

# **UNIVERSITY OF LOUISIANA AT MONROE**

College of Arts, Education, and Sciences  
School of Education

Informational Materials and Application  
Educational Leadership Program

Dear Potential Student,

On behalf of the School of Education, I would like to thank you for considering us for your endorsement in Educational Leadership. Before you begin the application process, please take a few minutes to familiarize yourself with the options you have available to you.

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

If you want to earn a Master's in Education, you may apply as a degree-seeking student. If you already have a Master's degree you may apply as a non-degree seeking student under the Alternate Pathway 1 to earn an add-on certificate. Either way, as part of completing your coursework at ULM you will be required to earn a passing score on the School Leader Licensure Assessment (SLLA).

In this packet you will find information about the steps required for admission into the program, as well as the forms needed to enter the program. If you have questions that cannot be answered by this informational packet, please call the office for the School of Education at (318) 342-1266.

Sincerely,

College of Arts, Education, and Sciences  
School of Education  
Walker Hall 2-37 • 700 University Ave. • Monroe, LA 71209  
Phone: (318) 342-1266 • Fax: (318) 342-3131

# **The University of Louisiana at Monroe Educational Leadership Program Admission Procedures Checklist & Instructions**

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

*Notice to Students seeking a Masters Degree in Educational Leadership:*

*Must take the Graduate Record Examination (GRE) and earn a minimum combined score of 284 (verbal + quantitative), and have a minimum undergraduate GPA of 2.5 (on a 4.0 scale), to be considered for regular admission.*

## **Apply to the Graduate School**

Apply to the Graduate School at [www.ulm.edu/gradschool](http://www.ulm.edu/gradschool). Your application packet to the Graduate School will include an application, application fee, and official university transcripts of all undergraduate and graduate work. If you are applying for the Master's Degree program you will also need to submit your GRE scores to the Graduate School.

## **Apply to the Educational Leadership Program**

1. Complete the Educational Leadership Program Application (attached).
2. Request that a Recommendation Form (attached) from a minimum of three (3) individuals who know your relevant work and/or educational experiences be sent by them directly to the Educational Leadership Admissions Committee.

## **What Happens Next**

1. Once all your materials have been submitted correctly you will receive a letter of acceptance or denial from the Graduate School. If accepted, you will receive further notification of the assignment of your major professor.
2. Contact your major professor by email to discuss your enrollment plans. Together you will develop a plan of study.

3. Once you have a plan of study you can register for classes.

How to Successfully Complete the Educational Leadership Program:

1. Contact your major professor for advising at least once per semester.
2. File a formal degree plan with your major professor **BEFORE COMPLETION OF 12 CREDIT HOURS.**
3. Receive by mail, notice of approval of degree plan from the Graduate School.
4. Verify that the LiveText Signature Activity for each class, excluding EDLE 5055 and EDLE 5060, have been submitted and scored.
5. The **semester before graduation**, apply for graduation with the Graduate School.
6. Have submitted a passing score on the SLLA Exam to the state department for certification.
7. If you are earning a Master's degree, apply for commencement to the Graduate School the semester before you finish, and order a graduation cap and gown.
- 8. KEEP THIS LIST AND REFER TO IT PERIODICALLY.**

**RETURN COMPLETED FORMS AND MATERIALS TO:**

Educational Leadership Program Admissions Committee

School of Education

University of Louisiana at Monroe

Walker Hall 2-37

Monroe, LA 71209-0200

**APPLICATION  
EDUCATIONAL LEADERSHIP PROGRAM**

**RETURN COMPLETED FORMS AND MATERIALS TO:**

Educational Leadership Program Admissions Committee  
School of Education  
University of Louisiana at Monroe  
Walker Hall 2-37  
Monroe, LA 71209-0200

**Application for (please check one):**

- Masters Degree Program (includes Level 1 certification)
- Alternate Pathway 1 (an add-on Level 1 certification for those who already hold a Masters)

**I. DEMOGRAPHIC INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

(Cell) \_\_\_\_\_

Place of present employment: \_\_\_\_\_

\_\_\_\_\_

Present assignment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

II. **RECOMMENDATION FORMS:**

Remember to have these sent to the Admissions Committee (address above).

**Please respond to the following on separate page(s).**

III. **WORK EXPERIENCE TO DATE:**

Provide dates, places, and description of responsibilities. (Current Resume)

IV. **ESSAY:**

Why do you want to be a school administrator?

**RECOMMENDATION FORM**  
**EDUCATIONAL LEADERSHIP PROGRAM**  
**School of Education**  
**University of Louisiana at Monroe**  
**Walker Hall 2-37**  
**Monroe, LA 71209-0200**  
**(318) 342-1266 • FAX (318) 342-3131**

Please Type or Print

Name of Applicant \_\_\_\_\_  
(Last or Family Name) (First) (Middle)

One recommendation must be submitted from the last school attended for full-time study unless the applicant has been out of school five years or longer.

\_\_\_\_\_ I do waive my right to inspect the contents of the following recommendation

\_\_\_\_\_ I do not waive my right to inspect the contents of the following recommendation

Signed: \_\_\_\_\_  
(Candidate)

**Recommender's Comments**

How well and/or in what capacity do you know the applicant? \_\_\_\_\_

What is your estimate of the applicant's promise as an Educational Leader? Please discuss applicant's accomplishments, intellectual independence, and capacity for analytical thinking, ability to organize and express ideas clearly, motivation, potential for teaching/counseling and any previous writing experiences that would be relevant. (Attach additional paper, if necessary.)

If applicant's native language is not English, please evaluate oral English proficiency \_\_\_\_\_

On the following scale, please rank applicant with other students in comparable fields.

| Bottom Quarter | Third Quarter | Second Quarter | Top 25% | Top 10% | Top 5% | Top 1-2% |
|----------------|---------------|----------------|---------|---------|--------|----------|

Admission to the School of Graduate Studies at

Signature \_\_\_\_\_

The University of Louisiana at Monroe:

Name \_\_\_\_\_

\_\_\_\_\_ Strongly recommended

Title/Position \_\_\_\_\_

\_\_\_\_\_ Recommended

Address \_\_\_\_\_

\_\_\_\_\_ Recommended with reservations

Date \_\_\_\_\_

\_\_\_\_\_ NOT Recommended

**RECOMMENDATION FORM**  
**EDUCATIONAL LEADERSHIP PROGRAM**  
**School of Education**  
**University of Louisiana at Monroe**  
**Walker Hall 2-37**  
**Monroe, LA 71209-0200**  
**(318) 342-1266 • FAX (318) 342-3131**

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\_\_\_\_\_

\_\_\_\_\_

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Admission to the School of Graduate Studies at \_\_\_\_\_

Signature \_\_\_\_\_

The University of Louisiana at Monroe: \_\_\_\_\_

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**RECOMMENDATION FORM**  
**EDUCATIONAL LEADERSHIP PROGRAM**  
**School of Education**  
**University of Louisiana at Monroe**  
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Admission to the School of Graduate Studies at  
The University of Louisiana at Monroe:

\_\_\_\_\_ Strongly recommended  
\_\_\_\_\_ Recommended  
\_\_\_\_\_ Recommended with reservations  
\_\_\_\_\_ NOT Recommended

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title/Position \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_