

Cooperative Degree Programs

- ▶ **University of Wisconsin-Madison**
- ▶ **University of Wisconsin-Oshkosh**
- ▶ **University of Wisconsin-Whitewater**

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The Wisconsin Board of Regents approved the **Cooperative Masters of Science Degree Program** in Educational Leadership and Policy Analysis between the University of Wisconsin-Madison and the Universities of UW-Oshkosh and UW-Whitewater on February 5, 1982.

The cooperative program provides the opportunity for educators in the northeastern and central regions of Wisconsin to obtain a Master of Science degree, with certification (Principal, Director of Instruction, Director of Special Education and Pupil Services) in Educational Leadership and Policy Analysis, from the University of Wisconsin-Madison. All required coursework will be offered on either the Oshkosh or the Whitewater campuses.

 [The 2008-2011 Schedule for Course Offerings in the Cooperative M.S. Programs](#) at UW-Oshkosh and UW-Whitewater can be viewed in the following PDF file.

General Admission Conditions

Students must be admitted simultaneously to the University of Wisconsin-Madison and the University of Wisconsin-Oshkosh or University of Wisconsin-Whitewater. Program admission will be to the University of Wisconsin-Madison Department of Educational Leadership and Policy Analysis and to the University of Wisconsin-Oshkosh Department of Human Services and Professional Leadership or the University of Wisconsin-Whitewater Department of Curriculum and Instruction. Upon completion of the approved program students will be awarded a Master's of Science Degree from the University of Wisconsin-Madison.



UW-Oshkosh Cooperative Programs

- Master's of Science Degree K12 Leadership Emphasis (with or without certification)
- Master's of Science Degree Higher, Postsecondary and Continuing Education Emphasis
- Principal Certification
- Director of Instruction Certification
- Director of Special Education and Pupil Services



Master's of Science Degree and Principal Certification

36 credit program

(If seeking certification only, delete ELD 733)

UW Oshkosh Course Work (UW-Madison course equivalent in parenthesis)

ELD 714 Leadership for Curriculum Development (305-703)

ELD 723 Leadership for Staff Development (305-848)

ELD 733 Effective Communication for Leaders

ELD 750 Data Driven Decision Making

ELD 730 Organization and Administration of Educational Systems (305-702)

ELD 735 Legal Aspects in Education (305-840)

ELD 793 Internship in Educational Administration (305-700 or 305-900)

UW-Madison Course Work

ELPA 305-725 Research Methods and Procedures in Educational Administration

ELPA 305-735 Student Services and Diversity in Elementary and Secondary Education

ELPA 305-830 Financing Elementary and Secondary Education

ELPA 305-845 The School Principalship

ELPA 305-847 Instructional Leadership and School Improvement



Master's of Science Degree and Director of Instruction Certification

42 credit program

(If seeking certification only delete ELD733)

UW Oshkosh Course Work (UW-Madison course equivalent in parenthesis)

ELD 714 Leadership for Curriculum Development (305-703)

ELD 723 Leadership for Staff Development (305-848)

ELD 733 Effective Communication for Leaders

ELD 750 Data Driven Decision Making

ELD 730 Organization and Administration of Educational Systems (305-702)

ELD 735 Legal Aspects in Education (305-840)

ELD 793 Internship in Educational Administration (305-700 or 305-900)

UW-Madison Course Work

ELPA 305-725 Research Methods and Procedures in Educational Administration

ELPA 305-735 Student Services and Diversity in Elementary and Secondary Education

ELPA 305-830 Financing Elementary and Secondary Education

ELPA 305-845 The School Principalship

ELPA 305-847 Instructional Leadership and School Improvement

ELPA 305-860 Organization Theory and Behavior in Education

ELPA 305-875 Instructional Leadership & School Improvement



**Master's of Science Degree and Director of Special Education
and Pupil Services Certification**

45 credit program

(If seeking certification only delete ELD733)

UW Oshkosh Course Work (UW-Madison course equivalent in parenthesis)

ELD 714 Leadership for Curriculum Development (305-703)

ELD 723 Leadership for Staff Development (305-848)

ELD 733 Effective Communication for Leaders

ELD 750 Data Driven Decision Making

ELD 730 Organization and Administration of Educational Systems (305-702)

ELD 735 Legal Aspects in Education (305-840)

ELD 793 Internship in Educational Administration (305-700 or 305-900)

UW-Madison Course Work

ELPA 305-725 Research Methods and Procedures in Educational Administration

ELPA 305-735 Student Services and Diversity in Elementary and Secondary Education

ELPA 305-830 Financing Elementary and Secondary Education

ELPA 305-835 Leadership for Inclusive Schooling

ELPA 305-842 Legal Aspects of Special Education and Pupil Services

ELPA 305-845 The School Principalship

ELPA 305-847 Instructional Leadership and School Improvement

ELPA 305-860 Organizational Theory and Behavior in Education



**Master's of Science Degree - Higher, Postsecondary, and Continuing
Education**

30 Credit Program

**THE COURSE WORK FOR THIS PROGRAM IS CURRENTLY UNDER
REVIEW.**

UW Oshkosh Course Work (UW-Madison course equivalent in
parenthesis)

ELD TO BE DETERMINED

ELD TO BE DETERMINED

ELD TO BE DETERMINED

ELD TO BE DETERMINED

ELD TO BE DETERMINED

UW-Madison Course Work

ELPA 305-701 Introduction to Higher, Post-Secondary Education

ELPA 305-725 Research Methods and Procedures in Educational Administration

ELPA TO BE DETERMINED

ELPA TO BE DETERMINED

ELPA TO BE DETERMINED



Educational Specialist Certificate (not currently being offered at UW-Oshkosh)

The Wisconsin Idea Superintendent Cohort - WISC Educational Specialist Certificate Program for the Fox Valley Area

A cohort of visionary instructional leaders committed to advancing equity in student learning by building teacher and staff capacity, reallocating organizational resources and structure, and engaging the community to achieve a shared vision of learning for all.

Classes will be held locally (UW-Oshkosh) at a convenient locations evenings and on weekends during the school year and participant scheduled summer seminars. The WISC will seek to build a collaborative learning community that supports the learning of students and faculty alike. While the learning environment will be highly personal, some learning experiences will be offered via distance education and on-line.

Graduates of the program will complete a thirty credit, ten course program including a specialist paper or portfolio, obtain an Educational Specialist Certificate, and be eligible for state licensure as a district administrator.

Flexible Class Meetings - Night & Weekends
15-20 WISC Participants

Note: For superintendent certification you must be eligible to hold a principal license and hold an educational specialist certificate or its equivalent (Ph.D. preliminary exam).

UW-Madison requirements available at

<http://www.education.wisc.edu/elpa/academics/degrees/EdSCertificate.html>



***The following information is listed following the UW-Whitewater Cooperative Program and pertains to both the UW-Whitewater and UW-Oshkosh programs.**

- ▶ Exceptions, Equivalencies, and Competencies
- ▶ Licensure Requirements
- ▶ Institutional Endorsement
- ▶ Special Student Course Work
- ▶ Program Approval
- ▶ Responding to PI 34: Implications for Certification and Licensure
- ▶ Minimum Standards and Progress Toward Certification
- ▶ Field Experience/Practicum
- ▶ Portfolio
- ▶ Obtaining and Submitting a Wisconsin License Application



UW-Whitewater Cooperative Programs

- Master's of Science Degree (with or without certification)
- Principal Certification
- Director of Instruction Certification
- Director of Special Education and Pupil Services



Master's of Science Degree and Principal Certification
36 credit program

(If seeking certification only delete 2 courses: 433-780 AND elective in ELPA)

UW-Whitewater Course Work (UW-Madison course equivalent in parenthesis)
290/433-772 Legal Aspects of Education (305-840)
433-725 Curriculum Development and Integration (ELPA 703 or C&I 830 or C&I 662)
433-769 Supervision of Instruction (305-847)
433-776 The School Principalship
433-780 Organizational Theory and Administrative Behavior in Education (305-860)
439-793 Practicum in ELPA (305-700 or 305-900)

UW-Madison Course Work

ELPA 305-702 Introduction to Elementary and Secondary Education Administration
ELPA 305-725 Research Methods

ELPA 305-735 Student Services and Diversity in Elementary/Secondary Education
ELPA 305-848 Professional Development and Organizational Learning
ELPA 305-830 Financing Elementary and Secondary Education
Elective in ELPA



Master's of Science Degree and Director of Instruction Certification
39 credit program

(If seeking certification only delete UW-Madison elective in ELPA)

UW-Whitewater Course Work (UW-Madison course equivalent in parenthesis)

290/433-772 Legal Aspects of Education (305-840)
433-725 Curriculum Development and Integration (ELPA 703 or C&I 830 or C&I 662)
433-769 Supervision of Instruction (305-847)
433-776 The School Principalship
433-780 Organizational Theory and Administrative Behavior in Education (305-860)
439-793 Practicum in ELPA (305-700 or 305-900)

UW-Madison Course Work

ELPA 305-702 Introduction to Elementary and Secondary Education Administration
ELPA 305-725 Research Methods
ELPA 305-735 Student Services and Diversity in Elementary/Secondary Education
ELPA 305-848 Professional Development and Organizational Learning
ELPA 305-830 Financing Elementary and Secondary Education
ELPA 305-875 Theory and Practice of Educational Planning
Elective in ELPA



Master's of Science Degree and Director of Special Education and Pupil Services Certification

42 credit program (If seeking certification only delete UW-Madison elective in ELPA)

UW-Whitewater Course Work (UW-Madison course equivalent in parenthesis)

290/433-772 Legal Aspects of Education (305-840)
433-725 Curriculum Development and Integration (ELPA 703 or C&I 830 or C&I 662)
433-769 Supervision of Instruction (305-847)
433-776 The School Principalship

433-780 Organizational Theory and Administrative Behavior in Education (305-860)

439-793 Practicum in ELPA (305-700 or 305-900)

UW-Madison Course Work

ELPA 305-702 Introduction to Elementary and Secondary Education Administration

ELPA 305-725 Research Methods

ELPA 305-735 Student Services and Diversity in Elementary/Secondary Education

ELPA 305-848 Professional Development and Organizational Learning

ELPA 305-830 Financing Elementary and Secondary Education

ELPA 305-842 Legal Aspects of Special Education and Pupil Services

ELPA 305-835 Leadership for Inclusive Schooling

Elective in ELPA

***The following applies to both the UW-Oshkosh and UW-Madison Cooperative Programs.**

EXCEPTIONS, EQUIVALENCIES, AND COMPETENCIES

The Department requires that any exceptions, equivalencies, or competencies for which you are requesting substitution in lieu of the stated requirements be approved by the Department.

LICENSURE REQUIREMENTS

•Master's degree or an approved equivalent in Educational Leadership & Policy Analysis (PI.34.32)

•Portfolio

•Program Assessments

INSTITUTIONAL ENDORSEMENT

Students seeking institutional endorsement from UW-Madison must enroll in a minimum of six credits at UW-Madison.

SPECIAL STUDENT COURSE WORK

The Department of Educational Leadership and Policy Analysis will accept a maximum of six (6) credits of special student course work toward the completion of any certification program. (Contact the Office of Special and Guest Students at <http://www.dcs.wisc.edu/students/univspec.htm>) If more than 6 credits are required to complete the license, students must enroll as a Graduate Student (see admissions <http://www.wisc.edu/edadmin>). Keep in mind that if you are seeking a Master's degree, the Graduate School requires students in the cooperative program to complete a minimum of 15 graduate level credits of UW-Madison course work. If you take courses as a special student prior to admission, the credits may need to be converted from special student to graduate credits. You would then pay the difference in tuition.

PROGRAM APPROVAL

After admission, candidates are required to develop a program plan (as well as subsequent amendments and changes) in conference with an academic advisor, and submit the proposed program plan to the Department Chairperson for approval as soon as is practical following admission to the program. Programs plans are downloadable at

<http://www.education.wisc.edu/edadmin/reference/forms.htm>

Exceptions, equivalencies, and competencies to the minimum certification program requirements may be made by the Department upon request by the student and advisor through the Department Chairperson.

Responding to PI 34: Implications for Certification and Licensure

Over the past three years the ELPA Program Committee has worked to revise all certification programs leading to licensed administrative positions in Wisconsin. This includes programs for superintendents, principals, directors of special education/pupil service, directors of instruction, and program coordinators for local vocational education. Anchored in the ISLLC Standards for School Leaders and Wisconsin PI 34 Standards for Administrators, program components include sequenced course work, field studies embedded in classes, the development of a whole school improvement plan, administrative field experiences, and the development of an electronic portfolio that documents learning and exhibits levels of performance against the standards. Students are also required to present their portfolio at a practitioner reviewed showcase conference sponsored in the department.

The Department of Educational Leadership and Policy Analysis offers courses leading to professional certification. Completion of these programs leads to state certification and licensure as an administrator.

Information follows regarding admission, program requirements, minimum standards and progress toward certification and transfer credits. Applicants are responsible for following the departmental policies as stated below.

These requirements are effective for all students admitted after July 1, 2004

MINIMUM STANDARDS AND PROGRESS TOWARD CERTIFICATION

Students are required to maintain an overall GPA of at least 3.0. A minimum overall 3.0 GPA in Educational Leadership and Policy Analysis courses must be maintained at all times.

FIELD EXPERIENCE/PRACTICUM

PROGRAM DESCRIPTION

The Practicum or Internship is the culminating experience for all students seeking certification as principal, supervisor director of curriculum, pupil services director, business manager or superintendent. A meaningful experience requires the involvement of a University supervisor and a mentoring administrator in a school or district setting. A meaningful experience is also based on the needs and goals of the student, as well the context of the specific school setting for the practicum/internship. More real experience provided under the guidance of the University supervisor and the school based mentor, improves the opportunity for the student to integrate theory and practice. Ideally the experience would be structured over an entire school year to gain an appreciation of the complexity and ever-changing role of the administrator. Responsibility for a successful practicum or internship rests primarily with the student supported by the supervisor and mentor.

As a culminating experience the internship/practicum reflects the mission and values of the Department of Educational Leadership and Policy Analysis. That is, the practicum/internship should be designed to promote instructional leadership focused on equity, inquiry and reflection. Novice administrators are not expected to be accomplished instructional leaders, but they should experience a wide variety of administrative responsibilities and activities designed to improve teaching and learning. Budget development, attending administrative meetings, scheduling, and student supervision are examples of administrative responsibility that are best understood in the context of supporting improved teaching and learning for all children. The concept of instructional leadership requires that the student inquire and reflect about administrative work as it affects the equitable use of resources to achieve learning for all.

A critical part of the practicum/internship is a review of the student's portfolio conducted as part of a mock interview process. The student's academic advisor or other University faculty will collaborate with accomplished practitioners and school superintendents to conduct "mock" interviews that review the student's portfolio and provide feedback about portfolio exhibits and job readiness.

Finally, the practicum is legally required by the Wisconsin Department of Public Instruction. As such the practicum must be based on the Wisconsin Standards for Administrator Development and Licensure and meet the time requirements as prescribed by state law. Students must document 150 hours of supervised experience for the primary administrative license and 75 hours for other administrative licenses. The standards for school administrators and other administrative licenses are listed below.

Department of Public Instruction Wisconsin Administrative Code PI 34.15
<http://www.dpi.state.wi.us/dpi/dlsis/tel/watsnew.html>

(3) (b).

c) Practicum program. 1. Programs for pupil services and administrative licenses shall include supervised practicums in the area of licensure that are developmental in scope and sequence.

2. As a result of the practicum experience a license candidate shall demonstrate knowledge and understanding of the Wisconsin standards in PI 34.02, PI 34.03 or PI 34.04.

3. Successful performance shall be measured using all of the following:

a. At least 2 written evaluations based upon observations by the school-based supervisor and at least 2 written evaluations by the SCD supervisor shall be required during each student's practicum.

b. The evaluation procedures under subpar. a. shall include at least 2 conferences involving the school-based supervisor, the SCD supervisor and the practicum student. The school-based supervisor evaluation of the practicum shall become part of the student's portfolio.

(d) Graduate internship program. 1. Advanced programs shall include a graduate internship in the area of licensure that is developmental in scope and sequence.

2. As a result of the intern experience, a license candidate shall demonstrate knowledge and understanding of the Wisconsin standards under s. PI 34.02, 34.03 or 34.04, as appropriate.

3. Supervision and primary responsibility for the student shall rest directly with the licensed local school district supervisor and indirectly with the college or university supervisor.

The following documents are required if completing your practicum through UW-Madison rather than UW-Oshkosh or UW-Whitewater.

Memorandum of Understanding 

The student is required to submit a "Memorandum of Understanding" (link) that documents the completion of the legal requirements regarding the practicum.

Example of Principalship Practicum Components 

Reflective Log 

POLICIES AND PRACTICES

Registration in practicum or field experience course is required.

Students should register only once for all licenses, i.e. if seeking a principal license and a director of instruction license, only enroll in the practicum/field experience class one time not each time you are completing the requirements for a license.

Hours

One hundred fifty (150) hours of supervised experience is required for one license and 75 hours for each subsequent license as the minimum standard.

PORTFOLIO

In accordance with PI 34, the Department has created a portfolio requirement for all certification students. Beginning September 1, 2004, students seeking certification as Principal, Director of Instruction, Director of Special Education and Pupil Services, or Superintendent, will be able to take part in the processes leading to the successful completion and presentation of their own portfolio. Each portfolio is comprised of five components: four dimensions of leadership, and a professional vision statement. Students will create exhibits for the components that will help to demonstrate their leadership proficiency in each of the dimensions that coincide with the Department's mission and vision.

For more information about the ELPA Portfolio, please visit:

<http://www.education.wisc.edu/elpa/academics/degrees/portfoliorequirement.html>

Cooperative students complete their portfolios under the guidance of the UW-Oshkosh or UW-Whitewater coordinator.

Professional Development Plan (coming soon)

Grades

A final grade will be given when the following criteria have been addressed:

- The requirements for the classroom portion of the practicum have been completed.
- All the parties to the Memorandum of Understanding has counter-signed and attested to the completion of the practicum as outlined in the memorandum.
- All of the logged hours for the field experience/internship have been submitted to the UW practicum supervisor.
- A Professional Development Plan and Portfolio have been submitted to the UW practicum supervisor.

Additional certification for licenses after the completion of the practicum class and the initial license certification

- Complete a Memorandum of Understanding for all subsequent license certifications.
- Log the hours of the field experience and submit the log to the practicum supervisor.
- Submit a revised Professional Development Plan and Portfolio to the practicum supervisor.

OBTAINING AND SUBMITTING A WISCONSIN LICENSE APPLICATION

- 1) Obtain and complete a license application. Applications are available on the DPI website <http://www.dpi.state.wi.us/dpi/dlsis/tel/applications.html>.
- 2) Submit the completed application form(s) and other DPI required documents, any and all official transcripts that list courses taken in fulfillment of certification requirements, and if paying by check, a check for \$100 made payable to the Department of Public Instruction to Shari Smith, Department of Educational Leadership & Policy Analysis, 1152 Educational Sciences, 1025 W. Johnson St., Madison, WI 53706.
- 3) Course work will be verified and the application with the University endorsement will be forwarded directly to the Department of Public Instruction.

Wisconsin Department of Public Instruction (DPI)
<http://www.dpi.state.wi.us/> provides information on:

- PI-34 New DPI education program approval and license rules
- Renewing a teaching license
- Holding certification in another state, but seeking licensure in Wisconsin
- Adding new areas of certification

DEGREE COMPLETION

- If seeking a K12 Master's degree and certification, the portfolio requirement substitutes for the Master's exam.
 - If seeking a HPCE Master's degree, a capstone experience is required.
 - If seeking a K12 Master's degree without certification the Master's Examination is required (see below).
- 1) The Master's Examination must be taken and passed as a requirement for the M.S. degree in Educational Leadership and Policy Analysis. The examination may be taken during or after the final semester of course work that fulfills the program requirements above. The examination is offered three (3) times a year near the end of each academic semester or summer session.

2) The Master's Examination covers only those courses taken in Educational Leadership and Policy Analysis. Writing time for the examination is approximately six (6) hours.

3) If failure results, the Master's Examination may be repeated one time. After a failure the student is required to complete a minimum of six (6) additional credits in Educational Leadership and Policy Analysis before retaking the examination.

Minimum Standards and Progress Toward the Degree

1) A minimum of thirty (30) graduate credits must be completed in the Master of Science (M.S.) program with an overall GGPA of at least 3.00. The student must maintain a minimum overall 3.00 GGPA in Educational Leadership and Policy Analysis courses at all times. Students enroll in a cooperative program must complete a minimum of 15 graduate level credits of UW-Madison course work.

2) The M.S. degree program must be completed within five (5) years from the date of admission to the program. Failure to complete the program in 5 years will result in the student being declared "inactive." Students declared "inactive" will be ineligible to take the Master's Examination and receive the degree until a new graduate program has been approved by the Department and any new or different program or examination requirements then in effect have been met.

3) Students declared "inactive" for three (3) years may be dropped from the M.S. program. Students who have been dropped must seek readmission to a specific degree program in the Department and meet all existing admission, program, and examination requirements.

Transfer Credits

1) No more than six (6) graduate credits in other than Educational Leadership and Policy Analysis courses may be transferred to the M.S. program in Educational Leadership and Policy Analysis at the University of Wisconsin-Madison.

2) No more than nine (9) graduate credits in Educational Leadership and Policy Analysis courses may be transferred from other universities to the M.S. program in Educational Leadership and Policy Analysis at the University of Wisconsin-Madison.

3) Graduate School regulations state that a cooperative master's degree candidate must complete a minimum of 15 graduate level credits on the Madison campus in order for the degree to be granted from UW-Madison.

4) All transfer credits must have been taken in accredited graduate level programs.

Admission Requirements and Application Procedures

The mission of the Department is to create, integrate, exchange and apply knowledge about leadership, learning and organizational performance to advance educational quality and opportunity.

Many varied educational constituencies need to be able to analyze and to inform debate on educational issues, and to lead and develop learning communities that meet the diverse learning needs of students and society. We believe effective educational leadership in any institution embodies three values; inquiry, equity and reflection. (Strategic Action Plan 2004)

We expect our graduates and the recipients of our instruction to reflect the knowledge, skills, and personal qualities that will be successful in promoting, producing, and improving learning and increasing public trust in our educational institutions.

The Department of Educational Leadership and Policy Analysis offers the M.S. degree, the Ph.D. degree, and a Specialist Certificate in Educational Leadership and Policy Analysis. All three of these degrees are intended to increase professional knowledge and skills essential for educational leadership, and to prepare persons for leadership positions at all levels of education: preschool, elementary, secondary, special education, vocational and technical schools, and colleges and universities, both public and private.

In keeping with this mission, the department has four specialties or emphases: **Higher, Continuing, and Vocational Education**, focused on the effective administration of post-secondary institutions; **K-12 Leadership**, emphasizing the effective administration of primary and secondary institutions; **Educational Policy**, stressing effective formation and analysis of policies governing the administration of all educational institutions; and **Administrator Certification**. Students in each specialty will focus their course work within the emphasis, although students are encouraged to learn about other areas as well. Many students in the department also pursue the course work for the Wisconsin certification for K-12 leadership.

All of the course work for Administrator Certification can be applied later to the doctoral program, particularly in the K-12 Leadership specialty.

Students may also apply to the department for the Administrator Certification only program. Certification-only students are not eligible for any degree without first applying for the specific degree program desired.

The Application Process

Description of application materials

A. Application

The applicant must meet both the Department's and the Graduate School's criteria for admission. Admission to the Department is the first step and does not guarantee admission to the Graduate School. Exceptions to the Graduate School's requirement of at least a 3.0 undergraduate grade point average are limited. Applicants must submit an on-line application to the Graduate School (links to application form). The Department will obtain your application from the Graduate School. We no longer accept paper applications. See other available downloadable forms for the Department to facilitate the process. There is one application fee paid to the Graduate School.

The Graduate School is not permitted to waive the application fee but does offer a limited number of "fee grants" for eligible U.S. and Permanent Resident applicants. The guidelines for eligibility are similar to those for the GRE fee waiver. Forms may be obtained from Graduate School Admissions Office by calling 608-262-2433 or by writing to 228 Bascom Hall, 500 Lincoln Drive. Madison 53706.

B. Transcripts

Applicants must furnish official transcripts of all previous collegiate work **to the Department**. Transcripts are analyzed to determine both undergraduate and graduate grade point averages (UGPA and GGPA). In addition, transcripts are examined to determine past academic concentrations, the pattern of courses taken, and the trend of grades received. No GPA renders an applicant automatically admissible or inadmissible. However, applicants who have a UGPA below 3.25 or a GGPA below 3.5 must submit supporting documentation as noted in section D below.

C. GRE Scores

GRE SCORES ARE CURRENTLY NOT REQUIRED FOR MASTER'S DEGREE ADMISSION THROUGH THE NOVEMBER 1, 2010 ADMISSION DEADLINE.

Results of the Graduate Record Exam (GRE) must be submitted to the Department. The institution code is 1846. The Department code is 3001. No GRE score renders an applicant automatically admissible or inadmissible. Candidates should be aware that the GRE web site indicates that the average combined verbal and quantitative combined score for those entering the field of educational administration is approximately 1100 points. Applicants who score below 1100 points must submit supporting documentation as noted in section D below.

*Applicants for certification only programs do not need to take the GRE.

McNair GRE Fee Waivers

A limited number of GRE fee waivers are available for McNair Scholars. Fee waivers are limited to three tests (i.e., General test, Subject test, and/or Writing assessment). Contact the McNair assistant director or director for more information.

Non-McNair GRE Fee Waiver

Contact your financial aid office to see if you qualify. Once your eligibility is established, the financial aid office will issue you a fee waiver and a copy of your financial analysis report. You must register by mail using the registration materials. If registering for more than one test, all registration materials must be received together with the fee waiver and financial need analysis report. Letter requests or photocopies and faxes of fee waivers will not be accepted.

D. Supporting documentation

Applicants who earned an UGPA below 3.25 or a GGPA below 3.5 or a GRE score below 1100 points (verbal and quantitative combined score) should provide additional explanation/documentation to support his/her admission (e.g. an explanation as to why scores do not accurately reflect potential, documentation of high potential for leadership, relevant experiences that affect their abilities to serve in leadership roles).

E. Letters of Recommendation

We require recommendations from three (3) people who are qualified to evaluate the academic and professional competence of the applicant. When completing your online application to the Graduate School, you will submit the names and emails of those you wish to submit letters of recommendation for you. The recommendations will then be submitted electronically.

F. Resumé

G. "Reason for Study" Essay

Each applicant must submit a "Reasons for Study" essay. (As you prepare your responses, we invite you to review the information on our web site [<http://www.education.wisc.edu/elpa>], to review the program literature, to talk with our alumni and current students, and to interact with members of the faculty and staff.)

- **Master's Degree applicants, Ed.S. applicants, and certification applicants:** Your essay should address the following issues in a typed, one-page, well developed, specific response:
 1. Your area of interest (task or functional area of administration)
 2. Your career goals (i.e., why the applicant is interested in pursuing a degree in educational administration)
 3. Your professional objectives and how the UW-Madison program will contribute toward the applicant's role as a school/institution leader (If seeking certification, be sure to explicitly state what certification or certifications are being sought).

H. **Summary of application materials**

Submit to the Graduate School:

<http://info.gradsch.wisc.edu/admin/admissions/gschecklist.html>

- on-line application

- Application fee

Submit to the Department of Educational Leadership and Policy Analysis:

- official copies of all undergraduate and graduate transcripts
- GRE scores
- supporting documents (see item D, above)
- three letters of recommendation (electronically submitted)
- "Reason for Study" essay
- Resumé

The Admissions Process

In keeping with the department's mission and strategic plan, admissions will be based on a holistic view of each candidate with special attention to the potential for success in the desired program of study evidenced in the documentation provided. **Please be aware that:**

Application deadlines follow the schedule below:

All admissions decisions are made by the department faculty as a whole at the Department Meeting following the application deadline. Accordingly students are admitted to the certification program three times a year; students are admitted to the Masters and Education Specialist Programs twice each year; and students are admitted to the doctoral program only once each calendar year. No application will be considered for admission to any program unless all documentation listed in A through G above is on file. Applicants with incomplete files will not be considered. A favorable vote of the Department faculty is required for the Department to recommend admission to the Graduate School. Upon admission, a member of the faculty of the Department of Educational Leadership and Policy Analysis will be assigned to serve as your initial advisor. Because of the volume of applications received by the department, qualified students must sometimes be denied admission. Those denied admission are welcome to reapply during the next admissions cycle.

PROGRAM	APPLICATION DEADLINE	FOR ADMISSION
PhD	January 15	Summer or fall of the same year of application
Master's	April 1	Summer or fall of the same year
Master's	November 11	Spring of the following year
Educational Specialist Certificate	April 1	Summer or fall of the same year of application
Educational Specialist Certificate	November 1	Spring of the following year
Certification Program	April 1	Summer or fall of the same year of application
Certification Program	November 1	Spring of the following year
Certification Program	July 1	Fall of the same year of application