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DEGREE PROGRAM IN
EDUCATIONAL ADMINISTRATION (M.Ed.)
[Leads to Principal Certification in South Carolina]**

http://www.ed.sc.edu/edlp/EDAD

Admission criteria for all applicants to the Master’s in Educational Administration include the following:

- At least one year of teaching experience
- A USC Graduate School Application Form and a non-refundable application fee should be completed online via The Graduate School website (http://gradschool.sc.edu). The application fee can be submitted electronically, check or money order.
- A supplemental application form for the program area in Educational Leadership & Policies should also be completed via this website (http://www.ed.sc.edu/edlp/ProgramDocuments/EDLPApplication.pdf). Please note a Statement of Intent is required.
- The following supporting documents should be gathered by the applicant for submission to The Graduate School:
  a. Application fee – if paying by check or money order
  b. Fee form – printed from browser no matter which payment option is used
  c. Two letters of reference from persons who can comment directly on the applicant’s professional and academic capabilities and potential. Each of these letters should be submitted in separate sealed envelopes with the reference source’s signature on the back of the sealed envelope.
  d. Official transcripts from all other colleges or universities attended. Each of these transcripts must be delivered in sealed envelopes with the stamp or seal of the institution’s registrar. The transcript of the applicant’s baccalaureate degree from a college or university accrediting agency should reflect an overall GPA of at least a 2.5 (on a 4.0 scale).
  e. Photocopies of test scores. Students should submit a copy of test scores with supporting materials. Official test scores must be reported directly to USC by the testing service. Preference will be given to applicants who score a minimum of 400 on the verbal section as well as on the quantitative section of the Graduate Record Examination (GRE) or 395 or above (40 – old scale) on the Miller Analogies Test (MAT). International students whose native language is not English must also submit an official TOEFL score as defined in the Graduate Bulletin http://bulletin.sc.edu/content.php?catoid=9&navoid=1954.

NOTE: Students who score less than the identified minimum on the GRE, MAT or TOEFL, must submit scores from two administrations of the test to be considered. Even with two testings, the most recent score will be reviewed for admission consideration.

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All of these supporting documents should be placed in a large envelope and either delivered or mailed to: University of South Carolina, The Graduate School, 901 Sumter Street, Suite 303, Columbia, SC 29208. Submission of an incomplete packet will significantly delay the processing of the application.

The M.Ed. in Educational Administration incorporates the academic requirements for certification as a school principal in South Carolina. **It requires 36 hours beyond the baccalaureate degree that must be completed no more than six years prior to graduation.** The South Carolina Department of Education requires three years of teaching before principalship certification can be approved.

**Comprehensive Exam – M.Ed. in Educational Administration**

Any student admitted on or after September 24, 2001, to the master’s degree program in administration leading to principal certification will be required to meet the comprehensive examination requirement. The requirement has two parts:

- Completion of the principalship block (EDLP 706 and either EDLP 707A/EDLP 707B or EDLP 709A/EDLP 709B) with a grade of B or better in each.
- Successful completion of the NTE Praxis in Educational Administration. “Successful Completion” is defined as meeting the required minimum score as specified by the South Carolina Department of Education.

**Twenty-seven semester hours are required from the following group of courses:**

- **EDLP 700**  Introduction to Educational Administration (3)
- **EDLP 701**  School Leadership (3)
- **EDLP 702**  School Personnel Administration (3)
- **EDLP 703**  Supervision of Instruction (3)
- **EDLP 704**  School Finance and Business Management (3)
- **EDLP 705**  Legal Basis of Educational Organization and Administration (3)
- **EDLP 706**  The Principalship (3)
- **EDLP 707A**  The Elementary School Principal in Practice I (3)
- **EDLP 707B**  The Elementary School Principal in Practice II (3)

  or

- **EDLP 709A**  The High School Principal in Practice I (3)
- **EDLP 709B**  The High School Principal in Practice II (3)

Individuals enrolled in this M.Ed. program should work to complete all coursework in a timely manner to be assured of the courses being available by distance education.

It is recommended that students begin with one of the following courses: **EDLP 700, 701, 702,** or **703.** However, students may take any of the required courses when they are available, **except** EDLP 706, 707A/B and EDLP 709A/B.

Students must apply for the 9-hour principalship block. Students must have completed at least 15 hours of EDLP courses and be approved prior to enrolling in EDLP 706, 707A or EDLP 709A.
EDLP 707A or EDLP 709A must be taken concurrently with EDLP 706 followed the next semester by EDLP 707B or EDLP 709B.

**Nine semester hours are required from a group of related courses:**
- A graduate credit course in curriculum to be selected with the approval of the advisor (3). Recommended: EDCS 725
- A graduate credit course in research/measurement/assessment to be selected with the approval of the advisor (3). Recommended: EDRM 700 or EDRM 723
- A graduate credit course in exceptionalities (e.g. exceptional children, special education) or in human growth and development to be selected with the approval of the student’s advisor (3). Recommended: EDEX 523 or EDPY 705

**NOTE:** Students may transfer ONLY SIX hours of non-degree credit into the M.Ed. in Educational Administration (CD-12).

For more information, contact:
Cathy Schachner, Administrative Assistant
cschachn@mailbox.sc.edu or (803) 777-5240
or
Jessica McCormick, Administrative Coordinator
Jessica.McCormick@sc.edu or (803) 777-3802

Last Updated: 9/20/2010