

# Professional Studies Certificate in Administration & Supervision



**SHENANDOAH**<sup>®</sup>  
UNIVERSITY  
Division of Education & Leadership

A Part-time, Two-Year Certificate Program (21 credit hours)

## PROGRAM DESCRIPTION

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. This program is offered online via Zoom. New cohorts are established annually in the Fall. The program operates year round. A candidate can graduate in two years if they remain on schedule. Shenandoah University supports graduate study at the Master's level through a substantial tuition discount.

## PROGRAM PREREQUISITES

- Master's degree with a minimum 3.0 cumulative GPA

## ADMISSIONS REQUIREMENTS

- Graduate Application with a \$30 non-refundable application fee
- Master's Degree (minimum 3.0 GPA)
- Unofficial transcripts for initial admission from all institutions of higher education previously attended.
- Current teaching license valid in any U.S. state
- One letter of recommendation
- Essay addressing your background and educational goals (2-3 pages)
- Resume
- Two years teaching experience and access to schools
- Language Proficiency Requirement must be met. Submission of TOEFL, IELTS, PTE, or Duolingo English Test may be required. See our policy for full details: <https://www.su.edu/admissions/international-students>

## CURRICULUM

The certificate requirement is 21 semester hours with a grade point average of 3.0 or better.

Course	Title	Credits
ADM 621	Introduction to Administration	3
ADM 622	Schools & Communities	3
ADM 623	School Law	3
ADM 624	School Finance Theory & Practice	3
ADM 640	Curriculum Development & Evaluation	3
ADM 641	Supervision & Evaluation of Instruction	3
ADM 626*	Practicum in Education Leadership	3

A passing score on SLLA is required for licensure

Total 21

\*ADM 626 is earned throughout the program

## ADMISSION & APPLICATION

### Start Term

Fall (August)

### Admission Deadline

Priority: July 15

Applications are reviewed on a rolling basis

### Format/Location

Online via Zoom

### How to Apply

Begin the online application process by going to [www.su.edu/sehdapp](http://www.su.edu/sehdapp)

### Foreign Transcripts

International transcript evaluation by an accredited agency is an admission requirement. Approved services are listed at [www.naces.org](http://www.naces.org) and <http://aice-eval.org/>.

### Transfer Credits

Only grades of "A" or "B" are transferable

A maximum of nine graduate hours may be approved by the Coordinator

### Contact Us

Dr. Deran R. Whitney  
Program Coordinator, Education Administration  
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Office of Graduate Admissions  
[SUGradAdmissions@su.edu](mailto:SUGradAdmissions@su.edu)  
call: 540-665-4581 | text: 540-546-6029

Office of Financial Aid  
<https://www.su.edu/financial-aid/incoming-graduate-aid/>  
[finaid@su.edu](mailto:finaid@su.edu) | call: 540-665-4538





**Dr. Deran R. Whitney**  
**Program Coordinator**

## **ABOUT THE DIVISION OF EDUCATION & LEADERSHIP**

Shenandoah University's Division of Education & Leadership (DOEL) prepares practitioner-leaders by offering programs of study that conform to the following principles: practicing in a spirit of collaboration; thoughtful examination of the foundations, current contexts, and future possibilities of the fields of study; encouraging proactive, problem-centered philosophies of educational and professional practice; producing graduates who will be knowledge-driven, competent decision-makers whose thinking is informed by reflective practice; and preparing caring, capable, and reflective teachers, administrators, human services, and public sector practitioners.

As part of efforts to make education more accessible for educators and leaders who serve our communities, all DOEL graduate programs are offered at a [reduced tuition rate](#).

## **FREQUENTLY ASKED QUESTIONS**

### **Can this program be completed online?**

Yes, courses are fully online. All Education Administration classes meet once per week via Zoom.

### **How much does the program cost?**

Tuition through the Division of Education and Leadership is offered at the discounted rate of \$490 per credit hour for the [2025-2026 Academic Year](#).

### **Can I complete this program while working full time?**

Yes, all of our programs in the Division of Education & Leadership can be completed on a part-time basis, and many classes are offered in the evenings to accommodate working professionals. Most graduate students enrolled in DOEL programs also work full time.