

**SUPERINTENDENT PREPARATION PROGRAM
HANDBOOK
2024-25**



**College of Education and Human Development
Department of Educational Leadership
Texas A&M University-Corpus Christi
6300 Ocean Drive
Corpus Christi, TX 78412**

Note: This handbook is subject to change without prior notification. Updates will be available in the Educational Leadership Program offices. The Handbook is a resource for program planning and general guidance, to be used in conjunction with the requirements and parameters detailed in the graduate catalog.

Texas A&M University-Corpus Christi
College of Education and Human Development

Mission

The College of Education and Human Development at Texas A&M University-Corpus Christi is committed to excellence and educational achievement by preparing transformative leaders with 21st Century knowledge and skills to serve the needs of local, regional, and global communities.

Vision

We champion education, human development, intellectual advancement, health, and well-being for all.

Our Commitments:

- *Culturally sustaining and innovative teaching*
- *Cutting-edge research*
- *Data-informed practice*
- *Improved individual, family, school, and community outcomes*

Core Values

- *Students First*
- *Collaboration*
- *Integrity*
- *Excellence*
- *Mutual Respect*
- *Empowerment*
- *Innovation*

The Department for Educational Leadership is located on campus in the Faculty Center, second floor. The mailing address and general contact information are noted below:

Department of Educational Leadership
Texas A&M University-Corpus Christi
6300 Ocean Drive, Unit 5818
Corpus Christi, TX 78412-5818

Table of Contents

Introduction	4
Program Description	4
Program Faculty and Staff.....	8
Admission Requirements.....	8
Application and Admission Process—Certification Only (Alt-Cert)	9
Admission Process (EDLD Cognate Candidates)	10
Practicum.....	10
TExES 195 (Superintendent) Examination.....	11
Eligibility	11
Five-year limit.....	11
Multiple attempts	11
Ethical Standards/ Academic Misconduct	12
Request for Leave	12
University Policies, Resources and Information	13
Registration.....	13
Total Hours.....	13
Graduate Courses	13
Maximum course load.....	13
Repetition of a course to raise a grade	13
Repetition of a course for multiple credit	14
Removal from Scholastic Probation	14
Enforced Withdrawal	14
Reinstatement.....	15
Financial Aid	15
Scholarships	15
Academic Resources.....	15
Health and Wellness Resources	16
Appendices	17



Introduction

Congratulations on continuing your graduate studies in the field of educational leadership! The faculty and staff of the Superintendent Preparation Program look forward to helping you achieve your goals.

This handbook was developed to help address questions or concerns that may arise during your program participation. While each student's experience is unique, this handbook provides guidance generally applicable to all students in the program. The contents of this handbook should be considered alongside the university graduate catalog and the College of Graduate Studies Handbook. Please know that you are welcome to visit with the department chair, program coordinator and faculty at any time. While it is your responsibility to see that all requirements are met, faculty and staff will be glad to assist you and to answer any questions you may have.

Within this handbook, you will find pertinent information to include:

1. Program description
2. Course information and requirements
3. Program faculty and staff contact information
4. Admission requirements and application process
5. Texas superintendent certification requirements and application process
6. TExES 195 examination information and requirements
7. Applicable university, college, and departmental policies
8. Samples of program forms and required documentation

Again, welcome to the Superintendent Preparation Program. It is our intention to provide you with a rigorous, relevant and challenging program preparing you for district-level leadership positions in education.

Program Description

The Superintendent Preparation Program at Texas A&M University-Corpus Christi (TAMUCC) is a 15-semester credit hour course of study designed to prepare candidates to pass the Texas superintendent certification exam and succeed in a superintendency or other district-level leadership position. The program is available to qualified candidates who are enrolled in the Educational Leadership doctoral program or those post-master's degree students seeking certification only. The program is designed with working school professionals in mind and uses a blended learning approach consisting of in-person seminars and online instruction.

Coursework is designed to support the following Texas Superintendent Certificate Standards (19 TAC 242.15 (b-h)):

- *Learner-Centered Values and Ethics of Leadership.* A superintendent is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner.
- *Learner-Centered Leadership and School District Culture.* A superintendent is an educational leader who promotes the success of all students and shapes school district culture by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- *Learner-Centered Human Resources Leadership and Management.* A superintendent is an educational leader who promotes the success of all students by implementing a staff evaluation and development system to improve the performance of all staff members, selects and implements appropriate models for supervision and staff development, and applies the legal requirements for personnel management.
- *Learner-Centered Policy and Governance.* A superintendent is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context and by working with the board of trustees to define mutual expectations, policies, and standards.
- *Learner-Centered Communications and Community Relations.* A superintendent is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
- *Learner-Centered Organizational Leadership and Management.* A superintendent is an educational leader who promotes the success of all students by leadership and management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
- *Learner-Centered Curriculum Planning and Development.* A superintendent is an educational leader who promotes the success of all students by facilitating the design and implementation of curricula and strategic plans that enhance teaching and learning; alignment of curriculum, curriculum resources, and assessment; and the use of various forms of assessment to measure student performance.
- *Learner-Centered Instructional Leadership and Management:* A superintendent is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a district culture and instructional program conducive to student learning and staff professional growth.

In addition, the following TExES 195 Domains and Competencies are also addressed in the coursework:

Domain I--Leadership in the Educational Community

- Competency 1--The superintendent knows how to act with integrity, fairness, and in an ethical manner in order to promote the success of all students.
- Competency 2--The superintendent knows how to shape district culture by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the educational community.
- Competency 3--The superintendent knows how to communicate and collaborate with families and community members, respond to diverse community interests and needs, and mobilize community resources to ensure educational success for all students.
- Competency 4--The superintendent knows how to respond to and influence the larger political, social, economic, legal, and cultural context, including working with the board of trustees, to achieve the district's educational vision.

Domain II—Instructional Leadership

- Competency 5--The superintendent knows how to facilitate the planning and implementation of strategic plans that enhance teaching and learning; ensure alignment among curriculum, curriculum resources, and assessment; and promote the use of varied assessments to measure student performance.
- Competency 6--The superintendent knows how to advocate, nurture, and sustain an instructional program and a district culture that are conducive to student learning and staff professional growth.
- Competency 7--The superintendent knows how to implement a staff evaluation and development system to improve the performance of all staff members and select appropriate models for supervision and staff development.

Domain III--Administrative Leadership

- Competency 8--The superintendent knows how to apply principles of effective leadership and management in relation to district budgeting, personnel, resource utilization, financial management, and technology use.
- Competency 9--The superintendent knows how to apply principles of leadership and management to the district's physical plant and support systems to ensure a safe and effective learning environment.
- Competency 10--The superintendent knows how to apply organizational, decision-making, and problem-solving skills to facilitate positive change in varied contexts.

The five courses are:

- EDAD 5361 / 6361 SCHOOL LAW AND HUMAN RESOURCES
- EDAD 5367 / 6367 PUBLIC SCHOOL FINANCE AND BUSINESS OPERATIONS
- EDAD 5368 / 6368 SCHOOL PUBLIC RELATIONS
- EDAD 5369 / 6369 THE SCHOOL SUPERINTENDENCY
- EDAD 5398 / 6398 PRACTICUM IN THE SUPERINTENDENCY

Two courses each are offered in the Fall and Spring semesters, along with the Practicum, through a combination of in-person and online formats. A description of each course and the current schedule of offerings follows:

FALL SEMESTER

EDAD 5369 / 6369 THE SCHOOL SUPERINTENDENCY	EDAD 5361 / 6361 SCHOOL LAW AND HUMAN RESOURCES
<p><i>This course provides an overview of all TExES 195 superintendent competencies, with an in-depth exploration of the superintendent – school board relationship, various leadership frameworks, and the individual student’s personal philosophy of educational leadership.</i></p> <p>This course is presented in a hybrid format, using both online content and three required in-person Saturday seminars.</p>	<p><i>This course explores competencies and topics related to district-level application of various state and federal laws impacting contemporary public school district leadership, including the Texas Open Meetings Act, Texas Educator Code of Ethics, human resources issues, and student and parent rights. Exploration of current and emerging legal topics is emphasized.</i></p> <p>This course is offered in a fully online format.</p>

SPRING SEMESTER

EDAD 5367 / 6367 PUBLIC SCHOOL FINANCE AND BUSINESS OPERATIONS	EDAD 5368 / 6368 SCHOOL PUBLIC RELATIONS
<p><i>This course explores competencies and topics related to the structure of the Texas school finance system, legal requirements for budgeting and accounting of revenue and expenditures at the district level, and other key aspects of school business operations, such as facilities maintenance, transportation, food service, and purchasing.</i></p> <p>This course is presented in a hybrid format, using both online content and three required in-person Saturday seminars.</p>	<p><i>This course explores competencies and topics related to best practices in school public relations, including standards adopted by the National School Public Relations Association for implementing a comprehensive program to engage internal and external publics in the improvement of the public school system.</i></p> <p>This course is offered in a fully online format.</p>

EDAD 5398 / 6398 PRACTICUM IN THE SCHOOL SUPERINTENDENCY is currently offered in both the Fall and Spring semesters, based on demand. EDAD 5398 / 6398 may not be taken until the final semester of superintendent coursework.

Each of the four core courses includes a standards- and competency-based benchmark assessment. Successful completion of the benchmark assessment for courses offered in one semester is a requirement for registration in courses the subsequent semester.

Program Faculty and Staff

The Superintendent Preparation Program a TEA-approved Educator Preparation Program and is a component of the Department of Educational Leadership within the College of Education and Human Development at TAMUCC. The following faculty and staff support the program:

*Interim Dean,
College of Education and
Human Development*

Don Melrose, Ph.D.
Professor and Department Chair, Kinesiology
361-825-2660
Don.Melrose@tamucc.edu

*Department Chair,
Educational Leadership*

Lynn Hemmer, Ph.D.
Professor and Department Chair, Educational
Leadership
361-825-3702
Lynn.Hemmer@tamucc.edu

*Program Coordinator,
Superintendent Preparation
Program*

Doyle “Scott” Elliff, Ed.D.
Clinical Associate Professor
361-825-4637
Doyle.Eliff@tamucc.edu

Certification Coordinator

Carol Pike
361-825-3074
Carol.Pike@tamucc.edu

Administrative Assistant

Eliza Lara Manrow
361-825-2992
Eliza.Lara@tamucc.edu

Admission Requirements

To be eligible for admission into the Superintendent Preparation Program, either as part of the doctoral program in educational leadership or for certification only, the following program requirements must be met:

- Have a graduate GPA of 3.0 or higher
- Have earned a master’s degree from a university accredited by an agency recognized by the Texas Higher Education Coordinating Board
- Hold a principal certificate issued by the Texas Education Agency (TEA) or the equivalent issued by another state or country, *or* TEA approval of minimum of three years of district-level leadership experience in lieu of principal certification (approval form found at <https://tea.texas.gov/texas-educators/certification/additional-certifications/superintendent-managerial-experience-10.2020.pdf>)
- Upload all university-required documents through the *Apply Texas* portal, with signatures as indicated, including
 - Texas Educator Code of Ethics acknowledgment
 - FERPA acknowledgment
 - Preliminary Criminal History form
 - Educator Service Record (an updated ESR may be required at time of certification to document required experience)
- Submit the required TEA technology fee to the Certification Office by the census date noted in the candidate’s admission letter



Application and Admission Process— Certification Only (Alt-Cert)

Applicants seeking admission to the Superintendent Preparation Program for certification only (non-degree seeking) must apply for admission through the university website using the *Apply Texas* portal. Deadlines for application along with other pertinent information are posted online at

<https://www.tamucc.edu/programs/graduate-programs/superintendent-certification.php> .

Admission is a two-stage process. In the first stage, the Program Coordinator receives notice of prospective participants through weekly reports from the College of Graduate Studies. Once an applicant’s program application file is complete, the Program Coordinator will review the application and score the application essay using a rubric. The Program Coordinator will also review the files to ensure the candidate meets the minimum requirements for certification, transcripts, and educator service.

Stage 2 of the process includes an interview, assessed with a rubric, with the Program Coordinator. If the candidate is successful at Stage 2, the Program Coordinator will notify the College of Graduate Studies of the admission decision: (1) full acceptance, (2) conditional acceptance, or (3) denial. The Program Coordinator will provide preliminary notice of the decision to the candidate and permit the accepted candidate to register for courses, as appropriate.

The Program Coordinator will notify the Certification Coordinator of the admission decision. The Certification Coordinator will send the candidate the official admission letter, which the candidate will digitally sign and return, indicating the candidate's acceptance of the admission offer. The signed admission letter **must** be returned by the census date noted in the letter. The certification admission date for the superintendent program will correspond to the university's enrollment census date for the semester and year the candidate's program participation begins.

Admission Process (EDLD Cognate Candidates)

Students in the Doctoral Program in Educational Leadership (EDLD) may choose the Superintendent Preparation Program to satisfy the cognate requirement in the doctoral degree plan. Candidates will contact the Program Coordinator prior to registering for their first superintendent preparation course and provide their current educator certification and educator service record. The Program Coordinator will also review and score the essay included in the candidate's doctoral application to complete Stage 1 of the process.

Stage 2 of the process includes an interview, assessed with a rubric, conducted by the Program Coordinator. If the candidate is successful at Stage 2, the Program Coordinator will notify the College of Graduate Studies of acceptance into the superintendent preparation program via email, submit "Form M," and permit the student to register for courses, as appropriate.

The Program Coordinator will notify the Certification Coordinator of the admission decision. The Certification Coordinator will send the candidate the official admission letter, which the candidate will digitally sign and return, indicating the candidate's acceptance of the admission offer. The signed admission letter **must** be returned by the census date noted in the letter. The certification admission date for the superintendent program will correspond to the university's enrollment census date for the semester and year the candidate's program participation begins.

Practicum

An integral part of the superintendent preparation experience is the semester-long practicum. The practicum is intended to be a culminating experience in the program, providing the candidate the opportunity to apply the competencies and skills learned during coursework in a "real world" setting. Under the supervision of a university field supervisor and a certified superintendent site supervisor, the candidate will complete 160 hours of competency-based experiences which are logged and submitted as part of their practicum portfolio. Additionally, the candidate will be observed a minimum of three (3) times by the university field supervisor in demonstrations of the superintendent certification standards.

Grades for the practicum are earned on a “credit” or “no credit” basis.

A detailed description of the practicum requirements is included in the *Superintendent Practicum Handbook* provided to each candidate and site supervisor at the start of the practicum experience.

TExES 195 (Superintendent) Examination

Eligibility. The state examination for superintendent certification is the TExES 195. Before a candidate is eligible to take the examination, the following requirements must be met:

- Completion of all superintendent program coursework, including the Practicum
- Participation in a university-offered TExES 195 preparation tutorial session
- Successful completion of a practice examination
- Payment of all required fees
- Submission of all required documents

The Program Coordinator will verify the candidate’s eligibility to test with the Certification Coordinator, who will in turn guide the candidate through the process of registering for the examination. Candidates are strongly encouraged to take the examination within one (1) year of completing the program; however, candidates **must** take the examination no later than five (5) years after taking their last program course (see below).

Five-year limit. Candidates who have not taken and passed certification exams and/or applied for certification within five years of program completion date will be required to repeat or complete additional coursework, pass practice exams and / or engage in the services of outside test preparation programs, as determined by the Program Coordinator. Failure to complete all requirements in the certification process within this timeframe may render the candidate ineligible to continue testing or be recommended for certification by Texas A&M University-Corpus Christi.

Pursuant to 19 TAC 228.40(d), *Texas A&M University-Corpus Christi reserves the right to deny certification recommendation beyond five (5) years of candidate program completion without any further consideration.* Appeals related to any portion of this program policy must be made in writing to the Dean of the College of Education and Human Development at Texas A&M University-Corpus Christi, with information copies of the appeal provided to the appropriate Department Chair and Program Coordinator.

Multiple attempts. It is our goal for candidates to pass the examination on the first attempt; however, a candidate may attempt the examination a maximum of five (5) times. Failure to pass the examination at the fifth attempt will result in required approval from TEA to take the exam yet again through the Agency’s Test Limit Waiver process.

If the candidate fails an attempt to pass the examination, the candidate must wait a minimum of 30 days before registering for the next attempt. The program coordinator may

require the candidate to participate in additional tutoring and test preparation prior to approving a new TExES Approval Request (TAR).

Instructions for accessing the TAR system are in the Appendix. You can also contact the Certification Coordinator with specific questions using the contact information on p. 8.



Ethical Standards/ Academic Misconduct

Students and faculty members are responsible for maintaining academic integrity by refusing to participate in or tolerate academic misconduct. In a case of academic misconduct, written documentation must be maintained by the affected faculty member for any alleged acts of misconduct (see below).

Commission of any of the following acts constitute academic misconduct. This list is not exclusive of any other acts that may reasonably constitute academic misconduct.

- Plagiarizing or submitting academic work for credit that includes examinations, themes, reports, drawings, laboratory notes, computer-processed materials, published or unpublished material copied or paraphrased without documentation or citation. This includes the use of prohibited generative artificial intelligence (AI).
- Fabricating information to falsify results obtained from a research or laboratory experiment. Falsifying written and/or oral presentations including the results of research or laboratory experiments.
- Cheating or knowingly assisting another student in committing an act of cheating or other form of academic dishonesty.
- Unauthorized possession of examinations, reserved library materials, laboratory materials, or other course related materials.
- Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report; falsification of student transcript or other academic records; or unauthorized access to academic computer records.
- Nondisclosure or misrepresentation in filling out applications or other university records in, or for, academic departments or colleges.
- Attempting, aiding, abetting, conspiring, hiring or being an accessory to commit any act prohibited in this code shall be considered substantive violations.
- Violation of departmental, college, or university policies.

Request for Leave

Students experiencing major life events or challenges can request a leave from the program. After consulting with their academic advisor, students must submit a written request form to the College of Graduate Studies.



University Policies, Resources and Information

Registration. The Office of the Registrar coordinates the course registration process for all current and incoming students.

<http://registrar.tamucc.edu/Register%20for%20Classes/index.html>

Current and incoming students can register online through their S.A.I.L. account or at the Office of the Registrar.

- S.A.I.L.: <http://sail.tamucc.edu/>
- Office of the Registrar: Located in the Student Service Center
 - Phone: 361- 825-2624
 - Website: <http://registrar.tamucc.edu/>

Enrollment Status. Enrollment status for graduate students is defined below. Consult the Graduate Catalog and your academic college for exceptions and further information.

Status	Fall or Spring Terms	Combined Summer Terms
Full-time	9 hours	6 hours
Three-quarter-time	7 hours	5 hours
Half-time	5 hours	3 hours

Total Hours. Master’s programs range from 30 to 60 approved graduate semester credit hours (SCH), which must be from courses at the 5000 level or higher. The MFA, which is a terminal degree, requires 60 semester credit hours.

Graduate Courses. Graduate courses are numbered 5000 or higher. Courses at the 5000 level are open only to students with graduate standing and senior undergraduate students who meet specific criteria. Courses at the 6000 level and higher are limited to students admitted to a doctoral program or graduate students who meet specific criteria. Please consult the individual graduate program for additional details or requirements.

Maximum course load. Graduate students may not register for more than 12 hours in a regular semester without the approval of the dean of the college in which they are enrolled. Approval is also required for more than 6 hours of coursework in a single session of summer school or 12 hours of coursework in the combined summer session (not counting Maymester) without the approval of the college dean.

Repetition of a course to raise a grade. A course in which the final grade is C or lower may be repeated for a higher grade. A course in which the final grade is a B may be repeated only with the permission of the Graduate Dean. A maximum of two courses may be retaken

during graduate study at the university. Each course may be repeated only one time. All grades received for the course will be computed in the grade point average.

Repetition of a course for multiple credit. A course may be repeated for multiple credit towards graduation only when so designated in the course description and approved by the faculty or program advisor as designated by the College in which the student is enrolled.

Scholastic Probation. The university places a student on probation if their cumulative GPA falls below 3.0 at the end of a semester. A graduate student will be placed on scholastic probation if, at the end of any semester or term, the student's cumulative graduate grade point average falls below 3.0 (or a higher GPA set by the program). A graduate student receiving a grade of U or NC for the second time will also be placed on scholastic probation. A student can be on scholastic probation only once (see section on Enforced Withdrawal below).

Removal from Scholastic Probation. A student must achieve a cumulative 3.0 GPA (or higher GPA if required by the program) within completion of the next nine (9) semester credit hours to be removed from scholastic probation if scholastic probation was due to an unsatisfactory GPA. The courses included in the nine (9) semester hours must be approved by the program faculty for degree-seeking students.

A student who received two or more grades of U or NC may be removed from scholastic probation after one year if the student achieves a cumulative 3.0 GPA (or higher GPA if required by the program) and subsequently receives grades of S or CR.

- A student will not be placed on scholastic probation in a graduating semester if the cumulative GPA is 3.0 or higher and there are no more than two Cs for courses on the degree plan.
- A student who is removed from scholastic probation is not eligible for placement on scholastic probation a second time.

Enforced Withdrawal. Enforced withdrawal is reflected on the student's academic record. A student who is or has ever been on scholastic probation will be placed on enforced withdrawal if:

- the student's GPA for any subsequent term falls below 3.0, or
- the student receives a third grade of U, NC, or NP, or
- other scholastic requirements are not met, or
- the student does not achieve the required cumulative GPA (3.0 or higher if required by the program) within completion of nine (9) semester hours, or
- the student is mathematically unable to achieve the required GPA within completion of 9 semester hours, or
- the student does not meet the specific program requirements as stated in their conditional enrollment agreement.

Reinstatement. A student on enforced withdrawal may not enroll in any graduate program for a minimum of 12 consecutive months. A student must reapply, meet current requirements for degree-seeking students, and be accepted by the University and the program to enroll for graduate studies following the period of enforced withdrawal. The application may be submitted prior to the requested enrollment date. Colleges or programs may develop additional procedures or requirements related to re-enrollment following enforced withdrawal. Some colleges or programs may not permit reinstatement from enforced withdrawal. Please see the appropriate college or section of the catalog for specific requirements. Students should be aware that enforced withdrawal does not alter the 7-year time period for completion of the degree.

Financial Aid. Application forms and detailed instructions on applying for financial aid are available through the Office of Student Financial Assistance at the following web address: <http://osfa.tamucc.edu>.

Scholarships. Current graduate students who want to apply for a graduate scholarship can apply via <http://scholarships.tamucc.edu/index.html>.

Eligibility requirements for receiving a scholarship include:

- being admitted to Texas A&M University-Corpus Christi.
- submitting a completed Graduate Scholarship Application.
- being a graduate degree or certificate-seeking student.
- being enrolled in at least six (6) graduate student credit hours during a regular semester or three
- (3) graduate student credit hours during the combined summer terms for summer scholarships. Please note: individual scholarships or colleges (i.e., the College of Science and Engineering, College of Graduate Studies) may require full-time enrollment (9 graduate SCH) during the regular semesters.
- Having a 3.0 GPA minimum (graduate GPC for returning students or last 60 SCH for new students). Scholarships will normally be disbursed throughout the academic year. For example, a \$1,000 scholarship awarded for the academic year will be paid out as \$500 in the Fall semester and \$500 in the Spring semester.

Academic Resources

Graduate Resource and Opportunity Workspace (GROW). As part of the College of Graduate Studies, the Graduate Resource and Opportunity Workspace (GROW) offers graduate students' exclusive space and resources tailored specifically to their academic needs and professional development. GROW is located in the Mary and Jeff Bell Library (Suite 220) and is open during library hours. To reserve the small/group study room, students may complete an online form available on the GROW website: <http://grow.tamucc.edu>.

Dissertation/Thesis Formatting Workshop. We encourage all degree-seeking students who

are or will be completing a dissertation or thesis to attend a Dissertation/Thesis Formatting Workshop. These workshops are held every semester and provide information that will simplify the process of formatting and uploading the final document into ProQuest. We strongly urge attendance early in the writing process for your study. Workshops will be announced via the CGS/GROW newsletter and the CGS webpage. Topics include:

- CGS website related to dissertation/thesis
- Important Dates
- Forms
- The submission process
- Copyright information
- Formatting and templates

Graduate Resource and Opportunity Workspace (GROW)

<http://grow.tamucc.edu>

361-825-2507

Center for Academic Student Achievement (CASA) Writing Center

<http://casa.tamucc.edu>

361-825-5933

Mary and Jeff Bell Library

<http://rattler.tamucc.edu>

361-825-2643

Health and Wellness Resources

Recreational Sports

<http://recsports.tamucc.edu>

361-825-2454

Student Health Plan

<https://tamucc.myahpcare.com>

800-452-5772

University Counseling Center

<http://counseling.tamucc.edu>

361-825-2703

University Health Center

<http://healthcenter.tamucc.edu>

361/825-2601

Ask-a-Nurse Line

361-825-5735

Appendices

Appendix A: Superintendent Certification Plan

Appendix B: TExES 195 Testing Approval Request (TAR) Procedures

Appendix C: Sample Admission Letter



TEXAS A&M
UNIVERSITY
CORPUS
CHRISTI

**COLLEGE OF
EDUCATION &
HUMAN DEVELOPMENT**

SUPERINTENDENT CERTIFICATE PLAN

Student's Name

Student ID ("A" Number)

Mailing Address (Street, City, State, ZIP Code)

Email Address

Primary Telephone

Alternate Telephone

COURSE #		COURSE TITLE	SCR	GRADE	SEMESTER
EDAD	5369	The School Superintendency	3		
EDAD	5361	School Law and Human Resources	3		
EDAD	5367	Public School Finance and Business Operations	3		
EDAD	5368	School Public Relations	3		
EDAD	5398	Practicum in the School Superintendency	3		

Faculty Advisor (Name and Signature)

Date

Student (Name and Signature)

Date

Texas A&M University-Corpus Christi
Testing Approval Request (TAR) Procedures
TExES 195 (Superintendent)

Testing Approval Request Procedures via TAMU-CC TAR website:

1. Go to TAR website: <http://tar.tamucc.edu>; if you already have a TAR account, follow steps 6-8. If you do not have an account, follow all steps below.
2. Click on 'Create Your New TAR Account' and provide requested information.
3. Go back to the TAR Website.
4. Click on "Log into Your Account" with your A# and birth date: (mmddyyyy) and provide requested information.
5. You will receive an email asking you to change your password. After changing password, log in.
6. Click on "Request to Test" (bottom of page).
Fill out requested information.
If you receive an 'invalid email message' at any time, then select option "If not enrolled" and enter your islander email in field provided. Then continue with rest of TAR steps.
7. You must have your islander email address.
Enter TEA ID# if able.
(Using the scroll button will change your responses)
8. **Content Area:** select content area; University Status: select Professional Certification
Program: select Professional
(Select #195 Superintendent)
Be sure to submit your Request to Test!
9. A second email will occur after submitting your request to test & indicate that your request is processing.
10. You will receive a 3rd email once Dr. Elliff approves your request.
After your information is uploaded to TEA, a final email from the certification office will notify you to complete Pearson procedures for:
 - a. creating a testing account (Pearson is current testing company),
 - b. registering (paying), and
 - c. scheduling your exam.

A PDF file will accompany the email detailing Pearson procedures & policies.

Please direct any questions about this procedure to Carol Pike, Certification Coordinator, via email (Carol.Pike@tamucc.edu).



COLLEGE OF
EDUCATION &
HUMAN DEVELOPMENT

6300 Ocean Drive, Unit 5818
Corpus Christi, Texas 78412-5818
Phone: 361-825-2662 Fax: 361-825-2732

Dear COEHD Student,

Your application for university admission to a graduate program at Texas A&M University-Corpus Christi was reviewed and you received notification of acceptance by Graduate Studies.

This letter serves as an official offer of admission for seeking certification through our **Superintendent Preparation Program** under the status of **APPROVED** with the following requirements:

- To accept this offer of admission, **please sign and return this letter** to BOTH: **Due by 1st day of class.**
Certification Office (CertOfficeRR@tamucc.edu) and
Program Coordinator, Dr. Elliff, Doyne.Elliff@tamucc.edu
Failure to receive your signed response by the census date listed below will be considered a declination of this offer of admission.
- Submit payment for Texas Education Agency (TEA) fee requirement 19 TAC §229.9(7)
Due by 1st day of class. Utilize [link](#) to submit payment:
Provide copy of payment receipt to: CertOfficeRR@tamucc.edu
- This serves as an additional notification that the Texas Education Agency (TEA) requires passing a national fingerprint background check for certification issuance. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a [preliminary criminal history evaluation letter](#) regarding the person's potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.
- By accepting this offer of admission, you verify that you have been informed of the Texas A&M University-Corpus Christi Retention/Exit Policy for Educator Preparation Programs.
- Educators and education leaders must show academic, dispositional, and professional characteristics worthy of students served. Texas A&M University-Corpus Christi Educator Preparation Programs require the following to maintain program admission:
 - 3.0 Graduate GPA
 - No violation of the university's Student Code of Conduct
 - No violation of the TEA Educator's Code of Ethics
- Based on requirements for issuance of a standard Superintendent certificate cited in 19 TAC §242.20, a review of your documents reflects the following deficiencies:
 - ___ none noted
 - ___ valid principal certification or 3 creditable years of managerial experience in a public school district. Managerial experience must be approved by the Texas Education Agency (TEA) through an application process, TAC §242.20 (5) (A-B). If approved, submit TEA's approval letter to: CertOfficeRR@tamucc.edu & Program Coordinator (Dr. Elliff, Doyne.Elliff@tamucc.edu | Include A# & TEA ID#).
 - ___ Educator Work Service Record was not submitted in Graduate Studies application process. Candidate requests from district HR dept. Submit record to: CertOfficeRR@tamucc.edu & Program Coordinator (Dr. Elliff, Doyne.Elliff@tamucc.edu | Include A# & TEA ID#).

For Superintendent certification eligibility at program completion, the following is needed:

- ❖ Master's Degree
- ❖ Valid Principal certificate or at least 3 creditable years of managerial experience in a public school district approved by the Texas Education Agency & submission of approval letter.
- ❖ Updated Educator Work Service Record if work service is demonstrative of less than three years at point of admission.
- ❖ Pass TExES Superintendent exam.
- ❖ Successful completion of Superintendent Preparation Program

Recommendation for certification will require submission of required documentation to BOTH:

CertOfficeRR@tamucc.edu & Program Coordinator (Dr. Elliff, Doyne.Elliff@tamucc.edu / Include A# & TEA ID

You are responsible for information about academic standing, course loads, comprehensive examinations, time limitations, campus clearance eligibility, completing degree & certification requirements, state testing, applications/fees, other information in the catalog related to your program. It is the responsibility of program candidates to complete certification application process within a timely manner upon program completion/degree conferral or run the risk of losing passed exam(s) & certification eligibility due to unpredictable changes in state law & rules. Program candidates are to contact the Certification Office to request procedures when they have met all requirements (CertOfficeRR@tamucc.edu).

Contact your Program Coordinator to conduct a degree plan review.

For any questions, please contact Dr. Elliff, Program Coordinator, via email (Doyne.Elliff@tamucc.edu).

For certification questions, contact the Certification Coordinator via email, Carol.Pike@tamucc.edu.

TO BE COMPLETED BY STUDENT, SIGNED, RETURNED BY DUE DATE NOTED ABOVE.

I accept this offer of admission & responsibilities associated with being admitted into the Educator Preparation Program at Texas A&M University-Corpus Christi (178504). I agree to abide by the decision of the faculty should they recommend my dismissal from the program per policy guidance in the Program handbook.

Print Name: _____ A#: _____

Signature: _____

Completed by official TAMUCC representative only:

Admit Date: _____

Program/Certification Admission Date with State:

Certification admission date with our Educator Preparation Program will correlate with the university's enrollment census date for the semester/year your program participation begins:

- Fall/Spring semesters: 12th day of class

- Summer sessions: 2nd day of class