Answers to Frequently Asked Questions
Educational Leadership Concentration

1. I’ve been contacted by the Student Development Specialist (SDS). Is she my advisor?

No, students are assigned faculty advisors when they are accepted into the program. The Student Development Specialist, Elisha Reynolds, is here to compliment the advising done by faculty members. In addition to helping expedite the admissions process, Elisha helps students complete paperwork, schedule and facilitate new student orientation, recruit, coordinate the comprehensive exams, and generally handle student issues. The SDS’s job is to help students through all stages of their degrees to ensure that they are on track and stay on top of their requirements. The SDS can help with MOST issues or we can at least point students in the right direction.

2. How do I find out who my advisor is? When should I get advised?

The name of your advisor was listed in both the acceptance letter from the Graduate School and the acceptance letter from our department. If you’ve misplaced this, you can email or call Elisha, and she will be able to let you know who your advisor is. Generally, you do not have to be advised immediately but should still be advised early in your program. If you are having a difficult time coordinating with your advisor and need to enroll in classes soon, you are encouraged to begin with the core courses listed at the top of your degree plan. If you need an unofficial degree plan, please visit the “Forms and Helpful Links” section of our website or email Elisha.

Students are advised to check in with their advisor periodically through their program to make sure that they are on track.

3. What courses should I register for?

You should have received a Course Plan in the mail along with your letter of acceptance from the department. Our faculty recommends that you take your coursework in the order that they appear on your Course Plan to the best of your ability. It is recommended that you take the Core Course Research Methods during your first semester. If you are seeking Principal Certification Only and already have another master’s degree in an education field you do not need to take the Core Courses. The only course that students cannot take until their last semester of coursework is the internship.

4. I want to transfer in credits from another university. How do I do that?

Students are allowed to transfer in usually not more than 6 hours of appropriate graduate-level coursework from another university. This coursework cannot have already been used toward a degree. The first step to transferring coursework is to meet with your advisor to decide whether courses from outside universities are acceptable and where they fit into your degree plan.
Afterwards, contact Elisha so she can help you with the paperwork. The following items may be required: a letter from the student stating why they are requesting the transfer, a letter of support from the student’s advisor, course syllabi, course descriptions, a transcript from the institution reflecting the course term and grade awarded, and any other supporting documents from the course. For more information on transferring coursework, consult the Graduate Catalog, pp. 29. PLEASE NOTE: Students should be advised that the coursework taken in the course for which transfer credit is being requested must align extremely closely with the courses offered in the UTSA curriculum.

5. **What is a Special Graduate Student?**

From the Graduate Catalog, a Special Graduate Student is, “A student who is admitted to UTSA for the purpose of enrolling in graduate and/or undergraduate courses in one or more colleges of the University without entering a degree program.”

Many students are only seeking certification and not a master’s degree so they would apply as a Special Graduate. For some students, we may have suggested applying as a Special Graduate Student if they did not meet the GPA requirements for our program. In this case, students may begin taking graduate level work to help them raise their GPAs. The coursework Special Graduate Students complete can then be applied to their Master’s degrees once their GPA is raised to the required level. HOWEVER, no more than 12 hours of coursework done as a Special Graduate Student may be applied to the Master’s degree. Therefore, it is important for students to remain aware of how many hours they have completed so they do not lose hours.

6. **I was admitted as a Special Graduate Student and am ready to switch over to “Graduate Degree-Seeking.” How do I do that?**

Students who wish to change their classification from Special Graduate Student to Graduate Degree-Seeking Student must reapply to our program as a Degree-Seeking Student. Students can apply on Embark, [https://apply.embark.com/grad/utsa/39/](https://apply.embark.com/grad/utsa/39/). Please contact the Graduate School to determine whether you need to submit any additional documents with your application, 210-458-4331.

7. **Where do I find out about financial aid?**

Students who are interested in finding out more about financial aid should make an appointment with the Financial Aid office on campus. More information about filling out the FAFSA, grants, loans, etc., can be found at [http://www.utsa.edu/financialaid](http://www.utsa.edu/financialaid). UTSA does set aside grant money for graduate students and there are opportunities for free money! The best advice we can give you is to do your research and apply early and often.
8. How and when do I register for the internship?

Students must take the internship (EDL 6943) in their last semester of enrollment before graduation. During their next-to-last semester of study, students must be cleared by their ELPS faculty advisor to register for the internship. To be authorized to enroll in the internship, these guidelines must be followed:

1. Students must complete the Internship Clearance Form, obtain their advisor’s signature, and return it to the Student Development Specialist. This form is located on the wall outside the Student Development Specialist's Office, MB 3.480 and also on the department website under “Forms and Helpful Links” http://education.utsa.edu/educational_leadership_and_policy_studies/.

2. Students need to meet with their advisor so that he or she can verify the student’s eligibility. Students should bring an Internship Clearance Form, Course Plan, and unofficial transcripts. They can obtain a Course Plan from the department website and their unofficial transcripts from ASAP. If there are any courses not accounted for in the student’s Course Plan, the student will be contacted by his/her faculty advisor.

3. The Student Development Specialist will contact students when they are clear to take the internship.

9. How and when do I sign up for the comprehensive exam?

Students are required to take and pass a comprehensive exam before graduating (Graduate Catalog, pp. 27). The exam is given the semester a student is scheduled to graduate. Students are advised to not take more than 6 hours during the semester they sit their comprehensive exams. The exams are offered in the fall and spring.

To sign up for the comprehensive exam, you must meet the following requirements:

1. Have a final degree plan on file with the Student Development Specialist that is signed by both you and your advisor.

2. Be in academic good standing.

3. Be enrolled for the semester.

4. Have applied for graduation online on ASAP.

5. Fill out a comprehensive exam application and deliver this to Elisha’s office, MB 3.480, or the department office, MB 3.310, by the deadline.

If you are not taking any other courses the semester you take the exam, you are required to enroll in EDU 6961 to maintain enrolled status through the university. Be sure to enroll in the EDU 6961 course reserved for our department’s students. This course will say “ELPS” under “Course Comments.”
10. How and when do I register for the TEExES Workshops? (for Educational Leadership/K-12 students only)

Students take the TEExES Workshops during their final semester of study. Workshops are offered during the fall and spring semesters. Please contact Elisha for information on workshop schedules. To register for the workshops please email Elisha with your Banner ID.

11. How and when do I register for the TEExES Principal Practice Exam?

Students must first take the Principal Practice Examination before taking the TEExES Principal Examination. The Principal Practice Examination is administered by the university’s Testing Services. This office can be reached at 210-458-5849. We recommend that students take the exam during their final semester in the program. You MUST take this exam before attending the second TEExES Workshop.

Examinees register for a Principal Practice Exam on Banner ASAP through Testing Services. Additional directions can be found at the TEExES website: http://education.utsa.edu/texes/

12. How and when do I register for the TEExES Principal Exam

Individuals may register for the TEExES Principal Examination when they have completed EDL 6943 Internship, taken the Principal Practice Examination, and completed both TEExES Workshops. The examination schedules for the TEExES Principal Practice Examination and the TEExES Principal Examination are available online at: http://education.utsa.edu/texes/

Students may register with ETS for the TEExES Principal Examination: (a) online, (b) by mail, or (c) by phone.

Online registration:

- Print a copy of your TEExES Principal Practice Examination scores from Banner ASAP.
- Obtain a copy of the TEExES Eligibility Form from the TEExES Office (MB 0.500) or print a copy of the form from: http://education.utsa.edu/texes/Eligibility_Form/
- Complete the Eligibility Form and submit it along with your TEExES Principal Practice Examination scores to the TEExES Office or fax it to 458-5794.
- Go to the TEA website and update your Educator Profile. You will access your TEA ID Number and use it to logon to the ETS website to register for the exam.
- Use your TEA ID Number and register online with ETS by going to: http://cms.texas-ets.org/ (Only major credit cards or debit cards will be accepted.)
- Students will be given “approval to test” clearance for the state exam only after meeting UTSA eligibility requirements indicated on the Eligibility Form. The TEExES Coordinator will enter “approval to test” on the TEA system.
- Students will be required to submit an Eligibility Form each time they seek “approval to test” for the state exam.
- All eligibility forms must be submitted to the TEExES Coordinator at least three days prior to the printed ETS deadline. Those who submit Eligibility Forms late are not guaranteed “approval to test” for the test session requested.

Mail registration:
- Submit an Eligibility Form to the TExES Office (MB 0.500) or fax it to 458-5794. Go to: [http://education.utsa.edu/texes/Eligibility_Form/](http://education.utsa.edu/texes/Eligibility_Form/) or the TExES Office for the form.
- Obtain a Registration Bulletin from the TExES Office or download the form from the ETS website: [http://cms.texas-ets.org/](http://cms.texas-ets.org/)
- Complete the registration form and include your TEA ID Number. Mail your check or money order directly to ETS.

**Phone registration (Emergency Registration only):**

- Submit your Eligibility Form to the TExES Office (MB 0.500) or fax it to 458-5794. Allow three business days for your “approval to test” to be entered on the TEA system by the TExES Coordinator.
- Call 1-866-902-5922 and have your TEA ID Number available to complete the registration process.

13. **What if I need to take a semester off?**

If you are a newly admitted student, you have up to one calendar year to enroll in a graduate-level course to maintain your active status with the university (i.e., if you were admitted for the fall 2012 semester, you have until the summer of 2013 to take a course). If you inactivate, you will have to reapply to the university.

Students who have already taken graduate-level courses may sit out for up to two years without inactivating. Keep in mind, a student also has six years to complete their degrees before classes expire, so there is flexibility for students who have to take time off due to unforeseen circumstances.

14. **Have more questions?**

Eishly Reynolds: elishay.reynolds@utsa.edu; (210) 458-6620
Office location: Main Building (MB) 3.480
Fax: (210) 458-5848 (fax machine is in department office so please put “ATTN: Elisha Reynolds” on cover sheet)

Department of Educational Leadership and Policy Studies
One UTSA Circle
San Antonio, TX 78249
University of Texas at San Antonio  
COURSE PLAN  
Master of Education Degree with Concentration in Educational Leadership  
College of Education and Human Development

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<table>
<thead>
<tr>
<th>1. Course Number</th>
<th>2. Course Title</th>
<th>3. Semester (e.g., Fall 2007)</th>
<th>4. Grade (IP = in progress)</th>
<th>5. Source (if not UTSA)</th>
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| Core Requirements (9 semester credit hours)  
EDU 5003 | Research Methods | | | |
| EDL 5303 | Human Relations in Educational Administration | | | |
| EDU 6223 | Education in a Culturally and Linguistically Diverse Society | | | |
| Educational Leadership Requirements (27 semester credit hours)  
C&I 5003 | Theory and Dynamics of Curriculum and Instruction | | | |
| EDL 5003 | Introduction to School Administration | | | |
| EDL 5103 | Introduction to School Finance | | | |
| EDL 5203 | School and Community Relations in Education | | | |
| EDL 5403 | The Principalship | | | |
| EDL 5503 | Administration and Function of Special Programs | | | |
| EDL 5703 | Legal Foundations in Education | | | |
| EDL 6023 | Supervision: Tools and Techniques | | | |
| EDL 6943 | Internship in Educational Administration | | | |

Approvals:

Student: __________________________ Date: ______________

ELPS Faculty Advisor: __________________________ Date: ______________

Graduate Advisor of Record (GAR): __________________________ Date: ______________