



This page is for general guidance only.

Students are encouraged to check the [MSU Graduate Catalog](#) for official information.

Certification Program for Superintendent of Schools

Requirements for Admission*

3.2 or above on all graduate work attempted
A minimum combined score on the verbal and quantitative sections of the GRE of 750 or a 31 raw score (381 - 386 Scaled Score) on the Millers Analogy Test.
Completed Level 1 and Level 2 certification for principal or supervisor of instruction
A Masters in Education from an accredited college or university and a valid teaching certificate

*Students not meeting these requirements may apply under the alternative admission plan.

Students admitted to any educational leadership program after August 1, 2004 will be required to submit an exit portfolio. The portfolio must include artifacts that reflect the student's skills as a leader. Portfolio entries will include work completed as a part of all coursework required for the program as well as artifacts created as a part of the student's professional responsibilities. The educational leadership faculty will assess the portfolio. A total portfolio score of twelve (12) or higher is required for recommendation for certification. The rubric for assessing the portfolio may be obtained from any educational leadership faculty member.

[Portfolio Checksheet](#)

[Portfolio Scoring Rubric](#)

Course Number	Course Title	Credit Hours	Grade	Date Taken
EDIL 641	The School Superintendent	3		
EDIL 649	School System Administration	3		
EDIL 659	Strategic Planning in Education	3		
EDIL 631B	Practicum in District Administration/Superintendent	3		
TOTAL HOURS REQUIRED		12		

Program Completion

- √ The student must file for completion at the beginning of their last semester. Forms may be picked up in the Graduate Office.
- √ Students must have at least a 3.2 g.p.a.
- √ Three years of full-time teaching and an additional two (2) years of administrative experience as described in Kentucky Administrative Regulations are required before recommendation for certification will be made.
- √ Students must successfully complete an exit professional portfolio. The portfolio must be submitted within the last six weeks of the semester in which program completion is expected.

NOTE: Upon successful completion of the coursework and exit professional portfolio the student will be recommended for Provisional Certification for Superintendent of Schools.