

**Master's in Educational Administration K-12 / Tier I Credential  
Application Checklist**

Students applying for admission to the dual Master of Arts Degree/Preliminary Administrative Credential Program need to complete the following **three** steps:

**Application Deadline for fall 2013 semester is Saturday, July 20!**

**1. Apply to the University (for your Master's):**

- \_\_\_\_\_ **Apply** to CSU Northridge at [www.csumentor.edu](http://www.csumentor.edu)  
Select "Educational Admin - K-12 – MA" as your Major/Program Objective AND "Service Credential: Preliminary Administrative Services" as your Credential objective name.
- \_\_\_\_\_ **Pay the \$55.00 fee** online at [www.csumentor.edu](http://www.csumentor.edu). You may also mail a check to Admissions and Records.
- \_\_\_\_\_ Order **two sets of official, sealed transcripts** [for **ALL** universities listed on your CSUMentor application] to be sent directly to **you**.
- \_\_\_\_\_ *Once you receive your transcripts*, mail or deliver one official, sealed set of **ALL Undergraduate and Graduate transcripts** to Admissions and Records (former CSUN students need not submit transcripts that were previously submitted).

Send to:           Admissions and Records  
                          18111 Nordhoff St.  
                          Northridge, CA 91330-8207

*Once admitted, you will be sent an e-mail with class registration information.*

**Please Note:** To be considered for **financial aid**, students must apply to CSUN via CSUMentor AND complete an online Free Application for Federal Student Aid (FAFSA). **Students who have successfully completed their FAFSA and been admitted to the University by March 2, 2013** will have priority consideration for Fall aid eligibility at the start of the term. The Financial Aid Office may request additional documents after your FAFSA is received so check your CSUN e-mail and student portal regularly for any communication or request for documents sent to you. While the Financial Aid Office will make every effort to have your aid package in place for the start of the fall term, please note that this may not always be possible. You may need to be prepared to meet any tuition fee deadlines using your own resources and then when your aid eligibility is determined, you will be refunded the aid you qualify for. For more information on financial aid at CSUN, please go online to <http://www.csun.edu/financialaid>.

***Prior to the end of your first semester . . .***

**2. Submit the following to the ELPS Office (to satisfy classification requirements):**

Send to:           ELPS Department  
                          18111 Nordhoff St.  
                          Northridge, CA 91330-8265

- \_\_\_\_\_ **Two letters of recommendation from practicing administrators.** One must be from your immediate supervisor; copies are acceptable. Please use the *required* form online:  
<http://www.csun.edu/education/elps/forms/index.html>.
- \_\_\_\_\_ A copy of your **GRE/MAT scores** The GRE requirement will be waived for students with cumulative undergraduate GPA of 3.00 or higher (based on a semester system) or for students who already possess a Master's degree.
- \_\_\_\_\_ A copy of your **Upper Division Writing Proficiency Exam (UDWPE) scores** or an **Analytical Writing score of 3 or better** on the GRE

**3. Apply to the Credential Office (for your Credential):**

\_\_\_\_\_ Mail or deliver a completed **Preliminary Administrative Services Credential**

**Program Application packet** (including **ALL** of the items listed below) to the Credential Office. Send to:  
                          Credential Office  
                          18111 Nordhoff St.  
                          Northridge, CA 91330-8265

Include:

- a) Completed **Preliminary Administrative Services Credential Program Application** (available at:  
<http://www.csun.edu/education/cred/applications/index.htm>)
- b) **Two letters of recommendation** (you may use copies of the letters referenced above)
- c) **Official, sealed transcripts** reflecting your bachelor's degree and all graduate work (transcripts from CSU Northridge may be unofficial)
- d) A **valid copy of your Teaching (or Services) Credential**—available at:  
<https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>
- e) Your **CBEST Verification Card** or proof of passage of **CSET Multiple Subject** and **CSET Writing**.
- f) **\$25 money order or cashier's check** made payable to CSU Northridge

## Preliminary Administrative Services Credential

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IMPORTANT! Coursework for the Master's Degree and Preliminary Services (Tier I) Credential is identical; however, the degree and the credential are awarded by two separate and distinct agencies, California State University and the California Commission on Teacher Credentialing (CTC) respectively. Therefore, a candidate who is pursuing both the Master's Degree and Preliminary Services Credential must apply to each agency separately, and those applications should be submitted concurrently.

To download a Preliminary Administrative Services Credential application, visit the Credential Office web site at <http://www.csun.edu/education/cred/index.html> or contact the Credential Office at (818) 677-2586 for assistance.

### Tier I Credential

- ELPS 600 Research in Education
- ELPS 650 Contemporary Administrative Leadership
- ELPS 663 Legal Aspects of Educational Administration
- ELPS 664 Business and Financial Aspects of Educational Administration
- ELPS 672 Management of Human Resources
- ELPS 676 School Community Relations
- ELPS 681 Organization and Administration of Elementary, Secondary, and Special Education
- ELPS 682 Supervision of Curriculum and Instruction
- ELPS 675 Decision Making Simulation in Educational Administration
- ELPS 688 Fieldwork (Must be taken with no more than 6 units remaining)
- ELPS 697 Comprehensive Exam

View course outlines: <http://www.csun.edu/education/elps/courses/index.html>

### Additional Requirements

- Five years of full-time professional educational experience under an appropriate credential by the completion of program requirements.
- Possession of a Bachelor's Degree.
- Possession of a valid California Clear credential by the completion of program requirements.
- Undergraduate grade point average (GPA) of 3.0, or Graduate Record Examination (GRE)/ Miller Analogies Test (MAT), with acceptable score (50<sup>th</sup> percentile or better).
- Passing score on California Basic Educational Skills Test (CBEST).
- Two letters of recommendation from practicing school administrators.
- All students must take the Comprehensive Examination.
- An average grade of "B" or better must be maintained throughout the program. No grade lower than a "C" will be accepted.

**Summer 2013 Term**

May 28, 2013	Tuesday	Session 1 (12 weeks) officially begins
May 28	Tuesday	Session 2 (6 weeks) officially begins
July 4	Thursday	Independence Day Holiday – Campus Closed
July 9	Tuesday	Session 2 Ends
July 10	Wednesday	Session 3 (6 weeks) officially begins
August 20	Tuesday	Session 3 and Session 1 Ends

**Fall 2013 Semester**

August 21, 2013	Wednesday	Fall 2013 Officially Begins, Department Mtgs
August 22 - 23	Thursday – Friday	Department Meetings / Registration Continues
August 24	Saturday	Saturday Classes begin
August 26	Monday	Weekday Classes begin
August 31- September 2	Saturday - Monday	Labor Day Holiday; Campus Closed
November 11	Monday	Veterans' Day Holiday; Campus Closed
November 28 - 29	Thursday - Friday	Thanksgiving Recess; Campus Closed
November 30	Saturday	No Instruction
December 10	Tuesday	Last day of formal instruction
December 11 - 17	Wednesday-Tuesday	Final & Common Final examinations
December 18-20	Wednesday – Friday	Department meetings and conferences
December 23	Monday	Evaluation Day
December 24	Tuesday	Instructors' grades due
December 24	Tuesday	Last day of the Fall 2013 semester
December 25- January 1, 2014	Wednesday– Wednesday	Campus Closed *

**Spring 2014 Semester**

January 16, 2014	Thursday	Spring 2014 Officially Begins, Department Mtgs
January 20	Monday	Martin Luther King, Jr. Day; Campus Closed
January 21	Tuesday	Weekday Classes begin
January 25	Saturday	Saturday Classes begin
March 31	Monday	Cesar Chavez Holiday; Campus Closed
April 7 - 12	Monday - Saturday	Spring Recess; no instruction
May 9	Friday	Last day of formal instruction except for Saturday classes meeting once weekly.
May 12 - 17	Monday - Saturday	Final & Common Final examinations
May 19	Monday	Honors Convocation
May 20 - 22	Tuesday - Thursday	Commencements
May 23	Friday	Instructors' grades due
May 23	Friday	Last day of 2013-2014 academic year
May 26	Monday	Memorial Day Holiday; Campus Closed

**University Holiday Schedule**

Labor Day - Monday, September 2, 2013  
 Veterans' Day Observed - Monday, November 11, 2013  
 Thanksgiving Day - Thursday, November 28, 2013  
 Admission Day Observed - Friday, November 29, 2013  
 Christmas Day Observed – Wednesday, December 25, 2013  
 Lincoln's Birthday Observed - Thursday, December 26, 2013  
 Washington's Birthday Observed - Friday, December 27, 2013  
 Columbus Day Observed - Monday, December 30, 2013  
 \* Tuesday, December 31, 2013  
 New Year's Day Observed – Wednesday, January 1, 2014  
 Martin Luther King, Jr. Day - Monday, January 20, 2014  
 Cesar Chavez Day - Monday, March 31, 2014  
 Memorial Day Observed - Monday, May 26, 2014

**Fall 2013 Saturday Classes**

August 24  
 September 7, 14, 21, 28  
 October 5, 12, 19, 26  
 November 2, 9, 16, 23  
 December 7

**Spring 2014 Saturday Classes**

January 25  
 February 1, 8, 15, 22  
 March 1, 8, 15, 22, 29  
 April 5, 19, 26  
 May 3, 10

- No Holiday available to cover closure on Tuesday, December 31, 2013.
- Calendar subject to change based on policy or state regulations.
- For additional academic dates & deadlines, see Academic Semester Calendar at:  
<http://www.csun.edu/anr/soc/calendar.html>

**Summer 2014 Term**

May 27, 2014	Tuesday	Session 1 (12 weeks) officially begins
May 27	Tuesday	Session 2 (6 weeks) officially begins
July 4	Friday	Independence Day Observed – Campus Closed
July 8	Tuesday	Session 2 Ends
July 9	Wednesday	Session 3 (6 weeks) officially begins
August 19	Tuesday	Session 3 and Session 1 Ends

**Fall 2014 Semester**

August 20, 2014	Wednesday	Fall 2014 Officially Begins, Department Mtgs
August 21 - 22	Thursday - Friday	Department Meetings / Registration Continues
August 23	Saturday	Saturday Classes begin
August 25	Monday	Weekday Classes begin
August 30-September 1	Saturday - Monday	Labor Day Holiday; Campus Closed
November 11	Tuesday	Veterans' Day Holiday; Campus Closed
November 27 - 28	Thursday - Friday	Thanksgiving Recess; Campus Closed
November 29	Saturday	No Instruction
December 9	Tuesday	Last day of formal instruction
December 10 - 16	Wednesday-Tuesday	Final & Common Final examinations
December 17-19	Wednesday – Friday	Department meetings and conferences
December 22	Monday	Evaluation Day
December 23	Tuesday	Instructors' grades due
December 23	Tuesday	Last day of the Fall 2014 semester
December 25- January 1, 2015	Thursday– Thursday	Campus Closed *

**Spring 2015 Semester**

January 16, 2015	Friday	Spring 2015 Officially Begins, Department Mtgs
January 19	Monday	Martin Luther King, Jr. Day; Campus Closed
January 20	Tuesday	Weekday Classes begin
January 24	Saturday	Saturday Classes begin
March 31	Tuesday	Cesar Chavez Holiday; Campus Closed
April 6 - 11	Monday - Saturday	Spring Recess; no instruction
May 8	Friday	Last day of formal instruction except for Saturday classes meeting once weekly.
May 11 - 16	Monday - Saturday	Final & Common Final examinations
May 18	Monday	Honors Convocation
May 19 - 21	Tuesday - Thursday	Commencements
May 22	Friday	Instructors' grades due
May 22	Friday	Last day of 2014-2015 academic year
May 25	Monday	Memorial Day Holiday; Campus Closed

**University Holiday Schedule**

Labor Day - Monday, September 1, 2014  
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 Thanksgiving Day - Thursday, November 27, 2014  
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 Washington's Birthday Observed - Monday, December 29, 2014  
 Columbus Day Observed - Tuesday, December 30, 2014  
 \* Wednesday, December 31, 2014  
 New Year's Day Observed – Thursday, January 1, 2015  
 Martin Luther King, Jr. Day - Monday, January 19, 2015  
 Cesar Chavez Day - Tuesday, March 31, 2015  
 Memorial Day Observed - Monday, May 25, 2015

**Fall 2014 Saturday Classes**

August 23  
 September 6, 13, 20, 27  
 October 4, 11, 18, 25  
 November 1, 8, 15, 22  
 December 6

**Spring 2015 Saturday Classes**

January 24, 31  
 February 7, 14, 21, 28  
 March 7, 14, 21, 28  
 April 4, 18, 25  
 May 2, 9

- No Holiday available to cover closure on Wednesday, December 31, 2014.
- Calendar subject to change based on policy or state regulations.
- For additional academic dates & deadlines, see Academic Semester Calendar at:  
<http://www.csun.edu/anr/soc/calendar.html>

## **Frequently Asked Questions – Department of Educational Leadership & Policy Studies**

### **1. Q. How can I find more information about your department?**

A. You can find our catalog entry online at <http://catalog.csun.edu/colleges/michael-d-eisner-college-of-education/educational-leadership-and-policy-studies>, our department web site at <http://www.csun.edu/education/elps>, or you can contact us at (818) 677-2591. For information regarding the Preliminary Administrative Services Credential, please visit the Credential Office web site at <http://www.csun.edu/educ/cred/applications/index.htm>, or call (818) 677-2586.

### **2. Q. What are tuition costs? How much does it cost for the whole program?**

A. Tuition and fees are listed by semester online at <http://www-admn.csun.edu/ucs>. Student fees are set by the Board of Trustees of the California State University and are significantly influenced by the level of State appropriations to support higher education, so we cannot project costs for the entire program at this time. Tuition and fees cover your enrollment in both the MA and Credential programs; students pay the part-time rate for four of the five semesters and the full-time rate for one semester to cover the 33-unit curriculum.

**IMPORTANT NOTE REGARDING FINANCIAL AID:** If you would like to be considered for financial aid, you must apply to CSUN via CSUMentor (<http://www.csumentor.edu>) AND complete an online Free Application for Federal Student Aid (FAFSA) as soon as possible. **Students who have successfully completed their FAFSA and been admitted to the University by March 2, 2013** will have priority consideration for Fall aid eligibility at the start of the term. The Financial Aid Office may request additional documents after your FAFSA is received so check your CSUN e-mail and student portal regularly for any communication or request for documents sent to you. While the Financial Aid Office will make every effort to have your aid package in place for the start of the fall term, please note that this may not always be possible. You may need to be prepared to meet any tuition fee deadlines using your own resources and then when your aid eligibility is determined, you will be refunded the aid you qualify for. For more information on financial aid at CSUN, please go online to <http://www.csun.edu/financialaid>.

### **3. Q. Can students apply on-line?**

A. Yes. Go to <http://www.csumentor.edu>, click the "Apply Online" tab and then "Graduate Admission Application."

### **4. Q. If I am currently a graduate student at CSUN, do I need to apply again?**

A. No. Students in an active status will be able to add our program using a Change of Objective form. This option has a caveat; please contact our office for more information before submitting a form to Admissions and Records.

### **5. Q. If I am a CSUN or other CSU graduate, do I need to take the Upper Division Writing Proficiency Exam?**

A. Not if it is a) listed on your graduate transcript, or b) you provide other acceptable proof of having completed the Graduation Writing Assessment Requirement (GWAR) at another CSU campus, or c) you scored a 3 or better on the Analytical Writing section of the GRE and provided the scores to CSUN. It is required for all students pursuing a master's degree at CSUN.

### **6. Q. How do I sign up for the Upper Division Writing Proficiency Exam?**

A. The exam is given several times every academic year. Students must register online prior to taking the exam, and may do so in person or by mail. Information on the exam, exam dates, and registration is online at <http://www.csun.edu/testing/upper>.

### **7. Q. Is the CBEST required for my credential program application if I took it before?**

A. No.

### **8. Q. Is the ELPS 600 Research course required if I have a master's degree already?**

A. Having the master's has nothing to do with waiving the requirement. However, what does matter is the semester when you were admitted to CSUN as an ELPS student. Students who completed their first graduate-level ELPS course prior to the Fall 2008 semester are eligible to petition for course equivalency (see "Student Forms" on our department web site), while students completing their first graduate-level ELPS course after August 24, 2008 are required to take ELPS 600 as part of our program requirements.

### **9. Q. What is the difference between getting the master's degree and getting the credential? If I already have a master's should I get another one?**

A. The requirements are the same for both the degree and credential programs. See your advisor if you have specific questions on this.

### **10. Q. What are the requirements for admission? What if I apply and don't hear?**

A. You actually have to apply to the University, the ELPS Department, and for your credential. Please see the Application Checklist on our web site for the steps you need to take. If you don't hear from Admissions and have questions about your status, contact their office at (818) 677-3700. The ELPS Department does not handle admissions.

**11. Q. Can I get credit for other graduate courses that I have completed toward my program?**

A. You cannot use the same course twice for a master's program (this is known as "double dipping"). If you did take a course that is similar to one we require, you may ask to waive the course - but because you will be short on units, you must substitute another course for the one you waived.

**12. Q. May I transfer courses from other institutions to my CSUN program?**

A. You may request consideration to transfer up to 9 credit hours from other institutions. Prior approval should be sought. When transferring credits from a university on quarters rather than semesters, the transfer is not course for course, but based on a conversion formula that usually leaves a student shy on credits. For example, if you transfer 3 quarter courses, they might only represent a total of two courses at CSUN.

**13. Q. How long will it take me to complete the program?**

A. That depends on how many courses you take each semester and whether or not you are in a cohort. Ordinarily, our program takes 18-21 months at the most for cohort students.

**14. Q. Can I substitute an Independent Study for a course so I don't have to come to campus that frequently?**

A. No. An Independent Study is not designed as a substitute for content courses. It generally is applicable to students who are not in a K-12 strand (for example, Higher Ed) and whose program has been approved by the Graduate Advisor to include Independent Study in order to support career goals.

**15. Q. When should I hand in my other requirements for the program?**

A. You should complete your requirements by the end of your first semester. When you are initially accepted into the program, you will receive a letter indicating the requirements you need to satisfy classification status (to view these requirements now, see our Application Checklist at (<http://www.csun.edu/education/elps/admission/index.html>)). For those in cohorts, a full-time faculty member is assigned to the cohort to do group advisement; students in the Higher Education strand will seek advisement appointments every semester.

**16. Q. Do I have to take the GRE?**

A. You are exempt if you have a Master's degree or your cumulative undergraduate GPA is 3.0 or better. A GPA of 2.99... is not enough. If you have taken two courses with us and received grades of B or better, and you fail the GRE, you can request a waiver. We cannot consider waiving the GRE results until after you take the test.

**17. Q. What do you expect in letters of recommendation?**

A. We are looking for letters from administrators who know you professionally and who can share their insights with us concerning your character and potential as a school leader. A copy of the form can be found on the ELPS web site under "Student Forms" (<http://www.csun.edu/education/elps/forms/index.html>).

**18. Q. Can I take courses during the summer?**

A. If you are in a cohort, some classes will be scheduled during the summer. Classes may also be available on campus on a limited basis; please contact the ELPS office for details.

**19. Q. Can I do a thesis instead of taking the Comprehensive Examination?**

A. No. The department does not currently have a thesis option.

**20. Q. How many times can I take the Comprehensive Exam if I fail any part(s) of it?**

A. As outlined in the College Catalog: "Students may not take an entire comprehensive examination more than twice...Failure of the second attempt of the comprehensive examination results in the disqualification from the Master's program in that department." The second attempt is defined to include any part or parts of the examination.

**21. Q. Where can I purchase a copy of the College Catalog?**

A: Catalogs are available on-line only at <http://catalog.csun.edu>. Printed copies are no longer available.

**22. Q: How does one register for courses?**

A: Registration should be done over the internet (<http://www.csun.edu>). The university provides "How to Guides for Students" at <http://www.csun.edu/anr/soc/guides/index.html>. Students who are late registering need to report to the first class and get a special permission number from the professor (late fees may be charged).

**23. Q: How do I make sure I'm going to the right class at the right time and at the right place?**

A: You really need to check your schedule online right up until the day you come to your first class. Rooms and times and days get changed since professors sometimes have to withdraw and this results in a new professor at a different time, etc.

**24. Q: What happens if I get a letter saying that I have been "Disqualified" from the University?**

A: You need to contact the Graduate Coordinator to determine your options. A DQ occurs when a student's cumulative grade point average falls below 3.0. Readmission may occur with conditions or may not be denied entirely, depending on circumstances.