

**NORTHEASTERN STATE UNIVERSITY GRADUATE COLLEGE**  
***Master of Science in Instructional Leadership***  
***(pK-12 Teaching)***

**Statement of Understanding**

I understand that I must satisfy the following requirements as outlined in the Graduate Catalog in order to pursue a master's degree in Instructional Leadership.

**Inclusivity Statement**

I understand that the Master of Education in Instructional Leadership program faculty are committed to the creation and maintenance of inclusive learning spaces. In online learning environments, there is an expectation that students are treated with respect and dignity in discussion boards, chats, and other places of virtual interactions and that all individuals are provided equitable opportunities to participate, contribute, and succeed. In the program courses, all students are welcome regardless of race, ethnicity, gender identities, gender expressions, sexual orientation, socio-economic status, age, disabilities, religion, regional background, Veteran status, citizenship status, nationality and other diverse identities that we each bring to class.

**Admission Requirements**

I understand that admission requirements in the M.Ed. in Instructional Leadership program, I must complete the following:

1. GPA of 3.00 overall, undergraduate, or 3.25 in the last 60 credit hours, undergraduate, or have earned Master's degree from an accredited university.
2. Submit all college transcripts to the NSU Graduate College
3. After formal admission into the program, I may enroll in no more than twelve (12) semester hours each summer or fifteen (15) semester hours each fall or spring semester.

**Conditional Admission**

I understand for those individuals who wish to pursue a degree, but are unable to meet the undergraduate GPA requirements, conditional enrollment may be allowed as follows:

1. A graduate program GPA of 3.5 must be obtained for 12 credit hours of coursework taken at Northeastern State University, and all other admittance requirements must be completed during the first semester of enrollment.
2. Full admittance will be considered by the Admissions Committee at the completion of 12 credit hours upon the written request of the student within the semester deadlines for admissions.
3. Students may take no more than six credit hours in any semester until fully admitted into the program.
4. Second semester of enrollment must be authorized by the candidate's advisor.

**Candidacy**

I understand that to meet candidacy requirements in the M.Ed. in Instructional Leadership program, I must complete the following:

1. Meet with your advisor to complete and file Admission to Candidacy Form.
2. Formal admission to the program.
3. Twelve (12) hours of coursework.
4. Degree plan on file and approved by the advisor, program chair, and the Dean of the Graduate College. Subsequent changes made to the degree plan will require prior written approval by the advisor and the Dean of the Graduate College.
5. Statement of Understanding on file and signed by the student, the advisor, program chair, and the Dean of the Graduate College.
6. Maintain minimum graduate program GPA of 3.00.
7. Regardless of the number of hours earned prior to candidacy, fifteen (15) graduate credit hours must be earned after candidacy has been awarded.

**Retention and Graduation Requirements**

I understand that to meet graduation requirements in the M.Ed. in Instructional Leadership program, I must complete the following:

1. Meet the Graduate College's Retention Standards to be retained in the program. See the [Academic Information](#) page for more information.
2. Monitor degree progress using the degree audit system in the goNSU portal.
3. Meet Graduate College policies detailed in [Academic Information](#) and [Master's Degree Requirements](#) regarding GPA, minimum grades, coursework age, residency and institutional / state regulations governing degree conferral.

**Other Requirements**

I understand the following requirements in the M.Ed. in Instructional Leadership program, I:

1. Must submit a Thesis or Capstone approved by the graduate faculty to the Graduate Dean at least thirty days prior to graduation. (For students pursuing the Non-Thesis/Capstone option, please refer to the MSL plan of study link provided below).
2. Must complete an approved degree program including a minimum of thirty-six (36) semester hours at the 5,000 level.
3. May transfer a maximum of 9 semester hours from other accredited universities with approval of the program chair provided each transfer course has a grade of "B" or better.
4. Must earn a minimum of twenty-four (24) hours in residence at Northeastern including the last nine (9) semester hours.
5. May not earn credits by correspondence to count toward the masters program.
6. May not use work older than six (6) calendar years for graduation, excluding time spent in the American Armed Forces.
7. Must be enrolled in at least half-time status for eligibility if I am utilizing federal financial aid. Half-time status is defined as 5-8 graduate level credit hours, and full-time status is defined as 9 or more. Financial aid will only be awarded for *courses in the student's plan of study*.
8. Must notify the Program Chair if I choose not to maintain continuous enrollment and have an intent to withdraw from the program in order to remain eligible to re-enroll in the program. Students must meet the catalog requirements and expected curriculum for the academic term in which they return.

I understand that I am responsible for following the plan of study as outlined in the catalog for the term in which I am admitted. Please click the link below and review the Master of Education in Instructional Leadership plan of study:

Master of Education in Instructional Leadership (MEDIL)  
[https://catalog.nsuok.edu/preview\\_program.php?catoid=29&poid=3728&returnto=1590](https://catalog.nsuok.edu/preview_program.php?catoid=29&poid=3728&returnto=1590)

**Statement of Academic Integrity and Honesty**

Any student, graduate or undergraduate shall agree to comply with the academic integrity and honesty requirements of the institution (refer to catalog section on academic misconduct), and the discipline (refer to APA Guidelines). The Department of Educational Leadership will not tolerate academic misconduct or academic dishonesty of any form.

Any student pursuing the study of Master of Education in Instructional Leadership found to be involved in academic misconduct, which includes cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism which includes all forms of plagiarism, including: self-plagiarism, improper citation of sources, and intentional use of others' work without citation, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement, or assisting others in any such act or attempts to engage in such acts, may be dismissed from the University with prejudice or otherwise disciplined by the department or individual faculty member.

I HAVE READ THE ABOVE STATEMENTS AND UNDERSTAND THE IMPLICATIONS THEREOF. IN THE EVENT THAT I AM UNCLEAR ABOUT WHAT CONSTITUTES UNETHICAL AND UNPROFESSIONAL CONDUCT, I WILL SEEK CLARIFICATION PRIOR TO SIGNING THIS DOCUMENT.

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<b>Student's Printed Name</b>	N#
<b>Student's Signature</b>	Date:
<b>Advisor's Signature</b>	Date:
<b>Program Chair's Signature</b>	Date:
<b>Graduate Dean's Signature</b>	Date: