

CSU, Sacramento
Educational Leadership & Policy Studies
HIGHER EDUCATION MASTERS PROGRAM
FAQ & Program Description Sheet

Purpose

- The Community College Leadership Concentration has been designed to meet the needs of working adults for flexibility, convenience and efficient use of time, while simultaneously maintaining academic rigor and quality. It is directed toward strengthening 2-year institutions of higher education by preparing future leaders to manage, change, build college communities, and to effectively apply theories and skills of leadership and management to practice. This is accomplished through a partnership with current leaders in community colleges, their districts, and private postsecondary institutions.
- The Student Affairs Leadership Concentration prepares new and mid-career professionals for positions in student affairs in the higher education setting. Educational leaders in higher education must understand students' social, psychological, and academic development in order to increase student achievement, student access, retention, and graduation outcomes. Students in the program will acquire the knowledge, skills and values to become effective leaders in the field of student affairs. Practical and theoretical understanding of contemporary issues facing postsecondary education will be emphasized and fundamental practices will be reviewed.

Admission Requirements

1. a baccalaureate degree;
2. two years of teaching experience or its functional equivalent;
3. Upon applying, you will need to have **two (2) Referral Forms** of recommendation. One should be from your current, immediate supervisor and one from another administrator (may be from out of the District). The Referral Forms should support your capabilities in becoming an administrator...
4. You must pass an interview conducted by Educational Leadership faculty at CSUS.

CSUS Requirements

1. **Two separate** applications must be completed: one a Graduate Application for admission to CSUS to be filed with the CSUS, Graduate Center and a second "supplemental" application with the Department of Educational Leadership and Policy Studies Department.
2. Applicants must have a minimum **2.5 GPA**.
3. proficiency in written English composition as demonstrated by either passing the CSUS Writing Proficiency exam for Graduates or equivalent, or enrolling in ENGL 109 until the WPG is passed;
4. **Two (2)** referral forms of recommendation (provided in the department application packet).

Timeline for Program

- Supplemental Applications and Referral Forms must be turned in by campus application deadline: typically **MARCH 1** for the Fall Admissions, and **October 1** for the Spring Admissions.
- Paper screening and interviews will be held in April (for Fall Semester applicants) or November (for Spring Semester applicants). The final acceptance and/or denial recommendations will be made **2 weeks after the interview** has been conducted.

- The Masters Program will begin in August (Fall Semester), and in January (Spring Semester) following the deadline of the application.
- The Masters Program normally will take **4 semesters** to be completed, ***if students enroll in a minimum of 9.0 units (3 courses) their first semester.*** It is a **33 unit program** with 30 units of actual course work and 3 units of culminating experience. An assigned CSUS Faculty member will supervise you while you complete this culminating course work.
- Classes are typically offered during weekdays in the evenings (5:30pm – 8:40pm) and Saturdays. Each course will entail 6 weeknight meetings and 3 Saturdays. Other department courses are available on Saturday (all day lecture 8:00am -5:00pm). **Please note that Saturday courses are dependant on the availability of instructors to teach them... Note: Saturday-only classes meet for a total of 5 class sessions only...** These courses are typically offered early in the beginning of each semester and other courses begin toward the later half of the semester, ***so pay close attention to the course dates published both on the university's webpage and the published Schedule of Classes.***

Other Information

- The university tuition cost for 3 classes (9.0 units) per semester over the 3 semesters (\$2951.00 per semester) plus 1 class (3.0 units) over the 4th semester (\$1910.00) is approximately \$10763.00 books and materials will be at an additional estimated cost of \$300 per semester. ***Note that tuition fees are subject to change without notice at the discretion of the University's Board of Trustees...*** Remember you will also have a ***\$55.00 Application fee*** to simply apply to CSUS (fee can be verified in the CSUS Mentor on-line application). ***This fee is non refundable even if you are not accepted into our program.*** However, if you are not accepted, you will be contacted and given information on other programs that are available to you.
- The minimum number of accepted applicants for enrollment into the program will be 25 and the maximum enrollment will be 30.
- Each student working toward a Master's degree must file an application for Advancement to Candidacy for the degree; the application is a form on which the student indicates a proposed program of graduate study. The student must be advanced to candidacy the semester prior to enrolling in EDLP 500A. The procedure should begin as soon as the classified graduate student has:
 - removed any deficiencies in admission requirements;
 - completed at least 12 units in the Educational Leadership and Policy Studies graduate program with a minimum 3.0 GPA;
 - obtained advisor's preliminary approval of thesis or project proposal; and
 - pass the Writing Proficiency exam for Graduates (WPG) or secured approval for a WPG waiver.

Advancement to Candidacy forms are available in the Office of Graduate Studies or the Educational Leadership and Policy Studies Department office. The student fills out the form after planning a degree program in consultation with his/her Educational Leadership faculty advisor. The completed form is returned to the Office of Graduate Studies for approval.

Contacts

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- Office of Graduate Studies (916) 278-6470