Graduate Certificate in Building-Level Leadership

The Educational Leadership program in the department of counseling, educational leadership, educational and school psychology offers the Building-Level Leadership Graduate Certificate program. Its goal is to provide a path for students who currently have a master's degree in an education-related field (e.g. curriculum and instruction, school counseling, etc.) and are currently employed in preK–12 education to be recommended for building licensure.

Certificate Requirements:

Students must complete 15-21 credit hours out of the following courses:

- EL 803 Introduction to Educational Leadership, Team-Based Collaboration, and Inquiry process
- EL 813 Introduction to Educational Leadership
- EL 815 Building-Level Leadership Practicum I
- EL 825 Building-Level Leadership Practicum II
- EL 831 Diversity and Social Justice
- EL 833 Seminar: School Law and Personnel Management
- CLES 801 Introduction to Educational Research

Applicants who have prior coursework in multicultural or diversity training and research can have these courses evaluated and potentially waived, resulting in a program of 15 credits.

Completion process:

1. Students who are already admitted to an appropriate Graduate category and who are interested in pursuing a graduate certificate must declare their intent to do so by filling out the online Declaration of Intent to Pursue a Graduate Certificate form at www.wichita.edu/GrCertIntent

2. Graduate School staff will then verify eligibility for the certificate with that program area, and add the appropriate codes to the student record to indicate their intent to pursue the certificate.

3. In the semester the certificate requirements are met students must:
   - Prepare (with graduate advisor) and submit (to the Graduate School) a Plan of Study (for the certificate).
   - Submit an Application for Graduate Certificate, along with the $15.00 filing fee, online through the Graduation Links channel in the myWSU portal, no later than the 20th day of classes for the fall or spring semester or the 10th day of classes for the summer semester.

Note:

- A cumulative grade point average of 3.000 must be maintained for all courses comprising the certificate program with no grades lower than that which generate 2.0 grade points.
- Substitutions and transfer work are generally not allowed for graduate certificates.
Admission Requirements:
Applicants must have a minimum 3.000 grade point average in their last two years (60 credit hours) of college coursework from accredited institutions. In addition, applicants must have validated strengths on the multiple indicators listed below:

1. Official transcripts of all college-level work completed with indication of having completed a master's degree in an education-related field (e.g. curriculum and instruction, school counseling);
2. Three completed reference report forms from supervisors and/or professional peers. At least one must be from a supervisor attesting to the applicant's potential as a building administrator;
3. Evidence of licensure for a role in public/private schools and at least one year of accredited experience;
4. A resume or curriculum vita of educational and professional experience;
5. A brief statement of professional goals related to completion of the certificate program and/or certification as a school administrator; and
6. A letter signed by a building principal indicating he or she is willing to serve as the student's mentor and will allow the student to fulfill the practicum requirements in the program. (*Note: this requirement normally precludes the admission of international students from this program because applicants are usually employed by a K–12 public or private school district before being admitted.)*

Students who do not yet have an appropriate graduate status must apply for admission to at least non-degree Category A status in Educational Leadership.

Details on how to apply for admission can be found online:
Domestic Applicants:  [www.wichita.edu/grdoappinfo](http://www.wichita.edu/grdoappinfo)
International Applicants:  [www.wichita.edu/grinappinfo](http://www.wichita.edu/grinappinfo)

**NOTE:** When applying for admission please indicate in the Additional Information field that you are interested in pursuing this specific certificate, so your file can be coded appropriately.

Certificate programs are not eligible for Title IV (federal financial aid) funding unless the certificate is part of the degree program you are pursuing or the certificate has been specified as a Gainful Employment (aid eligible) program. This certificate has been specified as a Gainful Employment program.

**For More Information:**
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**Apply On-Line:** [www.wichita.edu/apply](http://www.wichita.edu/apply)