Overview Information
The Master of Education in Administration provides a master's degree and the coursework for a Preliminary Administrator License for administrative candidates.

Objectives
Program objectives for the M.Ed. in Administration are written to align with current research for educational leadership. Program objectives for the M.Ed. Administration are written to meet TSPC standards for Organizational Requirements.
- Evaluate the research-based actions required to improve instruction and increase achievement for all students, and demonstrate an ability to create an improvement implementation plan.
- Synthesize and act on the research on the characteristics of an educational community that challenges thinking, and explores and learns together to improve instruction and increase learning.
- Analyze the impact of collaboration and the structures required to enhance collaboration among school staff, parents, students and community.

Admission Requirements
Candidates to any Concordia University-Portland Master of Education program must submit the following:
- A completed online application (http://www.applytocu.com)
- Official transcripts from a regionally accredited school demonstrating completion of a bachelor's or master's degree
- Letter of Recommendation verifying work with children or youth and addressing the candidate's ability to do graduate level work. Letters of recommendation are confidential and not available to the student.
  - M.Ed. C&I, M.Ed. in Leadership, and MCTE applicants: One confidential letter of recommendation, dated within six months of applying. If the applicant's cumulative GPA is 2.8 or higher, a letter of recommendation is not required.
  - M.Ed. in Administration, Preliminary or Professional Administrator License certificate program applicants (Oregon & Washington): One letter of recommendation from a practicing, licensed administrator (preferably a current supervisor) who knows the applicant's work history and readiness to enter an administration program. This letter is required, regardless of GPA.
- The TSPC character questionnaire (see website (https://www.cu-portland.edu/admission/admission-requirements/graduate-students/master-arts-teaching-admission-checklist) for link to form)
- Statements of Intent (see website (https://www.cu-portland.edu/admission/admission-requirements/graduate-students/med-admission-checklist) for specific details)
- A résumé that lists all licensed educational experiences (one year of teaching equals eight consecutive months in a licensed, contracted position)
- A copy of a current teaching or administrator license as appropriate. If pursuing an endorsement or additional licensure, a sub license will not meet the requirements of TSPC for the practicum.
- Interview with College of Education Director of Master of Education Department may be required
- International applicants should refer to the International Graduate Admission section for additional requirements.

The M.Ed. in Administration program has additional application requirements for admission:
- Evidence of completion of a teacher or personnel service preparation program AND an Oregon teaching or personnel service license. Administrative candidates wishing to serve in the State of Washington meet these criteria with proof of a Washington teaching certificate: WAC 180-79A-211
- Evidence of three years of successful contracted licensed teaching or personnel service experience in public schools or regionally accredited private schools.
- Interview with the Chair of Administrative License Programs may be required

Graduation Requirements
In order to graduate from any Master of Education (M.Ed.) program at Concordia University-Portland, the following requirements must be met:
- A completed Application for Graduation (http://www.cu-portland.edu/academics/registrar/commencement/applying-graduation)
- Successful completion of the minimum semester credits required in the chosen major
- Successful completion of all courses required in the chosen major
- At least a 3.0 cumulative GPA has been earned
- All required courses have been completed with a grade of "B-" or better
  - No grade below a “B-” will be accepted in a course that counts toward completion of the program. Students who receive a “C” or lower in a required course must retake the course and earn a “B-” or higher for the course to count toward completion of the degree.

Curricular Requirements
Master of Education in Administration – 34 credits
Required Coursework (34 credits)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>EDGR 500</td>
<td>Professional Planning Seminar</td>
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<td>EDAD 560</td>
<td>Human and Financial Resources</td>
<td>3</td>
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<tr>
<td>EDAD 607</td>
<td>Leading the School Community</td>
<td>3</td>
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<tr>
<td>EDAD 622</td>
<td>School Law</td>
<td>3</td>
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<td>EDAD 650</td>
<td>Preliminary Administrative License Practicum</td>
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<td>EDGR 595</td>
<td>Community of Learners</td>
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<td>EDGR 601</td>
<td>EDUCATIONAL RESEARCH</td>
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<td>EDGR 605</td>
<td>INSTRUCTIONAL LEADERSHIP AND CLASSROOM EVALUATION</td>
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<td>EDGR 606</td>
<td>USING DATA TO IMPROVE STUDENT ACHIEVEMENT</td>
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<tr>
<td>EDGR 609</td>
<td>STRATEGIES FOR ENHANCING ACHIEVEMENT FOR ALL STUDENTS</td>
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<td>EDGR 626</td>
<td>ORGANIZATIONAL CHANGE</td>
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<tr>
<td>EDGR 698</td>
<td>ACTION RESEARCH</td>
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<tr>
<td>or EDGR 696</td>
<td>PRACTITIONER INQUIRY</td>
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<td><strong>Total Credits</strong></td>
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1. EDAD 607 LEADING THE SCHOOL COMMUNITY and EDGR 500 PROFESSIONAL PLANNING SEMINAR must be successfully completed prior to enrolling in EDAD 650 PRELIMINARY ADMINISTRATIVE LICENSE PRACTICUM.

**Contact Information**

**College of Education**  
**Department of Master of Education**

M.Ed. Program Support  
Concordia University + Faubion School - 250  
503-493-6261  
coe@cu-portland.edu

CATALOG: catalog.cu-portland.edu/graduate/colleges/coe/m-ed/admin/  
WEBSITE: https://education.cu-portland.edu/college-of-education/masters/administration/