The coursework and related experiences prepare the candidate to promote the success of all students by becoming a district level leader within the K-12 school system and the Intermediate Unit. “Leadership for Student Achievement” is the common thread throughout the program. Upon successful completion of the program, individuals will make application for PA Superintendent’s Letter of Eligibility.

Admission Requirements and Procedures: Visit the Graduate School webpage and click the “Apply” link on the left side of the screen. Begin by creating an account on CollegeNET by clicking the “account” link on the Apply page. CollegeNET is a self-managed application system. It will allow you to submit admission materials, check the status of your application, and view your decision letter using this account. If you have issues with your CollegeNET account, consult the CollegeNET help desk by submitting a Help Request Form or email help@collegenet.com.

Individuals seeking admission as students in this curriculum must comply with the general admission requirements for graduate studies at Edinboro University. In addition, the applicant must:

1. Complete the online application
2. Pay an application fee of $30.
3. Submit official transcripts verify an earned baccalaureate and master’s degree from an accredited institution
4. Writing sample, reflecting your understanding on how educational leaders shape learning and your philosophy of promoting student achievement and success for all students
5. Completed mentor form
6. Completion of a masters of education program
7. Submit professional administrative and /or supervisory certificate
8. Six years of satisfactory professionally certified service of which three of the six years must have been in a certificated supervisory or administrative capacity.

Curriculum

Thirty (30) semester hours of prescribed graduate credit is required as a partial requirement for the PA Superintendent’s Letter of Eligibility program. These required graduate credits should be earned as follows:
EDLR 785 Personnel Leadership and Labor Relations
EDLR 796 The Superintendency
EDLR 797 Educational Technologies and Facilities
EDLR 798 Comprehensive Planning and Policy Analysis
EDLR 799 Superintendent’s Internship*

*All internship courses, whether in an online or campus-based program, will be charged at the on-campus rate.

Individuals must also complete or provide documentation of prior completion of the following courses:
EDLR 716 Educational Leadership from a Global Perspective
EDLR 731 School and Community Relations
EDLR 741 Curriculum Leadership
EDLR 765 Financial Aspects of Educational Leadership
EDLR 775 Educational Leadership Theory and Practice

Additional Requirements. In addition to successful completion of the prescribed 30 graduate credits of course work for the PA Superintendent’s Letter of Eligibility, the individual will be required to conduct and present a focus project on student achievement
during the required internship and meet the cutoff score for PRAXIS 6021 School Superintendent Assessment (SSA). No more than three semester hours of "C" grade will be accepted toward meeting the 30 semester hours of credit required for the PA Superintendent’s Letter of Eligibility.

**Student Responsibility.** It is the responsibility of individuals completing requirements for PA Superintendent’s Letter of Eligibility to submit the appropriate forms needed to obtain the certification from the Commonwealth of Pennsylvania to the Dean of Education as soon as the certification requirements have been completed.

Only international students who hold immigration status and have submitted a form of intent to become a citizen are eligible to apply for PDE teacher certification.

**For More Information:** If you have questions about the application process, please contact Edinboro University's School of Graduate Studies at gradstudies@edinboro.edu or at (814)732-2856 or toll-free (888) 845-2890. For questions specific to the PA Letter of Eligibility for Superintendents Post-Master’s Certificate, please contact Dr. Andrew Pushchak at (814) 732-1548 (apushchak@edinboro.edu).

**Office for Students with Disabilities:** For information or assistance regarding services, activities and facilities that are accessible to and usable by persons with a disability, contact the Office for Students with Disabilities (OSD), at (814) 732-2462. For additional information, visit the OSD web page.

**Graduate Assistantships:** Graduate Assistantships are available for campus based students only. They are awarded on a competitive basis. Admission applications must be completed by February 15th to be considered for an assistantship. Assistantships provide a partial waiver of tuition and a stipend, as well as an opportunity to gain experience in research and professional activities. Additional information about assistantships is available through the School of Graduate Studies and Research, (814) 732-2856 or toll-free (888) 845-2890.

**Financial Aid Considerations:** An academic year consists of fall, spring, and summer. Graduate students taking graduate level courses may receive up to $20,500 in the Direct Unsubsidized Stafford Loan Program. Most students will use their Stafford loans during the 9 month period (fall and spring). Students will want to be mindful of their financial aid to allow for funding for 12 months if planning on enrolling during the summer term. Students will have an option to apply for Graduate Plus loan or private loans if other funding has been exhausted. For more specific information, please contact the Financial Aid Office at (888) 611-2680 or finaid@edinboro.edu.

**Employer Reimbursement:** Non-traditional students who are working and taking classes on a part-time basis may have employer-paid education benefits. The purpose of the employer tuition reimbursement agreement is to allow employees who receive reimbursement to defer payment of their tuition and fees until after grades are available at the end of the semester. Edinboro University accepts employer benefit plans through arrangements with the Bursar's Office by completing the enclosed employer tuition reimbursement agreement.

**Veterans' Education Benefits:** Information and printable forms regarding Veterans' Education Benefits and the Montgomery GI Bill are available at the Department of Veterans Affairs website, http://www.gibill.va.gov/. After the Department of Veterans Affairs approves a student's eligibility, and after the school certifies the student's enrollment, benefits are paid directly to the student after the end of each month.

Edinboro University of Pennsylvania is an equal opportunity education institution and employer and will not discriminate on the basis of race, color, national origin, sex, and disability in its activities, programs or employment practices as required by Title VI, Title VII, Title IX, Section 504, and the ADA. For information regarding civil rights or grievance procedures, contact the Office of Human Resources and Faculty Relations, (814) 732-2703 or the Office of Social Equity (814) 732-2167, Reeder Hall, 219 Meadville Street, Edinboro, PA 16444.

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