

Thank you for your interest in Point-Park University's graduate Master's degree programs. We are pleased to bring our graduate programs to your local area--cohorts will be offered online beginning in Spring 2020. Tuition for these programs includes a **discounted tuition for teachers**, and space in each cohort is limited. Once you submit your application (Step 1 below), I will be able to hold your place in class until your application file is complete.

This packet includes all of the information that you will need to be admitted into the program. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at **(844) 642-1622** or by email at lmackowiak@graduateprogram.org.



NOTE: Point Park University strictly limits class size to 15 students and accepts reservations on a first come, first served basis

Complete step 1 below to reserve your seat in this program.

Apply online at <http://www.graduateprogram.org/point-park/application-checklist> for faster processing.



Application for Graduate Admission (Pages 3-4)

Submit your [application online](#) or complete pages 3 through 4 and return by fax to **(800) 504-7618**.



Once you have reserved your seat, turn to **Page 2** or visit the [online checklist](#) to complete the remaining admission steps.

Congratulations on your pursuit of a Master's degree with Point Park University!

Sincerely,

Lauren Mackowiak

Graduate Information Office
(844) 642-1622

lmackowiak@graduateprogram.org

2 Financial Aid and Payment Options

Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go.

If using Financial Aid, complete the FAFSA online at <http://www.fafsa.gov>. For more information, see page 5. **It is in your best interest to complete the financial aid process as early as possible.** If using a Pay-As-You-Go plan, follow the instructions on page 6.

3 Official Transcripts

Arrange for all official, sealed transcripts from any post-secondary schools attended to be sent to the address below. Official electronic transcripts can be sent to gradadmission@pointpark.edu. For further instructions, see page 7.



Point Park University
Graduate Admission Office
ATTN: Lynn Ribar
201 Wood Street
Pittsburgh, PA 15222

4 Current Resume

You may submit your resume directly to the Graduate Information Office [online](#). Your resume can also be e-mailed, faxed, or mailed (see below).

5 Letters of Recommendation

The easiest and fastest way to request a recommendation is to use our [online system](#). This will allow us to e-mail reference forms to your recommender on your behalf. Two letters of recommendation are required, from references who are in a position to assess your potential for successful graduate study.

6 Statement of Purpose

A statement of purpose is required which addresses how your professional experience and career goals relate to graduate study. You may upload your completed essay to using our [online system](#). If you prefer, you may choose to email your essay to lmackowiak@graduateprogram.org.

If you choose to submit paper forms for any of the steps above, documents should be faxed or mailed to:



Point Park University
Graduate Admission Office
ATTN: Lynn Ribar
201 Wood Street
Pittsburgh, PA 15222



lmackowiak@graduateprogram.org



(800) 504-7618

CONTACT INFORMATION

Full Name First Middle Last

Preferred First Name

Mailing Address Country Street City State Zip Code

Primary Phone () **Mobile Phone** () **Work Phone** ()

Email Address

Citizenship Status Citizen of U.S. Resident Alien **Gender** Male Female

Social Security Number - required for Financial Aid (NNN-NN-NNNN) - -

Date of Birth (Necessary for financial aid processing)

RACE/ETHNICITY REPORTING

To meet newly revised federal requirements on the collection and reporting of race/ethnicity, please answer the following two questions even if you have previously provided this in the former one-question format.

Are you Hispanic/Latino? No Yes I prefer not to respond

Regardless of how you responded above, please select one or more races:

- American Indian or Alaska Native Asian Black or African American
 Native Hawaiian/Other Pacific Islander White

MILITARY SERVICE HISTORY

Are you a United States Veteran? No Yes

Are you eligible to receive Veteran's education benefits? No Yes

Are you a dependent of a Veteran? No Yes

Are you currently on active duty? No Yes

EMPLOYMENT INFORMATION

Employer Name **Position/Title**

Employment Status Full Time Part Time Unemployed Self Employed

Does your employer have a tuition benefits program for which you qualify? No Yes

ACADEMIC HISTORY

Enter the **most recent** post-secondary institution that you attended.
 Official copies of **ALL** college/university transcripts are required for an admission decision to be made on your application.

College/University Name **Start Date** **End Date**

Will the name on your official transcript differ from the name on this application? No Yes: Name

College/University Name **Start Date** **End Date**

Will the name on your official transcript differ from the name on this application? No Yes: Name

College/University Name **Start Date** **End Date**

Will the name on your official transcript differ from the name on this application? No Yes: Name

College/University Name **Start Date** **End Date**

Will the name on your official transcript differ from the name on this application? No Yes: Name

PROGRAM INFORMATION

- Cohort Program**
- Master's in Educational Administration w/PA School Principal Certificate K-12
 - PA School Principal Certificate Only, Grades K-12
 - Master's in Curriculum & Instruction w/Teaching and Leadership Concentration
 - M.A. in Curriculum and Instruction with Reading Specialist Certification
 - Reading Specialist Certification-Only K-12
 - Master's in Special Education w/PA Special Ed. Certification for PreK-Grade 8
 - Master's in Special Education w/PA Special Ed. Certification for Grades 7-12
 - M.Ed. in Athletic Coaching
 - Superintendent Letter of Eligibility

Cohort Location Online

Term Spring 2020

ADDITIONAL INFORMATION

Have you applied to Point Park University before?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Are you interested in applying for financial aid?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Have you ever been found responsible for a disciplinary violation at an education institution you have attended whether related to academic misconduct or behavioral misconduct that resulted in your probation, suspension, removal, dismissal or expulsion from the institution?	<input type="checkbox"/> No <input type="checkbox"/> Yes*
Have you ever been convicted of a misdemeanor, felony or other crime?	<input type="checkbox"/> No <input type="checkbox"/> Yes*

*If yes, please explain:

REGISTRATION AGREEMENT & CERTIFICATION

Point Park University reserves the right to admit or deny any applicant based on appropriate criteria. An interview is not required as part of the admission process, but under certain circumstances an interview may be requested by the admission committee in order to arrive at an admission decision.

I certify that the information on this form is complete and accurate. I understand that falsifying any of this information may result in cancellation of my application or dismissal from the University. I authorize the use of my transcripts by the appropriate personnel in evaluating my application to the University. Additional requirements for each program may also exist.

As part of the cohort program, I understand that I will be registered for the entire cohort and remain registered unless written notification is submitted to the Education Department and the University Registrar before the beginning of each course. I acknowledge that I am financially responsible for all charges in the event of withdrawal from classes, as outlined in Point Park University's current tuition refund policy.

Signature **Date**

Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** Most students use financial aid to pay for the program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class. For help, please contact the Financial Aid Office at **(412) 392-3930**.

HOW TO APPLY FOR FINANCIAL AID:

- 1 Complete the Free Application for Federal Student Aid at www.fafsa.gov.** Students should submit the 2019-2020 form. You will need your 2018 Federal Tax Return, your FSA ID (<https://fsaid.ed.gov/npas/index.htm>) and Point Park University's School Code (003357). Graduate students are considered independent for financial aid purposes.
- 2 Review your Student Aid Report (SAR) for accuracy.** You will receive this form 7-10 days after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.
- 3 Log in to PointWeb to view your financial aid award from Point Park once you have been academically admitted.** This lists the financial aid that you qualify for. If you wish to decline all or a portion of the award, notify the Financial Aid Office in writing. Be sure to contact the Financial Aid Office if you have any questions about your award.
- 4 Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is only required for first time Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at www.studentloans.gov (you will need your FSA ID from Step 1).

Questions? Contact the Financial Aid Office at **(412) 392-3930** or financialaid@pointpark.edu

FEDERAL LOAN REQUIREMENTS

To be eligible to borrow funds under the Federal Direct Loan Program, you must:

1. File the Free Application for Federal Student Aid (FAFSA)
2. Be a U.S. Citizen or permanent resident
3. Not be in default on prior educational loans
4. Maintain satisfactory academic progress

THE FEDERAL (TITLE I) TEACHER LOAN FORGIVENESS PROGRAM:

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program; Point Park University is not responsible to verify your eligibility for this program. Please do not base your enrollment on this program, as it can be difficult to ensure qualification for government programs which are subject to reform and funding changes.

You must call **1-800-4-FED-AID** to verify your eligibility or visit <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher> for an application.

Point Park University offers interest-free payment plan options. These payment options help to make your graduate degree more affordable by dividing your balances evenly over several months.

HOW TO ENROLL IN A PAYMENT PLAN:

- 1 Login to your PointWeb account at <https://pointweb.pointpark.edu>.** You will not be able to sign up for a payment plan until you have been registered for courses. Click on the "Students" Tab and then click "Student Accounts" located on the left to view your current statement.
- 2 Select a Payment Plan.** From the "Student Accounts" section, go to "Forms" and select either "Annual" or "Semester" payment plan. Students starting a hybrid cohort in the fall can choose either an Annual or Semester payment plan. An Annual plan divides a student's total balance for the fall and spring semesters into 10, 9, or 8 monthly payments. A fall semester plan divides a student's fall semester balance into 5 or 4 monthly payments. Cohort students starting in the spring can choose to divide their spring semester balance into 4 monthly payments. Students enrolled in fully online programs have the option to enroll in a term payment plan that divides each 8-week course into two monthly payments.
- 3 Submit your Online Enrollment Form with Electronic Signature.** When your online form is submitted, you will receive a confirmation e-mail confirming that your request has been sent to the Office of Student Accounts. You will also receive a calculated payment plan worksheet via your Point Park e-mail and mailing address on file. To complete your enrollment in the payment plan, you will make your first payment, including a one-time non-refundable enrollment fee.

Questions? Contact the Office of Student Accounts at (412) 392-3424 or studentaccounts@pointpark.edu.

IMPORTANT NOTES:

- If your tuition will be reimbursed by your employer, Point Park is pleased to offer you deferred payments. Please note the amount deferred is limited to the amount reimbursed by your employer. For deferred payment schedule and more information, please visit www.pointpark.edu/employerreimbursement.
- If you are using financial aid to pay for tuition, you must be enrolled and fully admitted to the program of your choice before your student loan funds can be released. You may be required to make payments until your financial aid funds are released.

Point Park University requires official transcripts from all previously attended colleges and universities, showing a minimum cumulative GPA of 3.0. If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the admission process; however, official, sealed transcripts are required in order to be fully admitted to Point Park University. Follow the steps below to request transcripts from every school that you have attended.

TO ORDER TRANSCRIPTS:

There are multiple ways to request transcripts, and each college or university will have their own process.

Typically, the easiest way to order official transcripts is:

- 1 Contact the Registrar's office at your previously attended school, either by phone, e-mail, or through your university's website.
- 2 Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.



Note: Many colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.

- 3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at **(844) 642-1622**.

Please have all official transcripts sent electronically to:

gradadmission@pointpark.edu

Or by mail to:

POINT PARK UNIVERSITY
Graduate Admission Office
Attn: Lynn Ribar
201 Wood Street
Pittsburgh, PA 15222

REMEMBER: An admission decision cannot be made until all transcripts are received.

For:

Professional educators with at least three years of relevant professional experience in an educational setting related to the instructional process who wish to enter into a leadership position as a principal in a K-12 school.

What you learn:

The mission of Point Park University's Master of Arts in Educational Administration program is to prepare professional educators for leadership positions as school administrators or principals. We will achieve this by advancing professional knowledge that supports the intellectual, social, and personal development of learners; integrating leadership and supervisory theories and skills with problem solving and decision making models; encouraging collaboration, communication, professional development, and responsible management of educational programs and resources; and conducting educational research that enhances organizational effectiveness.

How you learn:

Online Format: This is an online cohort program. No face-to-face class meetings are required, but students will be engaged in an active and engaging online courseroom environment that includes assignments, materials, discussion threads, assessments and/or group activities done electronically. You will finish one 3-credit course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

Career Outcomes:

Upon completion of this program, students will have earned an M.A. in Educational Administration and be eligible for certification as a K-12 School Principal in the Commonwealth of Pennsylvania.

Degree Requirements:

Course	Course Name	Hours
EDUC 545	The Principalship	3
EDUC 538	Educational Administration	3
EDUC 530	Instructional Methods	3
EDUC 540	Human Diversity Issues in Education	3
EDUC 524	Content Area Design & Instruction	3
EDUC 542	Issues in Law & Education	3
EDUC 536	Research Methods	3
EDUC 525	Human Development and Classroom Management	3
EDUC 549	Applied Research Practicum I: School Administrator - School Principal K-12	3
SPED 534	Differentiated Instructional Practices	3
EDUC 546	Curriculum Supervision & Leadership	3
EDUC 550	Applied Research Practicum II: School Administrator - School Principal K-12	3
Total Hours		36

Note: Program and course requirements are subject to change to comply with university policy.

Successful completion of the Praxis Exam for Administration is required for certification.

In order to receive certification at the end of the program, candidates must provide a chief school administrator's verification of the completion of a minimum of three years of professional experience in an instructional area and must be recommended for certification by the Point Park University authorized certification officer.

For:

Professional educators with at least three years of relevant professional experience in an educational setting related to the instructional process **who already hold a Master's degree in Education** and who wish to enter into a leadership position as a principal in a K-12 school.

What you learn:

The mission of Point Park University's School Principal Certification program is to prepare professional educators for leadership positions as school administrators or principals. We will achieve this by advancing professional knowledge that supports the intellectual, social, and personal development of learners; integrating leadership and supervisory theories and skills with problem solving and decision making models; encouraging collaboration, communication, professional development, and responsible management of educational programs and resources; and conducting educational research that enhances organizational effectiveness.

How you learn:

Online Format: This is an online cohort program. No face-to-face class meetings are required, but students will be engaged in an active and engaging online courseroom environment that includes assignments, materials, discussion threads, assessments and/or group activities done electronically. You will finish one 3-credit course every 8 weeks. Following this schedule, you will complete the program in approximately 1 year.

Career Outcomes:

Upon completion of this program, students will have earned a graduate-level certificate and will be eligible for certification as a K-12 School Principal in the Commonwealth of Pennsylvania.

Certification Requirements:

Course	Course Name	Hours
EDUC 545	The Principalship	3
EDUC 538	Educational Administration	3
EDUC 549	Applied Research Practicum I: School Administrator - School Principal K-12	3
EDUC 546	Curriculum Supervision & Leadership	3
SPED 534	Differentiated Instructional Practices	3
EDUC 550	Applied Research Practicum II: School Administrator - School Principal K-12	3
Total Hours		18

Note: Program and course requirements are subject to change to comply with university policy.

Successful completion of the Praxis Exam for Administration is required for certification.

In order to receive certification at the end of the program, candidates must provide a chief school administrator's verification of the completion of a minimum of three years of professional experience in an instructional area and must be recommended for certification by the Point Park University authorized certification officer.

For:

Professional educators who are seeking certification as a PA K-12 Reading Specialist.

What you learn:

You will learn enhanced reading skills that will enable you to work one-to-one or in small groups with students that are experiencing difficulty reading at grade level. You will obtain the necessary skills to assess students' reading abilities, identifying deficiencies and creating intervention plans for grade-level students who have been identified in need of additional reading help. The courses will strengthen your ability to teach reading and enable you to work school wide or district wide coaching other teachers in effective reading practices. In addition to assessment and intervention of students with reading deficiencies, you will learn about teaching Reading in the Content Areas, the Reading and Writing Connection, and the skills needed to coach other teachers in the classroom.

Receiving your Reading Specialist Certification will also enhance your capacity in the job market by opening other educational avenues. Obtaining the credits for Reading Specialist can also be applied toward gaining permanent certification.

How you learn:

Online Format: This is an online cohort program. No face-to-face class meetings are required, but students will be engaged in an active and engaging online classroom environment that includes assignments, materials, discussion threads, assessments and/or group activities done electronically. You will finish one 3-credit course every 8 weeks. Following this schedule, you will complete the program in approximately 16 months.

Career Outcomes:

Upon completion of this program, students will be eligible for certification as a K-12 Reading Specialist from the state of Pennsylvania by passing the PRAXIS 5301 test through the Pennsylvania Department of Education.

Certification Requirements:

Course	Course Name	Hours
EDUC 515	Foundations of Literacy	3
EDUC 516	Reading and Writing Content	3
EDUC 517	Literature and Literacy	3
EDUC 518	Literacy Assessment	3
EDUC 519	Roles of Reading Specialist	3
EDUC 524	Content Area Design & Instruction	3
EDUC 536	Research Methods	3
EDUC 569	Reading Specialist Practicum	3
Total Hours		24

Note: Program and course requirements are subject to change to comply with university policy. Successful completion of the Praxis 5301 exam is required for certification.

For:

Professional educators who wish to earn a Master's degree and those seeking leadership roles in the 21st century school.

What you learn:

As current educational research strongly emphasizes the critical role of teacher leadership in the success of today's schools, this program is designed to assist teachers to enhance their instructional skills, while playing the critical role of change agents within the teaching profession. This program will provide the knowledge base and experiences to enable our graduate students to meet these challenges. The Teaching and Leadership Concentration will be of particular interest to the recently certified teacher who is seeking additional coursework to attain their Instructional II teaching certification.

How you learn:

Online Format: This is an online cohort program. No face-to-face class meetings are required, but students will be engaged in an active and engaging online courseroom environment that includes assignments, materials, discussion threads, assessments and/or group activities done electronically. You will finish one 3-credit course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

Career Outcomes:

Upon completion of this program, students will have earned an M.A. in Curriculum & Instruction with a concentration in Teaching and Leadership.

Degree Requirements:

Course	Course Name	Hours
EDUC 535	Technological Applications Across the Curriculum	3
EDUC 530	Instructional Methods	3
EDUC 520	C&I: Theory, Design, & Development	3
EDUC 524	Content Area Design & Instruction	3
EDUC 536	Research Methods	3
EDUC 540	Human Diversity Issues in Education	3
EDUC 531	Emerging Teacher Leadership	3
EDUC 532	Twenty-First Century Schools	3
EDUC 525	Human Development and Classroom Management	3
EDUC 558	School Reform Issues	3
EDUC 542	Issues in Law and Education	3
EDUC 537	Advanced Research Seminar	3
Total Hours		36

Note: Program and course requirements are subject to change to comply with university policy.

For:

Professional educators who wish to earn a Master’s degree and certification in Special Education for grades PreK-8 or grades 7-12 in the Commonwealth of Pennsylvania.

What you learn:

The Master of Education in Special Education leading to Pennsylvania certification is designed for educators who want to increase their marketability and prepare more fully to meet the challenges of today’s inclusive schools.

How you learn:

Online Format: This is an online cohort program. No face-to-face class meetings are required, but students will be engaged in an active and engaging online courseroom environment that includes assignments, materials, discussion threads, assessments and/or group activities done electronically. You will finish one 3-credit course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

Career Outcomes:

Upon completion of this program, students will have earned an M.Ed. in Special Education and be eligible for Special Education certification for grades PreK-8 or grades 7-12 in the Commonwealth of Pennsylvania. The Special Education certification grade level that you are eligible to earn is dependent on the grade level of your PA teaching certificate.

Degree Requirements:

Course	Course Name	Hours
SPED 533	Special Education Inclusive Practices	3
SPED 520	Instructional/Assistive Technology & Universal Design	3
SPED 536	High Incidence Disabilities	3
SPED 537	Low Incidence Disabilities	3
SPED 540	Autism Spectrum Disorders	3
EDUC 536	Research Methods	3
SPED 535	Positive Behavioral Interventions and Supports	3
SPED 534	Differentiated Instructional Practices	3
SPED 542	Intensive Reading, Writing, & Math Interventions	3
SPED 541	Professional Collaboration and Communication	3
SPED 538	Secondary Transition Processes and Procedures (Grades 7-12 Track)	3
SPED 539	OR Effective Instructional Practices for All Students (Grades PreK-8 Track)	
SPED 550	Student Practicum Experience	3
Total Hours		36

Note: Program and course requirements are subject to change to comply with university policy.

Successful completion of the Praxis Exam for Special Education is required for certification.

To earn PreK-8 or Grade 7-12 Special Education certification, candidates must hold a valid PA teaching certificate at the elementary, PreK-4, 4-8, Early Childhood, Elementary Education, Middle Grades Education, or Secondary Education. All candidates must be recommended for certification by Point Park University’s authorized certification officer.

For:

Present coaches or individuals with athletic experience looking to assume responsibilities in their future or present employment as coaching assistants, coaches, or working with athletes of any age.

What you learn:

This program will provide significant influence in a field that requires coaches to be able to administer, teach, support, and create programs for athletes that adhere to the National Standards for Sport Coaches, established and published by the National Association for Sport and Physical Education. The M.Ed. in Athletic Coaching will be framed by these standards, which encompass domains that include both scientific and practical components expected by administrators, athletes, and the public.

How you learn:

Online Format: This is an online cohort program. No face-to-face class meetings are required, but students will be engaged in an active and engaging online classroom environment that includes assignments, materials, discussion threads, assessments and/or group activities done electronically. You will finish one 3-credit course every 8 weeks. Following this schedule, you will complete the program in approximately 1 1/2 years. Courses are taught by faculty who have years of real-world experience in coaching, teaching, physical education, sports psychology and educational administration.

Career Outcomes:

Upon completion of the program, students will earn an M.Ed. in Athletic Coaching and be able to apply what they've learned to present or future coaching positions in school districts or at institutions of higher learning.

According to the National Bureau of Labor Statistics, athletic coaching is a field growing nationally, as well as locally, with recent surveys indicating that approximately 10,000 coaches and scouts are employed in western Pennsylvania.

Graduates with a M.Ed. in Athletic Coaching will be prepared for coaching opportunities in various settings including:

- K-12 public or private schools
- Colleges and universities
- Club and travel sports programs
- Professional sports teams

Degree Requirements:

Course	Course Name	Hours
EDUC 505	The Art and Science of Athletic Coaching	3
EDUC 506	Safety and Physical Conditioning of Athletes I	3
EDUC 507	Safety and Physical Conditioning of Athletes II	3
EDUC 508	Sports Psychology	3
EDUC 509	Diversity and Ethical Responsibility in Coaching	3
EDUC 510	Administration and Financial Responsibilities of Coaching	3
EDUC 511	Communication Skills for Athletic Coaches	3
EDUC 512	Research: Contemporary Theory to Current Practice	3
EDUC 513	Supervision and Evaluation of Athletes	3
EDUC 514	Practicum	3
Total Hours		30

Note: Program and course requirements are subject to change to comply with university policy.

For:

Professional educators with at least six years of relevant professional experience in an educational setting related to the instructional process and who wish to enter into a leadership position as a Superintendent or Assistant Superintendent in a K-12 district.

What you learn:

The mission of Point Park University's Superintendent/Assistant Superintendent Letter of Eligibility Certification program is to prepare professional educators for leadership positions on a district level as Assistant Superintendent or Superintendent. We will achieve this by advancing professional knowledge that supports the intellectual, social, and personal development of learners; integrating leadership and supervisory theories and skills with problem solving and decision-making models; encouraging collaboration, communication, professional development, and responsible management of educational programs and resources; and conducting educational research that enhances organizational effectiveness. This program will expand upon the Total Leader 2.0 Leadership Model as developed by Charles Schwan and William Spady.

How you learn:

Online Format: This is an online cohort program. Students will be engaged in an active and engaging interactive online environment that includes assignments, materials, discussion threads, assessments and/or group activities done electronically. You will finish one 3-credit course every 8 weeks. Following this schedule, you will complete the program in one year. Embedded in each course will be a number of required field experiences that are required by PDE for certification.

Career Outcomes:

Upon completion of this program, students will be eligible for certification as an Assistant Superintendent or Superintendent in the state of Pennsylvania. Students will also need to pass the School Superintendent Assessment/SSA (6021) as required by the PA Department of Education. Administrators are eligible to receive Act 45 credit by the Pennsylvania Department of Education.

Degree Requirements:

Course	Course Name	Hours
EDUC 570	Art and Science of Authenticity	3
EDUC 571	Art and Science of Visionary Leadership	3
EDUC 572	Art and Science of Cultural/Relational Leadership	3
EDUC 573	Art and Science of Quality/Capacity Leadership	3
EDUC 574	Art and Science of Systems and Service Leadership	3
EDUC 575	Art and Science of Communication in Leadership	3
Total Hours		18

Note: Program and course requirements are subject to change to comply with university policy.

Successful completion of the School Superintendent Assessment/SSA (6021) is required for certification.

In order to receive certification at the end of the program, candidates must provide verification of the completion of a minimum of six years of professional experience in an instructional area (at least three of the six years should be at the administrative level). The candidate also must be recommended for certification by the Point Park University authorized certification officer.

About Point Park

Point Park is a comprehensive master's-level university with a strong liberal arts tradition, and is located in the heart of Downtown Pittsburgh. Students enroll in our dynamic institution to create real change in their lives and to create real change in the world around them. Since its founding in 1960, Point Park is known for providing students with an innovative, disciplined education that brings real-world experience into the classroom. Many of our faculty members are professional practitioners. Our classes are small by design, giving students more one-on-one time with professors.

Admission Requirements

Candidates for a degree program at Point Park University must submit the following: 1) Completed Application Form; 2) Official copies of all college and university transcripts from an accredited American institution or its equivalent from a recognized institution outside the United States sent directly from the college or university to the Graduate Admission Office, 201 Wood Street, Pittsburgh, PA 15222; 3) Two work or school-related letters of recommendation addressing the applicant's motivation and seriousness of purpose for graduate work. 4) A current Resume; 5) Statement of Purpose; 6) Undergraduate GPA of 3.0 due to PA Department of Education guidelines; 7) Candidates seeking certification must hold a valid PA teaching certificate at the appropriate grade level if required by the PA Department of Education.

Transfer Credits

Students may, at the discretion of the program director, be able to transfer up to 9 graduate credits from other institutions, provided those credits carry a grade of "B" or above. Students will be required to provide documentation of course content relevant to the Point Park graduate program in which they seek to enroll. Point Park University's residency requirement is 24 credits.

Cohort Information

These programs are dependent on a minimum of 10 and class size is limited to 15 students.

Textbook Information

Graduate students can arrange to have textbooks shipped to them for a nominal fee. Contact the bookstore by phone at **(412) 392-3448** or go online at <http://pointpark.bncollege.com/>.

Point Park University Tuition Guarantee

The discounted tuition rate for Spring 2020 is \$510 per credit hour. This price includes a discount for educators and those pursuing an education degree. Point Park University reserves the right to raise tuition costs annually.

Important Contact Information:

Graduate Information Office	Lauren Mackowiak	844-642-1622	lmackowiak@graduateprogram.org
Admissions Office	Lynn Ribar	412-392-3908	lribar@pointpark.edu
Financial Aid Office		412-392-3930	financialaid@pointpark.edu
Student Accounts		412-392-3424	studentaccounts@pointpark.edu