 .....	3 hours
SPED 685 .....	3 hours
SPED 688 .....	3 hours
SPED 683 .....	3 hours
ECE 601 .....	3 hours
EDUC 657 .....	3 hours
EDUC 678 .....	3 hours
EDUC 677 .....	3 hours
Total .....	27 hours

**Program Total, Early Intervention .....36 hours**

**Core Courses (Gifted)**

EDUC 601 .....	3 hours
EDUC 660 .....	3 hours
EDUC 693 .....	3 hours
EDUC 695 .....	3 hours
SPED 667 .....	3 hours
Total .....	15 hours

**Concentration Courses (Gifted)**

EDUC 648 .....	3 hours
EDUC 649 .....	3 hours
EDUC 618 .....	3 hours
EDUC 647 .....	3 hours
EDUC 646 .....	3 hours
ETEC 620 .....	3 hours
Total .....	18 hours
Elective, 1 course .....	3 hours

**Program Total, Gifted .....36 hours**

**Core Courses (Inclusive Practices)**

EDUC 601 .....	3 hours
SPED 686 .....	3 hours
SPED 708 .....	3 hours
SPED 763 .....	3 hours
SPED 767 .....	3 hours
SPED 770 .....	3 hours
Total .....	18 hours

**Concentration Courses (Inclusive Practices)**

SPED 741 .....	3 hours
SPED 703 .....	3 hours
SPED 765 .....	3 hours
SPED 667 .....	3 hours
Total .....	12 hours
Electives, 2 courses .....	6 hours

**Program Total, Inclusive Practices .....36 hours**

**Core Courses (Educational Diagnostician)**

EDUC 601 .....	3 hours
SPED 686 .....	3 hours
SPED 708 .....	3 hours
SPED 763 .....	3 hours

SPED 767 .....	3 hours
SPED 770 .....	3 hours
Total .....	18 hours

**Concentration Courses (Educational Diagnostician)**

SPED 612 .....	3 hours
SPED 613 .....	3 hours
SPED 614 .....	3 hours
SPED 716 .....	3 hours
SPED 710 .....	3 hours
EDUC 661 .....	3 hours
Total .....	18 hours

**Program Total, Educational Diagnostician .....36 hours****Core Courses (Instructional and Assistive Technology)**

EDUC 601 .....	3 hours
SPED 686 .....	3 hours
SPED 708 .....	3 hours
SPED 763 .....	3 hours
SPED 767 .....	3 hours
SPED 770 .....	3 hours
Total .....	18 hours

**Concentration Courses (Instructional and Assistive Technology)**

SPED 670 .....	3 hours
SPED 704 .....	3 hours
SPED 705 .....	3 hours
SPED 706 .....	3 hours
Total .....	12 hours

Electives, 2 courses.....6 hours

**Program Total, Instructional and Assistive Technology.....36 hours**

## Master of Arts in Teaching, Early Intervention (Alternative Certification)

To be considered for the Master of Arts in Teaching, Early Intervention (Alternative Certification) program, an applicant must:

1. Have satisfactorily completed a baccalaureate degree with a 2.5 GPA.
2. Achieve a passing score on PRAXIS I.
3. Submit a GRE Score of the verbal, quantitative and written portions. ETS has changed the GRE scoring methodology, please check with your graduate advisor for details regarding GRE requirements for admission.

### Knowledge of the Learner and Learning Environment

ECE 601 .....	.3 hours
SPED 682 .....	.3 hours
SPED 689 .....	.3 hours
SPED 767 .....	.3 hours
EDUC 677 .....	.3 hours
Total .....	15 hours

### Methodology and Teaching

SPED 683 .....	.3 hours
SPED 688 .....	.3 hours
EDUC 678 .....	.3 hours
SPED 685 .....	.3 hours
Total .....	12 hours

### Student Teaching or Internship

SPED 694 .....	.6 hours
Other Courses .....	
EDUC 601 .....	.3 hours
EDUC 657 .....	.3 hours
Program Total .....	.39 hours

## Teacher Certification

Requirements beyond the Master's Degree may be necessary if the student is deficient in certification requisites. Students may elect to focus course work toward State of Louisiana Certification in the following areas:

- Teachers of Mild/Moderate Disabilities (Generic)
- Early Intervention
- Educational Diagnostician
- Supervisor/Director of Special Education
- Academic Gifted (Academically Gifted)

Students desiring to pursue any of the above should consult with their faculty advisor or Department Head for requirements.

## Master of Arts in Teaching College of Education Leading to the Degree of Master of Arts in Teaching (M.A.T.)

### Purpose

The purpose of the Master of Arts in Teaching (MAT) is to offer an alternative teacher certification pathway in elementary education Grades 1-5.

### Requirements for Admission

To be considered for admission to the Master of Arts in Teaching degree program, an applicant must:

- Meet all University admission requirements.
- Possess a Bachelor's degree with a 2.75 cumulative GPA or a master's degree with a cumulative GPA of 3.0 from a regionally accredited university.
- Achieve passing scores on the PRAXIS I PPST (Reading, Writing, and Mathematics). If the student scored 22 or higher on the ACT or earned a master's degree from an accredited university, these tests are waived.
- Achieve a passing score on the PRAXIS II elementary specialty examination.
- Submit a GRE score of the Verbal, Quantitative, and Written portions. ETS has changed the GRE scoring methodology. Please check with your graduate advisor for details regarding GRE requirements for admission.
- Verify a minimum of three years of successful work experience in an area related to the initial degree or in the field of education and in another service related area.
- Participate in a mandatory admissions interview.

### **Selective Admission and Retention in Teacher Education (SARTE) Policies And Procedures Applicable to the Master of Arts in Teaching Degree**

A person desiring to become a teacher must maintain academic standards and demonstrate qualifications for successful teaching including satisfactory performance in field experiences. Therefore, the College of Education at Southeastern Louisiana University reserves the right to recruit, admit and retain in the Professional Program in Teacher Education only those students who show evidence of being capable of performing in an acceptable professional manner. Enrollment in the professional program does not guarantee that a student will receive the degree or certification sought simply because he/she completes a number of courses or is in the field the required number of hours.

Certification requirements are specified by the State Legislature and/or the Board of Elementary and Secondary Education and coordinated by the State Department of Education. These requirements are subject to periodic modification, which may not occur at times appropriate for inclusion in the annual publication of the University catalogue. It is the responsibility of the students to make periodic checks for such changes with their academic advisers and/or department head.

### SARTE Status

To be considered for full SARTE status to the Master of Arts in Teaching degree program, an applicant must:

- Meet all requirements for admission to Graduate Studies and to the Master of Arts in Teaching degree program.
- Apply for Selective Admission and Retention in Teacher Education (SARTE) in the first course (MAT 610).
- Achieve a grade of B or better in MAT 610 (Fundamentals I: Teaching and Learning for General Education). MAT 610 must be repeated if the grade is lower than a B.
- Not have been convicted of a felony.

- Maintain a cumulative 3.0 graduate GPA with no grade below “C” and not more than one “C” grade.

Ongoing screening of each student utilizing the standards of the Professional Program in Teacher Education will occur each semester of a student’s enrollment.

- Students will be permitted to repeat only two MAT courses.
- Students will be permitted to enroll in any course only twice.

Students demonstrating behaviors or characteristics that make it questionable whether they can succeed in the teaching profession will be referred for a Professional Performance Review. A review may result in:

- No actions being taken but further observations.
- Recommendation of a Professional Improvement Plan (PIP) monitored by the Coordinator of the Teacher Development program.
- Referral to the SARTE Committee which may recommend:
  - Probation with specified conditions.
  - Temporary suspension from the MAT and the Teacher Education Program with specified conditions.
  - Expulsion from the MAT degree and the Teacher Education Program.

### Courses in the MAT Program (Grades 1-5)

Candidates participating in the MAT program are admitted as a cohort each summer and must commit to attending full time for one academic year (Summer I: 12 hours; Fall I: 9 hours; Spring I: 9 hours); Summer II will be the completion of the research project and Fall II will be student teaching or the 1<sup>st</sup> semester of the internship. The courses are delivered on campus with field experiences during the day. Candidates who are unable to remain with their cohort may be eligible to re-enter with a new cohort group.

#### Summer I (12 hours)

MAT 610: Fundamentals I: Teaching and Learning for General Education .....	3 hours
MAT 615: Fundamentals II: Teaching and Learning for Special Education .....	3 hours
MAT 620: Learning and Behavior Theories in Inclusive Elementary Classrooms .....	3 hours
MAT 630: Assessment I: Inclusive Elementary Classroom Education.....	3 hours

#### Fall I (9 hours)

MAT 622: Classroom Mgmt and Organization for Inclusive Elementary Classrooms .....	3 hours
MAT 631: Assessment II: Inclusive Elementary Classroom Education.....	3 hours
MAT 640: Intro to Reading and Language Arts in Inclusive Elementary Classrooms .....	3 hours

#### Spring I (9 hours)

MAT 650: Integrated Learning Methods: Math, Physical Science, and Info Literacy.....	3 hours
MAT 651: Integrated Learning Methods: Life Sciences, Health and PE, and Info Literacy .....	3 hours
MAT 652: Integrated Learning Methods: Social Studies, Arts, Music, and Info Literacy .....	3 hours

#### Summer II (3 hours)

MAT 670: Research Design for Inclusive Elementary Classroom Education.....	3 hours
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#### Fall II (3-6 hours)

MAT 689: Student Teaching in Elementary Education .....	6 hours
or	
MAT 688: Internship in Elementary Education .....	6 hours
(2 consecutive semesters – 3 hours each semester)	

Total.....	39 hours
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## Portfolios

As part of the College of Education focus on performance-based outcomes, portfolios will be incorporated into the assessment system for students enrolled in an approved Teacher Education Program.

The portfolio will allow the students to demonstrate, through reflections, their understanding of how the artifacts contained in the portfolio meet the program outcomes; provide a process by which a student can become a reflective practitioner to foster continuous improvement; and document a student's growth in the program. The portfolio will consist of artifacts, documents, and evidence which demonstrate that the knowledge, skills, and dispositions as indicated in the *Louisiana Components of Effective Teaching* and the program's *Conceptual Framework* have been met. Students will submit an Introductory Level Portfolio after successful completion of MAT 610, MAT 615, MAT 620, and MAT 630. The Developing Level Portfolio will be submitted as a prerequisite for student teaching or internship. The Competency Level Portfolio and oral defense are required for graduation.

## Student Teaching

Student teaching is an all-day (approximately eight hours), all semester activity. The student teacher will be required to spend the full public school day, plus any additional conference or seminar time in this experience. The Director of Student Teaching will make the assignments for each student teacher. All possible considerations will be given, but it is the responsibility of the student teacher to make arrangements to meet the conditions of the assignment that is made. Student teaching must be completed in Southeastern's teacher education service region. Those districts include the following: Ascension Parish, City of Bogalusa, East Baton Rouge Parish, Jefferson Parish (Kenner and Metairie area), Livingston Parish, St. Charles Parish, St. James Parish, St. John Parish, St. Tammany Parish, Tangipahoa Parish, Washington Parish, and Zachary Schools.

## Requirements for Student Teaching

The State Department of Education regulations for certification of teachers require that students do their student teaching under the control and supervision of the institution from which they expect to be graduated. To be eligible for student teaching, students must:

- Make application for student teaching one semester prior to the semester during which they plan to do their student teaching. The Director of Student Teaching will assign the grade or subject, and the supervising teachers under whom the student will work.
- Pass all required PRAXIS examinations: PPST, Content Specialty Area(s), and PLT.
- Pass the Introductory Level and Developing Level of the Portfolio.
- Complete all required MAT course work with a cumulative 3.0 GPA average with no grade below "C" and not more than one "C" grade on graduate work.
- Have approval of the Director of Student Teaching.

## Internship Year

An internship may be approved in lieu of student teaching. An internship consists of two consecutive semesters of teaching at an approved school site at the appropriate grade level and in the area of certification. Students may qualify for a year-long internship in Southeastern's teacher education service region.

To qualify for an internship, a student must provide:

- Verification that all prerequisites have been met the semester prior to the internship.
- Verification that all required parts of the PRAXIS have been successfully passed.
- Written recommendation from all of the candidates' methods instructors and a rating using the *Professional Attributes and Characteristics Scale*.
- Completed application for MAT internship.
- Verification that the school has a state approved classification.

- Verification that the school is accredited by the regional accrediting agency.
- Verification that the principal/assistant principal has certification in Principalship and training in supervision.
- Verification that the principal/assistant principal has served in this role for a minimum of three years.
- Signed Principal/Assistant Principal Internship Agreement form.
- Verification that a mentor teacher, who has taught a minimum of three years in the area of the intern's certification, will be assigned by the principal/assistant principal to assist the intern.
- Verification of minimum class size in the area of certification.
- Evidence of cultural diversity within the school population.
- A copy of the signed Internship Agreement form.
- A copy of the contract or employee agreement after the internship has been approved.
- A copy of the teaching schedule (Grades 1-5) signed by the principal/assistant principal.

**Note:** The candidate is responsible for submitting the above documents the semester prior to beginning the internship. A complete packet should be submitted rather than item by item. Authorization to register for an internship will not be granted until all documents have been submitted.

### Requirements to Receive the MAT Degree

To receive the Master of Arts in Teaching degree, a student must:

- Maintain a cumulative 3.0 GPA with no grade below "C" and not more than one "C" grade on graduate work.
- Students will be permitted to enroll in and/or withdraw from any MAT course only twice.
- Students will be permitted to repeat only two MAT courses.
- Be recommended for the degree by the department's graduate coordinator upon completion of all requirements stated in the degree plan.
- Satisfactorily complete 39 hours of graduate work for the concentration in elementary education for Grades 1-5.
- Satisfactorily complete an oral defense.
- Pass all required PRAXIS examinations.

## Doctor of Education In Educational Leadership

### Collaborative Program

The Doctor of Education degree (Ed.D.) is a collaborative degree program offered by Southeastern Louisiana University and the University of Louisiana Lafayette.

### Program Overview

The Collaborative Doctor of Education in Educational Leadership program is designed to provide the following:

1. To enhance the knowledge and competencies of leaders so they provide optimal leadership for the education of all learners, both youth and adult.
2. To prepare leaders who are inquiring, reflective practitioners.
3. To prepare leaders who are competent in identifying and solving complex problems in education.
4. To prepare leaders who understand the multitude of leadership and management theories and practices techniques related to their professional settings.
5. To prepare leaders who value, encourage, and facilitate the professional development of self and others in the organization.
6. To prepare leaders who demonstrate effective communication skills in both school and non-school settings.
7. To prepare leaders who value, understand, and support diversity in their school organizations.
8. To prepare leaders who make contributions to the profession.

Note:

- The doctoral program is NOT designed to lead to initial Administrative Certification for the State of Louisiana.
- Students who do not have a master's degree in school administration or the equivalent may be required to complete three to nine hours of course work in educational administration, either before or during the doctoral program.
- Students who have not completed course in graduate statistics and research methods must include these courses in their program of study.

### Program Admission Requirements

Application Process – Completed applications, including all documents listed below, must be received by Doctoral Admissions Committee in the Department of Educational Leadership & Technology by the time and date listed on the Southeastern Louisiana University doctoral program website.

1. Completed application form;
2. Official transcripts from all colleges attended;
3. Graduate Record Examination (GRE). The expected minimum scores are 145 Verbal/145 Quantitative (new scale) or 450 Verbal/450 Quantitative (old scale);
4. Master's Degree from an accredited university;
5. GPA of at least 3.0 on all graduate-level course work;
6. Professional resume;
7. A writing sample that the applicant believes is indicative of his/her ability to write on an academic or professional subject;
8. A formal letter of application that must provide:
  - a. An introduction of the applicant to the admissions committee;
  - b. An explanation of the applicant's interest in educational leadership, and;
  - c. Reasons why the applicant seeks admission to the doctoral program in educational leadership.
9. Names, addresses (office and e-mail), and telephone numbers of the following three individuals:

- a. The applicant's direct supervisor;
  - b. A former university professor who can attest to the applicant's ability to successfully complete a doctoral program, and;
  - c. A third individual who has direct knowledge of the applicant's duties and performance in his/her profession.
10. For applicants whose native language is not English, a score on the English proficiency examination (TOEFL) of at least 24 on each of the components (Writing, Reading, Speaking, and Listening).
  11. Verification of at least three (3) years of appropriate professional experience.
  12. Have satisfactory standing in the last institution attended.

### Program Admissions Process

Once all application materials have been received, the Education Leadership Doctoral Admissions Committee will jointly review the applicant's materials. The Committee will determine which applicant's will move forward in the application process and schedule an interview on the Southeastern Louisiana University campus. This phase has two components:

1. Each applicant must draft an extemporaneous writing sample in response to a writing prompt that will be provided on site.
2. Following the exercise, the applicant will have a face-to-face interview.

Upon receipt of a letter of official acceptance into the program, the students must complete the following steps to complete enrollment into the doctoral program:

1. Submit Proof of Immunization and Application fee to Graduate Studies.
2. Participate in optional interview as requested by the Doctoral Admissions Committee.
3. Enroll in the initial courses for the program.
4. Attend the required orientation session.

## Doctoral Program Curriculum

The Ed.D. degree program in Education Leadership requires a minimum of 60 semester credit hours as follows:

**Research Core:** 15 credit hours (of 15 offered)

EDF 800: Introduction to Doctoral Program and Research Design  
 EDF 801: Writing for Research  
 EDF 802: Quantitative Methods  
 EDF 803: Qualitative Methods  
 EDL 880: Research Practicum

**Educational Leadership:** 30 credit hours, to be selected from the following course work:

EDL 810: Leadership Theory and Practice  
 EDL 811: Management of Educational Organizations  
 EDL 812: Supervision in Educational Settings  
 EDL 820: Legal Issues and Ethics in Educational Organizations  
 EDL 821: Politics and Community Relations  
 EDL 822: Policy Development and Analysis  
 EDL 823: Fiduciary Management of Educational Organizations  
 EDL 824: Legal Issues in Special Education  
 EDL 830: Foundations of Curriculum Theory and Design  
 EDL 831: Critical Analysis of Current Research on Effective Educational Practice  
 EDL 832: Educational Evaluation  
 EDL 840: Change Theory  
 EDL 841: Organizational Development for Learning Communities  
 EDL 842: Culture, Climate and Change Leadership  
 EDL 871: Special Topics in Instructional Leadership  
 EDL 875: Special Topics in Educational Leadership and Management  
 EDL 897: Internship

ETEC 812: Leadership in Integration of Emerging Technologies

**Specialization Course Work:** 6 credit hours

The student will complete 6 semester credit hours in a specialization area. The specialization area and the courses within the specialization area must be agreed to by the student and the Doctoral Program Director. The student is responsible for scheduling the courses in the specialization area. Specialization Areas include, but are not limited to, *Educational Technology, Administration of Exceptionalities, Educational Leadership and Management, Instructional Leadership, Business, Communications, and Law.*

**Doctoral Dissertation Seminars:** Minimum of 9 credit hours

EDF 900: Doctoral Dissertation Seminar I

EDF 995: Defense and Completion of Dissertation

## Program Elements

### Graduate Assistantship/Fellowship

Students who take nine (9) or more hours per semester are eligible to be awarded a graduate assistantship and/or graduate fellowship. Please see the Doctoral Program Director for more information.

### Course Work Requirements and Transfer of Credits

A maximum of 12 hours of appropriate graduate course work (no more than six hours can be from one Master's degree), subject to approval by the Consortium, with prior approval by the candidate's advisory committee and the campus Consortium Coordinator, may be transferred from Southeastern Louisiana University or other accredited institutions.

### Academic Expectations

Students must maintain a minimum Grade Point Average of 3.00 in all doctoral course work. No more than one course in which a grade of "C" has been earned may be applied toward the fulfillment of degree requirements.

### Continuous Enrollment

The continuous enrollment requirement necessitates that candidates are enrolled each academic term including summer, fall, and spring until completion of all degree program requirements.

### Residency Requirement

The residency requirement in graduate programs is intended to ensure that candidates become integrally involved in the academic life of their program and of the university. During the course of study for the Ed.D. degree offered by the Consortium, candidates are required to have an enrollment period of two consecutive academic terms with a minimum of nine credit hours per academic term.

### Admission to Candidacy and Time Limits

All degree requirements must be completed within six calendar years following admission to candidacy. An extension may be granted if approved by the Dean of the College of Education. Prior work applied to the degree (including transfer and locally-earned credits) must have been completed within nine calendar years immediately preceding the date on which the degree is conferred.

### Prospectus Defense

All candidates are required to successfully defend their Prospectus before their committee.

### Dissertation

All doctoral candidates are required to complete a dissertation which represents a significant contribution to the body of knowledge in the discipline. Doctoral candidates must (a) form a dissertation committee, (b) prepare and successfully defend a dissertation proposal before the dissertation committee, (c) complete data collection and analysis, and (d) prepare and successfully defend the final dissertation before the dissertation committee. All candidates must be officially enrolled for dissertation credit, whether the candidates are on or off campus.

**Additional Requirements**

Prospective and enrolled graduate students are reminded that the general academic, financial, and student conduct policies and rules of the Consortium Universities as stated in the university catalogues remain in force and effect unless specifically modified by graduate rules and policies included in the graduate section of the catalogue.

**For More Information**

Please contact the Doctoral Program Director in the Department of Educational Leadership and Technology at 985-549-5713 for additional information.