



2014 - 2015 DEGREE PLAN/PROGRAM SHEET
Award: Graduate Certificate in Education
Program of Study: Teacher Leadership

About This Degree . . .

Admission to the program follows the stated guidelines for graduate admission procedures outlined in the university catalog. Additionally, students must provide three letters of reference and a statement of purpose.

The Graduate Certificate in Education, Teacher Leadership is awarded after successful completion of seven semester hours. This certificate was created to address the need for curriculum and instructional leaders who can support and assist building and district administrators. Candidates in the program are seeking instructional leadership roles while remaining classroom teachers.

Students must hold a valid teaching license to be considered for the graduate certificate program. The certificate is granted after completion of all courses with a grade of B or better and a ranking of proficient or better on all elements of a comprehensive exam.

POLICIES:

1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the catalog for a complete list of graduation requirements.
2. You must turn in your "Intent to Graduate" form to the Registrar's Office **by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.**
3. This program sheet must be submitted with your graduation planning sheet to the M.A., Education, Educational Leadership Coordinator during the **semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.**
4. The Teacher Leader Coordinator will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
5. Finally, the department head or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.

NAME: _____ **STUDENT ID #** _____

LOCAL ADDRESS AND PHONE NUMBER: _____
 _____ () _____

I, (Signature) _____, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

 Signature CTE Director Date 20__

 Signature of Program Director Date 20__

 Signature of Registrar Date 20__

Requirements:

Degree Requirements:

- A fully completed application including official transcripts is required prior to beginning the program.
- Seven semester hours are required for the Graduate Certificate in Education, Teacher Leadership.
- No class grade lower than a “B” will be counted toward the certificate.
- Applicants must hold a valid Professional Colorado Educator License. It is recommended that students work closely with a faculty advisor when selecting courses and scheduling classes prior to registration.

CERTIFICATE REQUIREMENTS (7 SEMESTER HOURS)

<u>Course</u>	<u>No.</u>	<u>Name</u>	<u>Credit</u>	<u>Grade</u>	<u>Term</u>	<u>Year</u>	<u>Trn/Subs</u>
EDTL	510	Teacher Leadership	<u>2</u>	_____	_____	_____	_____
EDTL	513	Information Based Educational Practice	<u>2</u>	_____	_____	_____	_____
EDLD	542	Human Resource Management	<u>3</u>	_____	_____	_____	_____

SUGGESTED COURSE SEQUENCING FOR A TEACHER LEADER GRADUATE CERTIFICATE

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student’s responsibility to meet with the assigned advisor and check the course matrix on the Colorado Mesa website for course availability.

FIRST YEAR

Spring Semester (Hours)

EDTL 513 Information Based Educational Practice (2)
EDTL 510 Teacher Leadership (2)

Fall (Hours)

EDLD 542 Human Resource Management (3)

GRADUATION INFORMATION

See the “Graduate Programs” section in the Colorado Mesa University catalog for additional graduation information. Students must maintain a B in every class at the graduate level.