



Thank you for your interest in Georgetown College's off-campus Master's degree programs. We are pleased to bring our graduate programs to your local area. We offer affordable tuition rates for these programs, and space in each cohort is limited. Once you submit your application and application fee (Steps 1-2 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 **(855) 765-8728** or by email at ifelkamp@graduateprogram.org.



NOTE: Georgetown College strictly limits enrollment in each program to 25 students and accepts reservations on a first-come, first-served basis.

Complete steps 1-2 below to reserve your seat in this program.

Apply online at <http://www.graduateprogram.org/georgetown-college/school-principal-application-checklist> for faster processing.

1 Application (Pages 4 - 6)

Complete and submit your application through the [online student portal](#).



2 \$50 Application Fee (Page 7)

Please log on your [online student portal](#) to pay your application fee.



Once you have reserved your seat, turn to **Page 2 and 3** or visit the online checklist to complete the remaining admission steps. Congratulations on your pursuit of a Master's degree with Georgetown College!

Sincerely,

Isabelle Felkamp

Graduate Information Office

(855) 765-8728

ifelkamp@graduateprogram.org



Instructional Leadership - Advanced Leadership Studies (Level II) ONLY:

To be eligible for Level II, you must have completed a Level I Instructional Leadership program (and currently hold a Statement of Eligibility for Provisional Certification for Instructional Leadership – School Principal, grades P-12).

- If you completed your Level I program through Georgetown College, you will only be required to submit an Application, Application Fee, Curriculum Contract, 4 C's Writing Prompt, and Official passing scores for the Specialty Test of Instructional Administrative Practices (6015) and School Leaders Licensure Assessment (6011) exams.
- If you completed your Level I Instructional Leadership program at an institution outside of Georgetown College, you will be responsible for submitting all required Level I admissions documents listed on this checklist to pursue Level II.

3 Financial Aid & 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](#). It is in your best interest to complete the financial aid process as early as possible. See Page 8 for information about Financial Aid, or Page 9 for information about the Deferred Payment Plan.

4 Official Transcripts

Submit official transcripts with undergraduate degree posted and official transcript if graduate coursework was completed. **Students must have either a 2.75 undergraduate GPA or a 3.0 on the last 30 hours of coursework, or a 3.5 on 15 hours of graduate work.** For instructions and more information, see Page 10.

5 Recommendation Forms & Superintendent's Endorsement

Candidates for the MA in Education with School Principal Certification (P-12) are required to submit three favorable recommendations attesting to the applicant's skills and understanding in the areas of ability to improve student achievement, leadership, and advance knowledge of curriculum instruction, and assessment.

One recommendation should be completed by your principal, one recommendation should be completed by a fellow teacher or peer, and one recommendation should be completed by your superintendent. The recommendation form for the Superintendent can also be completed by a designee of the Superintendent. These recommendations must be submitted while you submit your application in the [online student portal](#). For each recommendation, you will need the name and email address of the recommender.

**We also require our candidates to have a Memorandum of Agreement from their Superintendent. This document will be secured by Georgetown College.*

6 Curriculum Contract

Complete and submit the curriculum contract for your selected program using the [online student portal](#).

7 Copy of your Teaching Certificate

Please submit a copy of your teaching certificate to ifelkamp@graduateprogram.org. Candidates for the MA in Education with Instructional Leadership (School Principal, P-12) concentration are required to hold a current Kentucky Teaching Certificate or be eligible for a Kentucky Teaching Certificate with three years of documented teaching experience in a public school or appropriate nonpublic school as determined by the Kentucky Education Professional Standards Board.



8 Admissions Portfolio



Candidates are required to submit an entrance portfolio which includes the following:

- **Personal Essay**
 - 1-2 page essay discussing your journey as an educator, your reasoning behind desiring to become a principal, and your leadership potential. Use the artifacts listed below as evidence to demonstrate your potential to be an effective school leader that can have a positive effect on student learning. Please include documentation of 3 years of teaching experience including the school(s) and employment dates.
- **Most Recent Performance Appraisal**
 - A copy of your evaluation from your principal
 - A copy of your personal professional growth plan
- **Professional Development**
 - A summary of your School Improvement Plan and / or district improvement plan and documentation of your contribution to that plan
 - Any copies of certificates of Attendance and Completion of Professional Development Activities from the past two years, if applicable
- **Evidence of Ability to Improve Student Achievement**
 - Before and after testing data (classroom or building – state and/or local), subgroup testing data, gaps analysis data
- **Evidence of Leadership Potential**
 - Evidence of leadership roles within committees (minutes), directing and/or leading professional development activities, supervising Professional Learning Communities, participation in local or state committees or boards

Please clearly label each section. You may submit it via email to ifelkamp@graduateprogram.org in one document.

9 4 C'S Writing Prompt



Please answer the writing prompt using critical thinking, communication, collaboration and creativity. You may view the prompt in your student portal at the bottom of your status page. Please submit your completed sample via email to ifelkamp@graduateprogram.org.

10 Successful Interview with the Selection Committee



Candidates for the MA in Education with Instructional Leadership (School Principal, P-12) concentration are required to complete a successful interview with the selection committee. You will be contacted to schedule your interview once all other documents in your application file have been received and reviewed. Interviews may be conducted face-to-face, via online conference technology such as Skype, or via telephone depending on your distance from campus and the availability of the committee.



Name First Last Middle Maiden Name

Date of Birth

Gender: Male Female Marital Status: Single Married

Country of Citizenship Social Security Number

Street Address

City State/Province Zip Code

County (if KY resident) Country

Primary Phone Email Address

Enrollment Information

Are you a certified teacher? Not Certified Certified: **What rank are you pursuing?** Rank 1 Rank 2

Enrollment Term: Spring 2021

Type of Enrollment: Degree-Seeking Non-Degree Seeking

Cohort Location: Online

Program:

Programs for Certified Teachers:

Master's Programs:

- | | |
|--|--|
| <input type="checkbox"/> Teacher Leader Master's
<i>(please select endorsement below)</i>
<input type="checkbox"/> w/ English as a Second Language (P-12)
<input type="checkbox"/> w/ Moderate & Severe Disabilities (P-12)
<small>*Previous LBD Certification Required</small>
<input type="checkbox"/> w/ Instructional Computer Technology (P-12)
<input type="checkbox"/> w/ Teacher Leader (P-12)

<input type="checkbox"/> LBD Certification (P-12) w/ Master's
<input type="checkbox"/> LBD & MSD Certification (P-12) w/ Master's
<input type="checkbox"/> Instructional Leadership Master's (Level I) | <input type="checkbox"/> Literacy Specialist Master's
<i>(please select an option below)</i>
<input type="checkbox"/> w/ Teacher Leader Endorsement
<input type="checkbox"/> w/ English Concentration

<input type="checkbox"/> MSD Certification (P-12) w/ Master's

<input type="checkbox"/> Instructional Leadership – Advanced Leadership Studies (Level II) |
|--|--|

Endorsement Only Options:

- English as a Second Language (P-12) Instructional Computer Technology (P-12) Moderate & Severe Disabilities (P-12)
*Previous LBD Certification Required

Programs for Students without a Teaching License:

- Learning Behavior Disorders (P-12) w/ Master's**
 Initial Teaching Certification w/ Master's
Select the Area in which you would like to become certified:
High School (9-12): Biology Chemistry Physics English Mathematics History
Middle School (6-8): Language Arts Mathematics Science Social Studies
All Grades (P-12): Art French German Spanish Music-Instrumental Music-Vocal Physical Education
 Health



Academic History

Note: One official transcript must be provided showing undergraduate degree awarded and, if applicable, any graduate degree posted. If you have attended Georgetown College in the past, you do not need to request Georgetown College transcripts.

Have the official copies sent to: Graduate Education Admissions
Georgetown College
400 E. College St.
Georgetown, KY 40324

Email to: grad@georgetowncollege.edu

Transcripts must be from a regionally-accredited institution.

Dates Attended (year - year)	Institution	Location	Degree	When Received

Kentucky Teaching Certificates Held

Do you have a current teaching certificate? Yes No

If yes, please select the teaching certificate held Elementary P-5 Middle 6-8 Secondary 8-12
 LBD P-12 P-12 Other

If other, please list

Professional Certification (Outside of KY only)

If you have ever held, or currently hold a professional certificate, license, credential, or other document issued to you by any jurisdiction (other than Kentucky) within the United States or abroad, enclose a copy of the certificate(s) or provide the following:

State/Jurisdiction Certificate Number Type

Issue Date Is your certificate a Lifetime Certificate? Yes No

If your certificate is not a lifetime certificate, what is the expiration date?

If you are not certified in Kentucky, please mail to Georgetown College - Graduate Admissions Office

Race / Ethnicity

Responses to the following questions on race/ethnicity are voluntary. They are used for federal reporting purposes and are not used to determine a student's admissibility.

Are you Hispanic or Latino? Yes No

For Non-Hispanic U.S. Citizens, Select all that apply:

<input type="checkbox"/> Asian	<input type="checkbox"/> Black	<input type="checkbox"/> White, non-Hispanic
<input type="checkbox"/> Amer Indian/Alaskan Natv	<input type="checkbox"/> Unknown/Undecided	<input type="checkbox"/> Pacific Islander



Character and Fitness:

1) Have you ever had a professional certificate, license, credential, or any document issued to for practice denied, suspended, revoked, or voluntary surrendered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) Are you currently being reviewed or investigated for purposes of such action as stated in #1 or is such action pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3) Have you ever been dismissed, resigned, released, or asked to resign/retire or discharged from a professional position or military service for immorality, incompetence, willful neglect of duty, misconduct, or presenting false information toward obtaining the position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) Is any such action as stated in #3 pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) Have you ever been convicted of a felony or misdemeanor (other than a moving traffic violation), been found guilty, or entered a plea of 'nolo contendere' (no contest), even if adjudication was withheld, in Kentucky or any other state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) If you indicated 'yes' to any items, #1 through #5, has that action been reviewed by the Education Professional Standards Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Date of Review **Explanation**

I affirm and declare that all information given by me on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission, or addition, may result in the denial or revocation of my teaching certificate. Further, I understand that KRS 161,120 provides that a teaching certificate may be revoked at any time upon determination that false information was presented toward obtaining a teaching certificate.

I declare that I understand the standard for personal and professional conduct expected of a professional educator in Kentucky. I further certify that I have read and examined the CODE OF ETHICS applicable to school personnel, understand its provisions, and agree to abide by its terms during the course of my career as a professional educator.

I have read the above statements carefully. Yes No

Instructional Leadership (School Principal) Students Only

Yes No

Do you have at least three years of documented teaching experience? Yes No

Enrollment Statements

I hereby certify that I know of no legal or ethical reason why I would not be eligible for employment in Kentucky schools. I understand that withholding or giving false information may void my admitted status. I agree to abide by the Computing Ethics policy.	<input type="checkbox"/> Yes
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Signature **Date**



TO PAY BY CREDIT CARD: Fill out this section or log in to your online student portal.

Please use this section to pay your \$50 non-refundable application fee.

If you have any questions, please call us at (855) 765-8728 or e-mail ifelkamp@graduateprogram.org.

Student Name

Name on Card

Cardholder Address

City State Zip Code

Card Type: Visa MasterCard Discover AMEX **Amount: \$51.48** (includes \$1.48 transaction fee)

Card Number Expiration Date CCV#

Cardholder Signature Date

Telephone Number of Payee ()

(in case there is a problem processing the transaction and we need to contact the cardholder for additional information)

TO PAY BY ELECTRONIC CHECK:

Amount: \$50.25 (includes \$0.25 transaction fee)

Account Number Routing Number

Signature Print Name

Please note: Application and seat reservation are NOT secure until your non-refundable application fee is received.

OFFICE USE ONLY

Date Received:

Capture Number:

Entered on Account: Yes No



Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** Most students in our graduate education programs 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 Planning Office at **(502) 863-8027**.

How to Apply for Financial Aid:

- 1 Complete the Free Application for Federal Student Aid at www.fafsa.gov.** Students beginning in Spring 2021 should submit the 2020-2021 form. You will need your 2018 Federal Tax Return. All students will need your FSA ID (<https://fsaid.ed.gov/npas/index.htm>) and Georgetown College's School Code (**001964**). 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 Complete Loan Entrance Counseling and the Master Promissory Note.** Both can be completed at www.studentloans.gov (you will need your FSA ID from Step 1).
- 4 Request Financial Aid. *You cannot request financial aid until you have been registered for class.** Contact Graduate Financial Planning at gradfp@georgetowncollege.edu. In your email, please include your name, student ID # (if known), the number of hours you have registered for, and the type and amount of financial aid you are requesting.

The Federal (Title 1) 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. Georgetown College is not responsible to verify your eligibility for this or any other 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 more information.

The TEACH Grant:

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides up to \$4,000 a year in grant assistance to students who plan to teach in certain high-need fields. In order to be eligible for a grant, a student must submit a FAFSA form and sign a Declaration Sheet to agree to serve as a full-time teacher at certain low-income schools and within certain high-need fields for at least four academic years within eight years after completing (or ceasing enrollment in) the course of study for which the candidate received a grant. By signing the Declaration Sheet, you are confirming that you meet the stipulations of the TEACH Grant as outlined in the Declaration Sheet.

For more information please contact the Financial Aid office at (502) 863-8027 or gradfp@georgetowncollege.edu.



Complete all steps below to enroll in a monthly payment plan. This plan will allow you to spread out tuition payments over the entire semester, and will break your tuition bill into more manageable payments.

Federal Student Loans are also available for graduate students (see page 8).

NOTICE: Your first payment will be due no later than the start of your first course. If you have not made financial aid or payment plan arrangements by the start of your first course you will receive a bill via e-mail to your My.GeorgetownCollege.edu account. **Tuition bills will be e-mailed monthly; paper bills will not be mailed.**

How to Enroll in a Deferred Payment Plan:

- 1 Log into your My.GeorgetownCollege.edu account to view your tuition E-Bill.**
- 2 Download a Deferred Payment Form from the My.GeorgetownCollege.edu portal.** Print, sign, and mail your Deferred Payment Form along with your first payment prior to the due date on your first E-Bill. This signed agreement and first payment are due by the date on the deferred payment form.
- 3 Continue to make your scheduled payments.** The Deferred Payment Plan allows you to make three consecutive monthly payments over the course of a semester. Each payment will be 1/3 of your total bill for the semester.

Questions? Contact the Business Office by phone at (502) 863-8700 or by e-mail at student_accounts@georgetowncollege.edu

Important:

- If you prefer, you may pay your tuition balance in full via My.GeorgetownCollege.edu. The system accepts Electronic Check, Visa, MasterCard, Discover and American Express. The service fee for electronic check payment is \$3 and the service fee for credit/debit card payments online is 2.5%.



Georgetown College requires official, sealed transcripts from all previously attended colleges and universities where degrees were earned. **For the MA in Education with School Principal Certification (P-12) candidates must hold a Master of Arts degree in education from a regionally accredited institution with a GPA of 3.0 or higher.** Follow the steps below to request transcripts from each school that you attended.

REQUEST OFFICIAL TRANSCRIPTS:

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

ONLINE:

Official Electronic Copies:

grad@georgetowncollege.edu

BY MAIL:

- 1 Contact the Registrar's office at your previously attended school, either by phone, email, 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: Some 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 **(855) 765-8728**.

Please have official copies mailed to:

Georgetown College

c/o Graduate Education Admissions

400 East College Street

Georgetown, Kentucky 40324



Remember: An admission decision cannot be made until all official, sealed transcripts are received.



The Family Educational Rights and Privacy Act of 1974 opens many student records for student's inspection after January 1, 1975. The law also permits the student to sign a waiver relinquishing the right to inspect letters of recommendation. THE APPLICANT'S SIGNATURE BELOW CONSTITUTES A WAIVER. No signature means that the student has the right to read this reference.

Printed Name of Student **Signature of Student** **Date**

The individual noted above is applying for a program at Georgetown College leading to an M.A. in Education with School Principal Certification. Thus, it is critically important that we evaluate the individual's dispositions related to effective teaching and leadership prior to entering the program. The purpose of this evaluation is to evaluate the potential candidate's dispositions as they relate to our program's Conceptual Framework.

Based upon your experiences with this individual, please give your honest assessment of his or her dispositions for teaching using the following indicators. Your evaluation of this candidate will remain confidential.

Period of time you have known candidate **In what capacity?**

	N/A or Not Qualified to Rate	Inconsistently Demonstrates (Novice Level)	Usually Demonstrates (Skill Developing)	Consistently Demonstrates (Expert Level)
Dispositions relating to Commitment to the Profession and to Students and Families				
Displays a strong sense of vocation or mission				
Exhibits enthusiasm for teaching and a commitment to learning				
Shows patience and persistence				
Displays optimism				
Takes initiative				
Meets high standards in completing work				
Meets deadlines & follows through on commitments made to others				
Displays exemplary attendance				
Accepts feedback on performance and implements suggestions on professional growth needs				
Is a critical thinker who reflects on his/her practice				
Collaborates effectively with families and colleagues				
Values and practices effective, appropriate, responsible, & respectful communication across venues (classroom, email, meetings, etc.) & a variety of media (spoken word, written text, visual graphics, etc.)				
Displays ability to interpret, analyze, and implement data information in terms of addressing school improvement				
Exhibits knowledge of and the ability to put into practice local and state policies and procedures				
Dispositions relating to Appreciation for Diversity				
Treats every individual (students, parents, colleagues, members of the community) with dignity and in ways that show they are valued				
Is creative, flexible, and persistent in order to support the learning needs of a diverse student population				
Approaches different perspectives with an open mind, understands the importance of culture and language, and is culturally responsive in supporting learning				
Dispositions relating to Ethical Standards				
Is a person of high integrity				
Displays responsible behavior and adheres to confidentiality practices				
Adheres to the Professional Code of Ethics as established by Kentucky's Educational Professional Standards Board				
Treats others with respect				
Demonstrates maturity in behavior and actions especially in coping with difficult or controversial situations				
Shows compassion for others				
Displays a sense of fairness				



Please write a short description of how the candidate has demonstrated the abilities required of an effective principal:

Please provide any further clarification or pertinent information reflective of the ratings you have provided on this form:

Additional Comments:

Email of evaluator

Printed name of evaluator

Signature of evaluator

Position

Date

Mail or Email this form to:



Graduate Education Admissions, Georgetown College
400 E. College Street
Georgetown, KY 40324



grad@georgetowncollege.edu
(note: must be emailed from the email address of the evaluator.)

OFFICE USE ONLY: 1. 2. 3. Assessment Average Total



Master of Arts in Education Instructional Leadership (Level I) for Certified Teachers

For:

The Master of Arts in Education degree in Instructional Leadership (Level I) is designed for certified teachers who have earned a Master's degree in Education, hold at least Rank II, and have at least three years teaching experience, and wish to earn certification as a principal in the state of Kentucky.

What you learn:

There is a critical need across the state of Kentucky for quality principals. According to the Kentucky Occupational Outlook 2014 published by the Education Cabinet Department of Workforce Investment Office of Employment Training there are an average of 116 job openings per year as an educational administrator at the elementary and secondary level. The MAED in Instructional Leadership (Level I) program is designed to provide candidates with the knowledge and strategies to take on a leadership role within P-12 schools in order to transform teaching and learning within diverse settings in order to positively impact student achievement for all students. Research-based practices are stressed. We endeavor to prepare competent educator leaders who will be known, individually and collectively, by their exceptional qualities of leadership, and who will, in turn, cultivate similar qualities in those they teach and lead.

How you learn:

This is a fully online cohort. Most courses will be offered in a 7 and a half week format, though some 15 week courses may be included. (In which you will take two courses at a time). Face-to-face class meetings are not required. You will log into the online classroom using our online learning management system to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities done electronically. Following this schedule, you will complete the Level I program in approximately 20 months.

Career Outcomes:

Upon successful completion of the Level 1 coursework outlined below and the required major assessments, including the final capstone project, candidates will be eligible for a Master of Arts in Education degree. A recommendation will be made for the Statement of Eligibility for Provisional Certification for Instructional Leadership - Principal, grades P-12 following successful completion of Level 1 coursework, major assessments and state-required Praxis exams*.

Degree Requirements:

Course	Course Name	Hours
Level I: Core Coursework For Instructional Leadership – School Principal		
EDA 600	Introduction to School Leadership by Leading Teaching and Learning	3
EDA 602	Leadership for Human Resources Development in Schools	3
EDA 604	Organization and Legal Aspects of the School Principal	3
EDA 605	Field Experiences in Leadership I	3
EDA 606	School Climate And Culture	3
EDA 608	Leveraging Community Systems and Resources	3
EDA 610	Planning and Management of Technology in Schools for School Leaders	3
EDA 611	Field Experiences in Leadership II	3
EDA 612	Using Data for Instructional Decision Making	3
EDA 614	School Leadership Practicum	3
Total Number of Credits for MAED in Instructional Leadership (Level I):		30

Note: This is only an introduction to the program. Coursework may be taken in a different order.

*** Once a candidate obtains employment in a principal/assistant principal position under his or her Provisional Certification, he or she will be eligible to apply to the Instructional Leadership - Advanced Leadership Studies (Level II) program, and complete the remaining 6 credit hours of advanced coursework in order to be recommended for Level II Certification for Instructional Leadership - Principal, grades P-12.**



For:

The Instructional Leadership – Advanced Leadership Studies (Level II) program is designed for certified teachers who hold a Master’s degree in Education, with concentration in Instructional Leadership, and wish to earn certification as a Principal in the state of Kentucky.

What you learn:

There is a critical need across the state of Kentucky for quality principals. According to the Kentucky Occupational Outlook 2014 published by the Education Cabinet Department of Workforce Investment Office of Employment Training, there are an average of 116 job openings per year as an educational administrator at the elementary and secondary level. The Level II Instructional Leadership Certification program is designed to provide candidates with the knowledge and strategies to take on a leadership role within P-12 schools in order to transform teaching and learning within diverse settings. This is done in order to positively impact student achievement for all students, and practical application and implementation of school leadership is the focus. We endeavor to prepare competent educator leaders who will be known, individually and collectively, by their exceptional qualities of leadership, and who will, in turn, cultivate similar qualities in those they teach and lead.

How you learn:

These classes are fully online. Two three hour courses will be offered in a 15 week format. Although clinical educators from the college and/or your professor will provide on-site support and assistance periodically throughout each class, face-to-face class meetings are not required. You will log into the online classroom using our online learning management system to participate in online activities which include assignments and project implementation based on your duties within your current employment. Following this schedule, you will complete the Level II program in two semesters.

Career Outcomes:

Upon successful completion of the Advanced Leadership Studies (Level II) coursework, a recommendation will be made for Certification for Instructional Leadership - Principal, grades P-12.

Degree Requirements:

Course	Course Name	Hours
Level II : Advanced Coursework for Instructional Leadership – School Principal		
EDA 616	Special Topics in School Leadership: Leadership and Management	3
EDA 618	Special Topics in School Leadership: Instructional Leadership, Assessment, Collaboration and Climate	3
Total Number of Credits for Advanced Leadership Studies - Instructional Leadership (Level II)		6

Note: This is only an introduction to the program. Coursework may be taken in a different order.



KRS 161.028 requires that the Education Professional Standards Board develop a professional code of ethics. The Professional Code of Ethics for Kentucky Certified School Personnel, codified in 16 KAR 1:020, establishes the ethical standards for Kentucky certified school personnel and establishes that violation of the code may be grounds for revocation or suspension of Kentucky teacher/administrator certification.

Certified School Personnel in the Commonwealth:

1. Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach.
2. Shall believe in the worth and dignity of each human being and in educational opportunities for all.
3. Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession.

To Students:

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator.
2. Shall respect the constitutional rights of all students.
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students.
4. Shall not use professional relationships or authority with students for personal advantage.
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
6. Shall not knowingly make false or malicious statements about students or colleagues.
7. Shall refrain from subjecting students to embarrassment or disparagement.
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

To Parents:

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student.
2. Shall endeavor to understand community cultures and diverse home environments of students.
3. Shall not knowingly distort or misrepresent facts concerning educational issues.
4. Shall distinguish between personal views and the views of the employing educational agency.
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

To the Education Profession:

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession.
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
4. Shall not use coercive means or give special treatment in order to influence professional decisions.
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.



Thank you for your interest in Georgetown College!

About Georgetown College

The mission of Georgetown College is to prepare students to engage in their life's pursuits with thoughtfulness and skill by providing an exceptional educational experience in a vibrant Christian community. Distinguished by its emphasis on outstanding teaching and mentoring, the College offers excellent academic programs in the liberal arts, sciences, and professions. In advancing its mission, the College: Offers excellent academic programs at both undergraduate and graduate levels; maintains a strong commitment to core preparation and exploration in the liberal arts and sciences; provides talented faculty and staff who are committed to student growth and learning; preserves the close faculty-student bonds that have long distinguished its learning and mentoring context; encourages a faith that seeks understanding through free and thoughtful inquiry; honors its Baptist heritage through which it welcomes diverse perspectives and traditions; offers students an enriching living and learning community; supports a wide range of opportunities which promote engaging and meaningful experiences stretching from the classroom to around the globe; pursues athletic excellence practiced with the highest integrity; promotes ethical practices that develop character and enrich human and natural communities. Fulfilling its distinctive mission with the liberal arts, sciences, and professions, Georgetown College's aim is to continue to be one of the finest Christian colleges in the country.

Transferring Credits

Candidates are permitted to transfer up to 12 hours of graduate credit from another institution. Credits must have been earned from a nationally accredited institution or a regional institution of higher education accredited by EPSB.

All credits must be current (5 years), must meet the equivalent syllabus of a Georgetown College course, and must have been earned from an accredited graduate school. A course may not be transferred into a degree program that was used as a required course for a previously completed degree. Transfer credits must be approved by the candidate's advisor and by the Associate Dean of Education.

The culminating experience in the advanced Graduate Education programs is the action research project, which is currently completed in either EDU 596/597, EDU 594/595, or EDU 608/609. Candidates must take these courses at Georgetown College. Research courses taken at other institutions cannot be transferred to satisfy these requirements.

To request a review of your previous coursework for transfer credits, please email a copy of your unofficial transcript, and any available course description or syllabus for the course(s) you wish to transfer to the Graduate Information Office at ifelkamp@graduateprogram.org.

Cohort Information, Registration, and Refund Policies

Class size is limited to 25 students and a minimum number of student enrollments is required to begin each online cohort.

Students enrolling in the off-campus and online graduate programs will be registered for the entire cohort sequence. Written notification will be required to withdraw from an individual course or to withdraw from the program.

Georgetown College Tuition & Fees

The tuition for students beginning a new cohort program in Spring 2021 is \$410 per credit hour. In addition, students will be responsible for a \$75 per course technology fee.

Important Contacts

Graduate Information Office	Isabelle Felkamp	(855) 765-8728	ifelkamp@graduateprogram.org
Graduate Education Department	Erin Hoff	(502) 863-7031	erin_hoff@georgetowncollege.edu
Student Accounts		(502) 863-8700	student_accounts@georgetowncollege.edu
Financial Aid Office	Lauren Frye	(502) 863-8027	gradfp@georgetowncollege.edu