

5. Complete the **EDUCATIONAL LEADERSHIP PROGRAM APPLICATION** form and return, along with required materials to:

**Program Admissions Committee  
Educational Leadership and Counseling  
The University of Louisiana at Monroe  
306 Strauss Hall  
Monroe, LA 71209-0200**

6. Complete Graduate Assistantship form(optional) and send to:

**Educational Leadership and Counseling  
The University of Louisiana at Monroe  
306 Strauss Hall  
Monroe, LA 71209-0200**

7. 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. *These recommendation forms are separate from the Graduate Assistantship Recommendation forms.*
8. Receive notice by mail or phone, of time and place of personal interview (if requested).
9. Receive by mail, letter of acceptance or denial from Dean of Graduate Studies and Research. (This is also your acceptance or denial from the Educational Leadership Program).
10. Receive by mail, assignment of major professor.
11. **MEET WITH MAJOR PROFESSOR FOR COURSE WORK PLANNING.** (Students should call and make an appointment with the major professor).
12. Register for classes on Arrow.

**II. PROCEDURES FOR SUCCESSFUL COMPLETION OF YOUR EDUCATIONAL LEADERSHIP PROGRAM:**

1. Following acceptance to the program, meet with your assigned major professor to form a Graduate Committee and discuss your enrollment plans.
2. File a formal degree plan with the major professor (**BEFORE COMPLETION OF 12 CREDIT HOURS**).
3. Meet with your major professor at least once per semester.
4. Receive by mail, notice of approval of degree plan from Graduate Studies and Research.