M.Ed. - Educational Administration

Students who wish to pursue graduate study directed toward developing educational leadership knowledge, skills, and dispositions can pursue a Master of Education degree in Educational Administration with a concentration in K-12 School Administration.

Admission Requirements

The admission factors will be reviewed holistically to assess the potential of the applicant. The successful applicant would typically have an undergraduate upper-division GPA of 3.0 or higher that demonstrates focus on academics, a written statement that demonstrates maturity and commitment to education, and three letters of recommendation from either academic and or professional references.

• Admission into the M.Ed. in Educational Administration degree programs requires the following:
  • Application for admission to the Graduate School;
  • Completion of a bachelor’s degree from an accredited university;
  • Attainment of an undergraduate cumulative Grade Point Average (GPA) of at least 3.00; or
  • Attainment of an undergraduate GPA of no less than 3.00 in all upper-division undergraduate coursework;
  • A written statement by the applicant describing personal and professional goals as related to the focus of the M.Ed. in Educational Administration;
  • A curriculum vitae/resume; and
  • Three (3) letters of recommendation from either professional and/or academic references;
  • Applicants from countries where English is not the first language are required to demonstrate English proficiency. Please consult the graduate school (http://catalog.utep.edu/admissions/graduate/graduate-student/) website for required scores.

• Conditional admission can be granted to applicants who have been denied unconditional admission to the program. The Admissions Review Committee of the program will consider and make recommendations to admit applicants conditionally. Terms of any conditional admittance will be determined on an individual basis, and will be specified in writing to the Graduate School and to the applicant.

• If you seeking the Principal Certification in addition to the M.Ed. in Educational Administration, you will also need to meet the admission requirements for the certification (http://catalog.utep.edu/grad/college-of-education/educational-leadership-foundations/principal-certification/)

Focus on K-12 Administration

The 36-credit hour Master of Education (M.Ed.) degree program in Educational Administration with a concentration in K-12 Administration is designed to meet the needs of students seeking to develop the knowledge, skills, and dispositions essential to becoming effective K-12 educational leaders. The program requires completion of a set of Foundation courses, Advanced Administration courses, and Specialized Preparation courses. This program also supports students interested in pursuing principal certification in the state of Texas (See Section on Principal Certification).

Foundation Courses for K-12 Administration (12 semester credit hours):

All Foundation Courses must be taken prior to completing courses at the next level.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDAD 5307</td>
<td>Data Based Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 5310</td>
<td>Administrative Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 5312</td>
<td>Instructional Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 5340</td>
<td>School Community Leadership</td>
<td>3</td>
</tr>
<tr>
<td>Total Hours</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Advanced Administration Courses for K-12 Administration (12 semester credit hours):

The Advanced Administration Courses will be completed by all students admitted into the program. Prerequisites for registration include successful completion of at least three of the four Foundation Courses. The fourth Foundation Course can be in progress while the student registers for Advanced Administration courses. These courses include:

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<tr>
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<tbody>
<tr>
<td>EDAD 5314</td>
<td>School-Based Budgeting</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 5342</td>
<td>Educational Law</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 5345</td>
<td>Ed Leadership in Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 5348</td>
<td>Admin of Sch Personnel Services</td>
<td>3</td>
</tr>
<tr>
<td>Total Hours</td>
<td></td>
<td>12</td>
</tr>
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</table>
**Specialized Preparation Courses for K-12 Administration (12 semester credit hours):**

The Specialized Preparation Courses can be completed while the student is also enrolled in one or more of the Advanced Administration Courses. These courses include:

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<tbody>
<tr>
<td>EDAD 5311</td>
<td>Curriculum Renewal</td>
<td>3</td>
</tr>
<tr>
<td>EDAD 5320</td>
<td>Special Education Leadership</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus 6 semester credit hours from the courses below. Students pursuing the principal certification program are required to complete EDAD 5375 and EDAD 5376:

<table>
<thead>
<tr>
<th>Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>EDAD 5375</td>
<td>Schl. Lead Field-Based Pract I</td>
</tr>
<tr>
<td>EDAD 5376</td>
<td>Sch Lead Field-Based Pract II</td>
</tr>
<tr>
<td>EDAD 5384</td>
<td>Educ Facilities Management</td>
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<tr>
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<td>Central Office Administration</td>
</tr>
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<td>EDAD 5352</td>
<td>Integ Sem Inst Lead &amp; Prof Dev</td>
</tr>
<tr>
<td>EDAD 5346</td>
<td>Ed Prog Plan, Asses. &amp; Eval.</td>
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<tr>
<td>EDRS 5305</td>
<td>Educational Research Methods</td>
</tr>
<tr>
<td>EDAD 5365</td>
<td>Directed Individual Study</td>
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</tbody>
</table>

**Total Hours** 12

The purpose of these course offerings is to enable students without sufficient background and/or experiences to better understand major issues, trends, and practices associated with school administration.

Completion of this program could lead towards the Texas Principal Certificate. For admission criteria, see Principal Certification Program (http://catalog.utep.edu/grad/college-of-education/educational-leadership-foundations/principal-certification/).

**Degree Plan**

**M.Ed.- K-12 Administration Concentration**

Required Credits: 36

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<tr>
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<td>EDAD 5037</td>
<td>Data Based Decision Making</td>
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</tr>
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<td>Administrative Leadership</td>
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<td>3</td>
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</table>

**Advanced Administration Courses:**

All courses listed below are required:

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**Specialized Preparation Course:**

The courses listed below are required:

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</table>

**Total Hours** 36