

INSTRUCTIONAL LEADERSHIP P-12 (REDUCED CREDIT HOUR GRADUATE CERTIFICATE)

JSU offers a Reduced Credit Hour Option for Professional Educator Certification in Instructional Leadership at the Master's Degree Level for individuals who already hold a valid Alabama Master's-level professional educator certificate in a teaching field or instructional support area.

Please review the Graduate Certificate Disclosure (<http://www.jsu.edu/graduate/disclosure.html>) information.

Application Deadlines

Deadline dates for applications and receipt of all required application materials are:

Date	Event
July 1	Fall Admission
November 1	Spring Admission
April 1	Summer Admission

Application Materials Required for the MSE in Instructional Leadership P-12

Applicants for a master's degree education program must submit all of the following documentation to Graduate Admissions to be considered for admission:

Graduate Admissions
Jacksonville State University
700 Pelham Road North
Jacksonville, Alabama, 36265-1602

1. Completed JSU Graduate Application for Admission (<https://gr-recruiter.jsu.edu/Apply/Account/Login/>).
2. Non-refundable \$35.00 application processing fee.
3. Official transcripts from the baccalaureate degree awarding institution and **all** transcripts from institutions where post-baccalaureate work has been completed. To be considered for admission, applicants must hold a degree from an institutionally accredited institution or its foreign equivalent. (Students who have previously attended JSU do not need to request a transcript from the university.)
4. Valid Alabama Bachelor's-level professional educator certificate in a teaching field or a valid Alabama Master's-level professional educator certificate in a teaching field or instructional support area. *All* certificate(s) must be valid throughout the program and at graduation.

Note: Applicants must have a valid Alabama Master's-level professional educator certificate for the Reduced Credit Hour Option.

5. Background check¹. Any candidate applying for admission to a state approved teacher education program shall be required to be fingerprinted for a criminal history background check through the Alabama State Department of Education to the Alabama Bureau of Investigation (ABI) and the Federal Bureau of Investigation (FBI). Instructions to complete the background process here ([https://](https://www.jsu.edu/graduate/forms-and-links/student-admissions-forms.html)

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6. Must have a minimum of three full years (or six full semesters) of full-time, acceptable professional experience in a P-12 setting, which must include at least one full year of full-time P-12 classroom teaching experience prior to unconditional admission to the program and will document their educational experience on the state-approved Supplemental EXP Form (<https://www.jsu.edu/graduate/forms-and-links/student-admissions-forms.html>). Applicants should contact their superintendent's office/central office for completion of this form.
 7. Professional resume.
 8. Statement of Goals (should be specific to instructional/educational leadership). Statement should also address: What do I hope to gain from Jacksonville State University's Instructional Leadership Program that will help me reach my goals toward becoming an effective instructional leader. Submitted document should be typed, double-spaced, no more than two pages.
 9. Copy of applicant's most recent performance appraisal.
 10. Three Graduate Reference Forms. One of the references must be from the applicant's principal or superintendent. The other two references must be from individuals who can provide qualitative assessment of an applicant's potential for success in graduate coursework. For the Reduced 18-hour Certificate in Instructional Leadership, references **must** be from a principal **and** a superintendent. The other reference must be from an individual who can provide qualitative assessment of an applicant's potential for success in graduate coursework.
 11. International student applicants must see the International Student Applicants (<https://catalog.jsu.edu/graduate/admission/international-student-applicants/>) section of this catalog for other application and enrollment requirements.
 12. Applicants whose packages are complete will be contacted to schedule an interview with faculty members of the program.
 13. Through the professional resume, graduate reference forms, performance appraisals, statement of goals, and/or interview portfolio, applicants must present a.) evidence of ability to improve student achievement and b.) evidence of leadership and management potential, including evidence of most recent accomplishments in the area of educational leadership.
- 1 If the candidate holds a valid Alabama professional educator certificate and has already completed a background check through that process, another background check will not be required.

Admission Requirements for the MSE in Instructional Leadership P-12

Applicants are admitted on a selective basis upon review of the completed application package.

Individuals must be unconditionally admitted to the (Class A) Instructional Leadership program before enrolling in any Instructional Leadership (IL) courses in the program.

Please review the Graduate Certificate Disclosure (<http://www.jsu.edu/graduate/disclosure.html>) information.

Reduced Credit Hour Option for Certification in Instructional Leadership at the Master's Degree Level

Course	Title	Credits
IL 552	Diversity Issues for Instructional Leaders ¹	3
IL 510	Action Research	3
IL 555	Management of the Learning Organization I	3
IL 564	Law and Ethics	3
IL 566	Internship in Instructional Leadership	3
IL 576	Internship in Instructional Leadership and Residency	3
Total Hours		18
		-
		21

18 - 21 Graduate Semester Hours Required for this Option

¹ Survey of Special Education Course: (If course was taken for prior level certification, another approved diversity course is required). IL 552 is the approved diversity course and is embedded in the program.

Graduation and Comprehensive Exam

A comprehensive exam is required for this reduced credit hour option; please see the graduate advisor for full details. All students must apply for completion (<http://www.jsu.edu/graduate/graduation.html>) by the given deadline of the semester (<http://www.jsu.edu/registrar/academic-calendar/>) in which they plan to complete. Please see the Graduation and Comprehensive Exam (<https://catalog.jsu.edu/graduate/academic-policies-procedures/graduation-comprehensive-exam/>) section of this catalog for more information.

Completion of this program leads to eligibility for Master's-level professional educator certification in Instructional Leadership P-12.

Please Note: Teacher education programs are approved by the Alabama State Board of Education and are, therefore, subject to periodic revision resulting from changes in State certification requirements. Subsequently, modifications in students' programs may become necessary. Students in all graduate level teacher education programs must schedule their coursework each semester with approval of their faculty advisors.

Alabama Class A Professional Educator Certification Requirements

Issuance of Alabama professional educator certificates is the legal responsibility of the Alabama State Department of Education. Universities cannot issue a professional certificate. To be eligible to apply for certification, a student must complete an appropriate program of study at a college or university which has been approved by the State Board of Education to offer a program leading to the desired certificate. When a student completes the program of study, the institution recommends to the State Department of Education that the appropriate certificate be issued.

1. Alabama State Department of Education regulations are subject to change; therefore, it is recommended that students apply for certification upon graduation. During their last semester of coursework, students should contact the Certification Office of the Department of Accreditation, Certification and Partnership

Initiatives, CEPS Complex, Pod 4, Room 405, for information about this process. The university cannot recommend any student for certification who has not satisfied all state and university requirements for admission to and completion of an approved program.

2. Recommendation for certification must be made within 60 months of program completion. Recommendation after 60 months requires completion of current program requirements.