



EDUCATIONAL ADMINISTRATION DEGREE PROGRAM (M.S.)

The Wisconsin Board of Regents approved the Cooperative Program in Educational Administration between the University of Wisconsin-Madison and the University of Wisconsin-Whitewater on February 5, 1982. The cooperative program provides the opportunity for educators in the northeastern and central regions of Wisconsin to obtain a Master of Science degree, with certification (Principal, Director of Instruction, Director of Pupil Services/Special Education) in Educational Administration, from the University of Wisconsin-Madison. All coursework is offered on the University of Wisconsin-Whitewater campus.

This Cooperative Program can provide the graduate foundation for academic and career ladder activities leading to specialist and doctoral degrees at the University of Wisconsin-Madison in Educational Administration.

General Admission Conditions

1. Students must be admitted to the University of Wisconsin-Madison and University of Wisconsin-Whitewater Graduate Schools. Program admission will be to the University of Wisconsin-Madison Department of Educational Administration and the University of Wisconsin-Whitewater Department of Curriculum and Instruction. Students will receive the Master of Science degree and a recommendation for certification in Educational Administration.
2. The University of Wisconsin-Madison Department of Educational Administration considers applicants three times a year. **All application materials must be in the UW- Madison Admissions Office by April 1 for Summer, July 1 for Fall, and November 1 for Spring admission.** The Department then recommends students to the Graduate School.
3. The Cooperative Program Coordinator, Dr. Paul Yvarra, will advise students on the University of Wisconsin-Whitewater campus. An advisor from the University of Wisconsin-Madison campus will also be assigned to each degree candidate.
4. The degree and Principal certification program consists of 39 credits. Three (3) additional credits are required for Director of Instruction, and six (6) additional credits are required for Director of Pupil Services & Special Education.
5. The student must take a final Master's Examination (Comprehensive Exam), which is administered by the University of Wisconsin-Madison. The Master's Exams are scheduled three times per year near the end of each academic semester

and summer session. It covers only those courses taken in Educational Administration. Writing time for the examination is approximately six (6) hours. If failure results, the examination may be repeated one time. After a failure, the student is required to complete a minimum of six (6) additional credits in educational administration before retaking the examination.

All applicants to the Cooperative Program should contact the University of Wisconsin-Whitewater Coordinator, Dr. Paul Yvarra for application forms and an initial conference. Once all forms are completed, they should be returned to the coordinator who will compile and forward them on to the appropriate departments and offices.

Admission Requirements

1. **The applicant must meet both the Departmental and Graduate School criteria for admission to both Universities.**
2. Applicants must furnish the following to the University of Wisconsin-Whitewater Cooperative Program Coordinator:
 - A. Completed applications for both University of Wisconsin-Madison (including registration fee (\$45) to UW - Madison) and completed application for University of Wisconsin-Whitewater;
 - B. Official Transcripts from every university attended;
 - C. Miller Analogies Test (MAT) or Graduate Record Examination (GRE) scores
 - D. Recommendations from three persons who are qualified to pass on the academic and professional competence of the applicant., and
 - E. Submission of a statement of purpose by the applicant indicating:
 - A. Area of interest in administration
 - B. Professional objectives
 - C. Career goals
3. Admission to the program will be based, in part, on having more pluses than minuses on the following Admission Criteria :

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Last 60 hrs.	>3.25	3.00-3.24	<3.00
GGPA	>3.50	3.33-3.49	<3.33
MAT	>90th%ile	75th-89th%ile	<75th%ile
GRE	≥ 1000 pts (verbal & qualitative only)		

SPECIAL NOTE: Applicants who do not meet the criteria listed above will be placed in an exceptional admission category. The Department's Admission Committee will review those applicants and make a recommendation based on, in addition to those criteria,

- The Reasons for Study essay
- Additional explanation/documentation furnished by the candidate to support his/her admission, e.g. documentation of high potential for leadership, relevant experiences that affect their ability to serve in leadership roles

Qualifying Exams

The Miller Analogies Test (MAT) may be taken at most college testing centers including the University of Wisconsin-Whitewater. There is a \$33 fee (fee is subject to change without notice) for the exam. Students who are applying for fellowships, scholarships, and assistantships are urged to take the Graduate Record Examination (GRE). Most financial aid competitions require GRE scores. Information and applications for the GRE may be obtained from GRE, Educational Testing Service, Princeton, NJ 08540, or contact the Testing Center at the University of Wisconsin-Whitewater (262)472-5613, 800 W Main Street, Whitewater, WI, 53190.

Admission Process

All paperwork is to be submitted to the Whitewater Coordinator, Paul Yvarra, Ph.D. The University of Wisconsin-Whitewater coordinator will examine and forward all forms on to the appropriate departments.

Minimum Standards and Progress Towards the Degree (UW-Madison's Standards)

- A minimum of thirty (30) graduate credits must be completed in the Master of Science (M.S.) program with an overall GGPA of at least 3.00. The student must maintain a minimum overall 3.00 GGPA in educational administration courses at all times.
- Students declared "inactive" for three (3) years may be dropped from the M.S. program. Students who have been dropped must seek re-admission to a specific degree program in the department and meet all existing admission, program, and examination requirements.

Cooperative Program Course Offerings

At present, the following UW-Whitewater courses are approved for inclusion in the program.

290/433-772 LEGAL ASPECTS OF EDUCATION
 430-725 CURRICULUM DEVELOPMENT AND INTEGRATION
 433-769 SUPERVISION OF INSTRUCTION
 433-776 THE SCHOOL PRINCIPALSHIP
 433-780 ORGANIZATIONAL THEORY AND ADMINISTRATIVE
 BEHAVIOR IN
 EDUCATION
 439-793 PRACTICUM (IN EDUCATIONAL ADMINISTRATION)

The course descriptions for the above courses can be found in the following pages:

Educational Foundations Courses (423-XXX)	Elementary Education Courses (430-XXX)
Educational Administration Courses (433-XXX)	Field Practicum (439-XXX)
School Business Management Courses (290-XXX)	

University of Wisconsin-Madison Courses on Whitewater's Campus

305-735 Administration of Pupil Services in Elementary/Secondary Education -- 3 cr.

Organization and administration of counseling and guidance, psychological, social, and health services; attention to special education, Title I, at risk, health, welfare, social and family services, and juvenile justice and developmental disabilities programs.

305-770 School-Community Relations: Communication, Marketing, and Politics -- 3 cr.

Social, economic, and political characteristics of communities; marketing theory, marketing plans, and public relations; communications theory, mass media and group processes; political theory, community power, and conflict resolution; organization, operation, and evaluation of school-community relations programs.

305-820 Business Administration of School Systems -- 3 cr.

Financial management, financial accounting, computer systems and business management, financial reports, insurance, salary schedules, indebtedness, budgetary procedure, school budgets, audits, and pupil transportation.

305-725 Research Methods and Procedures in Educational Administration -- 3 cr.

The purpose of this introductory course in research methods and procedures is to help students acquire the abilities to read and critique research in educational administration and to conceptualize, design and conduct a practitioner research project specifically related to the practice of educational leadership. Emphasis will be placed on understanding how educational research contributes to knowledge about effective professional practices in teaching and learning organizations.

305-702 Introduction to Elementary and Secondary Education Administration -- 3 cr.

This course provides an introduction to elementary and secondary education administration. Topics to be covered include: new approaches to teaching and learning, current issues in education and research based knowledge about them, the evolving

nature of K-12 educational reform, and the organization and governance of American Education.

Transfer Credits

- No more than six (6) graduate credits in other than educational administration courses may be transferred to the M.S. Program in Educational Administration at the University of Wisconsin-Madison.
- No more than nine (9) graduate credits in educational administration courses may be transferred from other universities to the M.S. Program in Educational Administration at the University of Wisconsin-Madison.
- The combined transfer credit total from other approved programs may not exceed fifteen (15) credits.
- All transfer credits must have been taken in accredited graduate level programs.
- The major professor may petition the UW-Madison Graduate School to grant course credit for graduate work taken at another institution if it is determined to be applicable to the student's degree program. This request may be made only after the student has completed one full-time semester (or the equivalent) of satisfactory work at UW-Madison, and only upon written recommendation of the student's advisor and on evaluation of an official transcript.