



## Professional Studies Certificate in Administration & Supervision

The Professional Studies Certificate in Administration & Supervision is designed to meet the current and changing administrative needs of the public and private schools in Virginia and surrounding states. It incorporates the Virginia Licensure Regulations for School Personnel and the approved program standards of Virginia. The program is designed for those who already have earned a master’s degree in a field other than school administration and want to meet the Virginia requirements for licensure in administration and supervision.

New cohorts are established annually in September. The program operates on a three-term system. A candidate can graduate in two years if they remain on schedule. Shenandoah University supports graduate study at the Masters level through a substantial tuition discount.

### ADMISSION REQUIREMENTS

- Graduate Application for Admission along with a \$30 non-refundable application fee
- Official transcripts from all institutions of higher education previously attended
- Master’s Degree and current teaching license valid in any state
- Three (3) letters of recommendation
- 2-3 page typed essay addressing your background and educational goals
- Two years teaching experience and access to schools

### TRANSFER CREDITS

- Only grades of “A” or “B” are transferable
- A maximum of nine graduate hours may be approved by the Director of the School of Education and Human Development.

### WHERE TO BEGIN

- Admissions: Contact Abby Griffeth at [agriffet@su.edu](mailto:agriffet@su.edu)
- Faculty Advisor: Contact Mr. Dennis Kellison at [dkelliso@su.edu](mailto:dkelliso@su.edu)
- Apply online now by visiting:  
<https://www.applyweb.com/apply/su/>

**OFFICE OF ADMISSIONS**  
 1460 University Drive  
 Winchester, VA 22601-5195  
 (800) 432-2266 or (540) 665-4581  
[admit@su.edu](mailto:admit@su.edu)  
<http://www.su.edu>

### CERTIFICATE REQUIREMENTS

The certificate requirement is 27 semester hours with a grade point average of 3.0 or better.

Courses	Credits
ADM621 Intro. to Administration	3
ADM622 Schools & Communities	3
ADM623 School Law	3
ADM624 School Finance Theory & Practice	3
ADM640 Curriculum Dev. & Eval.	3
ADM641 Supervision & Evaluation of Instruction	3
RST672 Outcomes Assessment and Statistical Application in Orgs	3
AND	
ADM627 Internship in Education Leadership	6
<b>Total</b>	<b>27</b>