



**DRAFT – PENDING FINAL APPROVAL
FROM THE NEW JERSEY DEPARTMENT OF
EDUCATION AND RUTGERS UNIVERSITY.**

ED.M. PROGRAM IN EDUCATIONAL ADMINISTRATION AND SUPERVISION (OPTION C)

Non-certification option

Revised January 2025 - for students admitted for summer 2025 or later

- I. PROGRAM DESCRIPTION:** Master's degree (Ed.M.) programs are offered for aspiring school principals, PK-12 supervisors, and leaders in higher education. Students have a choice of three programs: Option A (33 credits) meets the requirements for New Jersey principal, supervisor, and superintendent certification. Option B (30 credits) prepares students for principal and superintendent certification. **Option C (30 credits) prepares students who seek an Ed.M. in Educational Administration and Supervision without certification(s).** Non-degree programs leading to supervisor (12 credits) and superintendent (3 credit) endorsement are also available.

Option C is designed for students who wish to prepare for positions of leadership in public and private PK-12 and higher education institutions that do not require administrator certification. The program builds on a foundation of course work in educational administration and leadership and allows the opportunity to choose electives in specific areas of expertise.

This Control Sheet pertains only to Option C.

II. APPLICATION DEADLINES:

Fall admission - February 1 deadline
Spring admission - November 1 deadline

III. APPLICATION REQUIREMENTS: To be considered for admission to the program, applicants must provide the following before the deadline:

1. Personal statement
2. Three letters of recommendation
3. Official undergraduate transcripts

Only complete applications will be reviewed.

IV. HOW TO APPLY: Applications are submitted online at the Graduate Admissions website:

<http://gradstudy.rutgers.edu/>

1. Click on "Create Account or Login" and follow the instructions given.
2. Under "Start an application today!", click **Apply Now**
Application Selection
3. For "Level of Application", select **Graduate**
4. For "Applicant Type", select **Degree**
5. Continue filling out the application, following the on-screen instructions.
Program of Study
6. Under "Program Information", make sure **Degree** is selected for "Applicant Type"
7. For "Degree Type", select **Master's (e.g. MA, MS, EdM, MFA)**
8. For "Area of Study", select **Education**
9. For "Location/Instructional Method", select **New Brunswick**
10. For "Program Selection", select **Education - Administration and Supervision (EDM) New Brunswick**
Program Details
11. For "First Preference Concentration", select **Non-Certification**. (2nd and 3rd preferences can be left blank.)
12. Complete the rest of the application by providing the requested information.
13. Enter payment information for the non-refundable application fee.
14. Submit your application.

V. PROFESSIONAL EDUCATION REQUIREMENTS:

	Course Number	Course Name	Credits
Required Courses	15:230:501 or 15:230:517	School Leadership in Diverse Society or Diversity and the Politics of Higher Education	3
	15:230:609	Leading for Social Justice: Navigating Through Policy, Politics, and the Law	3
Educational Administration Electives (Select 5 courses from this group with advisor approval)	15:230:507	Education Law	15
	15:230:514	Personnel Administration	
	15:230:519	Higher Education Finance	
	15:230:604	Leading Educational Organizations	
	15:230:606	Higher Education Law	
	15:230:615	Assessment/Data/Problem Solving	
	15:230:620	Organization and Administration of Higher Education	
	15:230:625	Policy for Urban Education	
	15:310:502	History of American Education	
15:310:611	History of Higher Education I		
Outside Electives (Select 3)	15:310:503	Comparative Education	9
	15:310:512	Race, Empire, and Education	
	15:310:537	Ethics and Education	
	15:310:540	Gender and Education	
	15:310:561	History of African-American Education	
	15:310:569	Queer Issues in Schools	
	15:310:581	Special Issues in Higher Education	
Total Credits			30