

Frequently Asked Questions

1. Can I take two classes at the same time (concurrently)?

Yes, starting with the summer 2013 term students will be permitted to take as many classes as they wish, within Graduate School guidelines. Students could theoretically take two classes during term 1 and two during term 2 each semester. The exception is that you can only take the Supervised Internship class by itself since all other classes must be completed before you can take the course.

2. When can I take the Supervised Internship class?

The Supervised Internship class is the last class you take. All other courses must be completed before you are allowed to enroll in it. To enroll, you must obtain permission from the department office. Students whose last name begins with A-L should contact Elizabeth at ewakefield@astate.edu and those whose name begins with M-Z should contact Haley at hstanfill@astate.edu to conduct a schedule audit to ensure your eligibility to enroll.

3. Can I transfer credit taken at another university into the program?

Yes, a student may transfer up to 9 semester hours of equivalent graduate credit. The credit must have earned a grade of A or B and can be no older than 6 years at the time the student graduates from ASU. Credit used for a master's degree may not be used for the EdS degree.

4. I completed a Request to have Graduate Transfer Hours Evaluated form. When will I know if my credits transferred?

Once you complete the form it is sent to your advisor who makes the initial evaluation. He/She sends the form to the Registrar's Office and to the Graduate School with his/her recommendation. The Graduate School does another evaluation and makes the final determination as to whether the course will transfer. The form is then sent to the LSDE office who notifies you whether the credit has transferred or not. Because of the number of offices involved it can take several days or weeks before you are notified of the results.

5. I'm pursuing the EdS – Principal Track (Curriculum Track, etc) degree and have already taken some of the required classes in my master's program. Do I have to retake those classes?

No, you do not retake those classes. Subject to your advisor's approval, you will substitute a 7000-level class from the superintendent track for each class you've taken in the master's program. However, you cannot take the 7000-level Field Study or Supervised Internship class as substitutes. Example: You took School and Community Relations in your MSE program. You will not take it again but will substitute a 7000-level class such as School District Administration in its place.

6. When is the Supervised Internship class offered?

The Supervised Internship class (and Field Study for the EdS) is offered each semester – fall, spring, & summer.

7. I've just started my degree program and would like to get a schedule of all my classes telling me when they are offered for the next two years. Can you provide me with a published schedule?

No, because a number of factors affect the schedule each semester it is normally only available for one semester. Even then, a class may be added or deleted at the last minute. You should check Banner Self Service to see which classes are offered

8. I received my MSE in Educational Leadership from ASU to obtain my building level administration license. Can I pursue the EdS – Principal Track to earn a higher degree?

No, the EdS tracks (other than the superintendent track) are designed for individuals who have a master's degree in some area other than educational leadership but who want to obtain their license as a principal, curriculum director,

special education director, etc. Normally, those individuals would complete a program of study consisting of a minimum of 18-24 hours from the MSE program. ASU added four 7000-level classes to the program of study classes and offered those individuals a means of obtaining a higher degree than a master's. In your case, you would have completed 18 hours (six classes) in the MSE degree which means you would have to substitute six 7000-level classes for the EdS degree. The only 7000-level classes available are those for the superintendent track.

9. I started my degree in the MSE-Building Level Administrator program and noticed that you now offer a specialist (EdS) degree as a principal. Can I switch from the MSE program to the EdS program?

Yes, BUT only if you already have a master's degree in some other area. If you do not have a master's degree you cannot enroll in the specialist program since you must have a master's degree to be admitted to the program.

10. I received my METP degree from ASU and started the EdS –Superintendent Track program. I noticed that you now offer several EdS tracks. Can I switch from the Superintendent Track to one of the new tracks?

Yes, but be aware that some of the 7000-level classes that you've already taken may not count toward the new track. Check the course requirements to see which ones are required in the new track.

11. I just finished my second class and the instructor told us to put an assignment into LiveText. We were not told to put any assignments into LiveText in the first class. Should I be putting specific assignments from each class into LiveText?

All classes have some assignments that may be used in your portfolio. Those assignments are listed in the Supervised Internship Handbook found in the Getting Started section of each class. You and your mentor may elect to use the activities for your portfolio (and, it only makes sense to do so since you have to do them anyway.)

I would suggest that you store all assignments in LiveText for safekeeping so they'll be present when you construct your portfolio. This is why most instructors (but not all) are telling you to put assignments in LiveText. They are not graded there for a class grade but are being stored there for future retrieval. We've heard several horror stories from students who have finished their coursework and started their portfolio only to discover that their flashdrive containing their files was missing or reformatted, hard drives crashed, computers were stolen, etc. By storing files on LiveText you have access to them at all times and LiveText has redundant servers so if one crashes the files are stored on another as well.

12. I rely on financial aid to take classes. How many classes must I take to be eligible to receive financial aid?

You must be enrolled in at least six hours of credit. This applies to each semester. Summer is considered a semester for financial aid purposes so you can take 3 hours in summer term I and 3 in summer term II and be eligible.

13. I live in Mississippi and want to get an administrator's license. Will the Ed.S. in Educational Leadership allow me to do this?

We have five EdS tracks. All EXCEPT the EdS – Superintendent Track can be used to get a license in Mississippi according to the latest information I've received from the Mississippi Department of Education. However, you should check with the MS Dept of Ed to ensure that the degree will be accepted by MS for licensure. Be sure to tell them that the degree will result in licensure in Arkansas as a principal/curr director/sped director/gt director (whichever track you are in).

14. I live in Mississippi, started an EdS degree program in educational leadership at ASU, and am now being told that it will not lead to licensure in Mississippi. What is going on?

Some Mississippi residents started the EdS degree before the new degrees were added. The original EdS degree, known now as the Superintendent Track, was (and still is) designed to prepare school leaders to become school

superintendents in the state of Arkansas. The Mississippi Department of Education states it will award an administrator's certificate to anyone who receives an advanced degree from ASU IF they are eligible to receive an administrator's license in the state of Arkansas. The problem is that the original EdS degree does not lead to licensure in Arkansas as a building principal, curriculum director, etc. It only leads to licensure as a superintendent. AND, in Arkansas, you must hold a "lower level" (principal, director, etc.) license before you can obtain the superintendent license. Therefore, unless you hold a principal's license (or director, etc.) you cannot obtain a license using the original EdS degree. To obtain a principal license in Arkansas (and Mississippi) you must be enrolled in the EdS – Principal Track degree program.

15. I started the EdS degree in one track but now I want to switch to another track. Some of the courses I've already taken are not required in the new track. Can they be substituted for some of the classes in the new track?

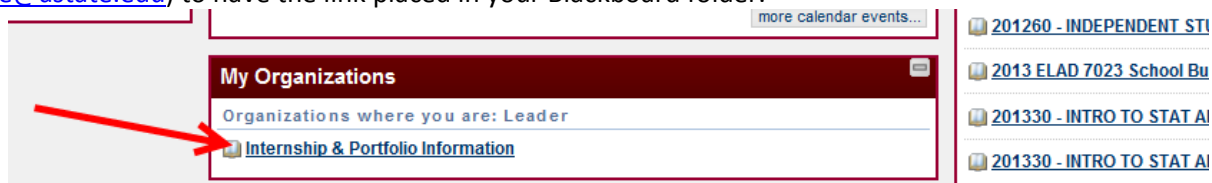
The answer is, unfortunately in most cases, "No". Each degree track has specific courses required to meet Arkansas requirements for licensure. The one exception is for students who took ELAD 7043 Management of Operational Systems for Learning during the fall 2012 term. That course can substitute for any required 6000-level class EXCEPT the supervised internship class. This exception is being made due to an error on the Academic Partnerships website in which it was stated that the course was required for all Ed.S. tracks and several students took the course mistakenly.

16. I rely on financial aid to pay for my courses and must be enrolled in a minimum of 6 hours each semester to be eligible for aid. This semester there are only 3 hours offered in my program in which I can enroll. Can I enroll in an extra course that's not in my program in order to have the minimum 6 hours?

The answer is, "It depends." It's my understanding that the Federal government has placed restrictions on federal financial aid by insisting that only courses required for a degree are eligible for aid. This requirement was put in place because so many students were defaulting on student loans. You should contact the Financial Aid office to see if this restriction applies to you.

17. Where can I find information about the internship, portfolio, and handbook?

Log into Blackboard. In the center column on the page you'll see a section called My Organizations. Click on **Internship & Portfolio Information**. If you do not have the *Internship & Portfolio Information* link please contact Dr. McBride (jmcbride@astate.edu) to have the link placed in your Blackboard folder.



18. I'm seeking the Ed.S. (Principal Track) degree. Which internship handbook do I use? The MSE Handbook is for the principal and the EdS Handbook is for the superintendent. I'm confused.

Since the Ed.S. tracks (principal, director) are a combination of our MSE and Ed.S. courses you will have to use both handbooks to get the total activities from which to choose your 35. However, you should use the MSE Handbook to guide you with directions, etc.

19. I see on the Academic Partnerships website that I can finish this degree in 18 months but based on the course schedules I've seen I don't see any way to do that. Why can't I finish in 18 months?

First, the Academic Partnerships website is maintained by a private entity located in Dallas, TX. Several years ago ASU entered into a contract with AP to market and offer the METP degree using a 5-week format. The schedule used in that program did enable students to complete the degree in as little as 18 months. Our educational leadership program was never supposed to be advertised as an 18-month program. While, in theory, one could finish the degree in less than 18 months we do not encourage or recommend it due to the intensity of the program. Second, scheduling issues may prevent us from offering certain classes on a regular basis which may prolong the time between class offerings.

20. I have a master's degree in biology and did a program of study to obtain the building principal's license. I noticed that ASU offers a specialist degree with a principal track that contains all the courses I took for the program of study. Can I be admitted to the Ed.S. – principal track and just take the four additional courses needed for the Ed.S. degree?

Unfortunately, the answer is no. In order to obtain the EdS degree you must complete a minimum of 30 hours once you have been admitted to the program. Since you took the six courses in a program of study before being admitted to the EdS program your only option would be to pursue the EdS-Superintendent track.