

ADVISOR CHECKLIST:

- _____ 1. The applicant has previously earned a Master’s degree or higher and holds a renewable Standard Professional Certificate.
- _____ 2. A maximum of 9 semester hours of graduate work from an accredited institution may be transferred into a graduate program at Augusta University. **At the time of admission**, the student must discuss the transfer hours with the advisor(s) and file a formal request with the chair of the department of the discipline of the course(s) being considered for transfer hours to be included in the program of study.
- _____ 3. The candidate must have attempted (but does not have to pass) the Georgia Ethics for Educational Leadership Assessment – Program Entry (Test #370) prior to enrolling in classes.
- _____ 4. The candidate has achieved a minimum “B” average (3.0 GPA) on all coursework in this program.
- _____ 5. The candidate has completed their Clinical Practice Plan.
- _____ 6. Opportunities for observing highly skilled leaders for growth are documented at all levels (i.e. P-2, 3-5, 6-8, and 9-12).
- _____ 7. The candidate has a mentor who is qualified to support their residency experiences.
- _____ 8. The candidate has developed an e-portfolio demonstrating knowledge, skills, and application of Educational Leadership Standards required in Georgia.
- _____ 9. The candidate must have attempted the Educational Leadership GACE (Test #301) *prior to completion of the M.Ed. program.*
- _____ 10. The candidate must take and pass the Georgia Ethics for Educational Leadership Assessment – Program Exit (Test #380) *prior to completion of the M.Ed. program.*

Additional documents related to the School Administration – Tier 1 Certification Only program, including the Clinical Practice Attestation Form, the Clinical Practice Plan, and the Individualized Induction Plan, can be printed from the department website.

Student _____ Date _____

LUA Mentor _____ Date _____

Faculty Advisor _____ Date _____

Department Chair _____ Date _____

The purpose of this form is to help students and their advisors track the student’s progress through the program. It should be used when meeting with a qualified program advisor.