



Foundations of Educational Leadership Certificate  
Student Handbook

2021-2022

This handbook provides students enrolled in the Educational Leadership Certificate (EDLC) program at UHD with guidance to aid in successful completion of the certificate. Students are required to follow the policies and procedures herein. This handbook is a supplement to the [UHD Graduate Catalog](#) and [Student Handbook](#) which provide additional information, resources, and policies for students at UHD.

## DESCRIPTION & REQUIREMENTS

The EDLC program is a 12-credit hour graduate certificate geared toward educators seeking career opportunities as instructional coaches, curriculum specialists, master teachers, teachers support specialists, or similar school leadership positions. The 12 credit hours consist of four stacked courses. That is, candidates will take no more than one course at a time so that they can complete the required four courses in two consecutive semesters. Students will complete EDL 5310, 5320, 5330, and 5340 online with the option of virtual face-to-face interactive sessions as scheduled by the instructor. The program is fully offered in an online format using a cohort approach. Working educators have built-in peer support and asynchronous learning options. The EDLC program is the first-ever Foundations of Educational Leadership Certificate of its kind in Texas ([uhd.edu/edlead](http://uhd.edu/edlead)).

### Required Courses

EDL 5310 Foundations of School Leadership  
EDL 5320 School, Family, & Community Engagement  
EDL 5330 School Law & Ethics  
EDL 5340 Educational Systems & Talent Management

## ADMISSIONS & ENROLLMENT

Students are admitted based upon their previous academic achievement and personal statement. Admissions are conducted based upon cohort rotations, beginning in either the summer or the fall. Please consult the Graduate Advisor to determine the current cohort rotation.

### Admission Requirements

- Minimum GPA of 2.5 overall or in the last 60 hours of college courses
- All official transcripts, including the one which depicts an earned baccalaureate degree from an accredited university and any graduate credit earned (If a student attended a college or university outside the United States, the transcript must be evaluated by a credential evaluation service recognized by UHD prior to admission.)
- Current resume
- Letter describing why you desire this certificate, how you anticipate it will support your professional growth and development, and why you are a good candidate for such a certificate (300-word minimum)

Admitted students are encouraged to complete a FAFSA application and consult with the Financial Aid office about available forms of financial aid.

An orientation for new students is held each August prior to the start of the fall semester for students to meet faculty, receive important guidance, and connect with other cohort members.

## REGISTRATION & COURSE SCHEDULING

To register for courses, log into [myUHD2.0](#). Required course textbooks can be rented or purchased from the UHD [Bookstore](#).

Candidates will complete EDL 5310, 5320, 5330, and 5340 as a cohort online. Students will complete EDL 5310, 5320, 5330, and 5340 online with the option of virtual face-to-face interactive sessions as scheduled by the instructor in consecutive semesters.

## Advising

Both the Program Director and Asst. Director of Graduate Studies are available for academic advising and general questions or guidance. Students are encouraged to check-in each semester before registering for courses.

## ACADEMIC STANDARDS & POLICIES

To be granted the EDL Certificate, students must pass EDL 5310, 5320, 5330, and 5340 with no more than one grade of C. No grades of D or F are allowed. So, any single grade of D or F will result in dismissal from the program. Dismissed students are not eligible to re-enroll at UHD.

## Academic Honesty

The Academic Honesty Policy ([PS 03.A.19](#)) explains the policies and procedures that pertain to violations of academic honesty at UHD. Violations may result in failed assignments and/or failed courses, which can lead to suspension from the EDLC program. Students are responsible for completing and submitting their own original work, for avoiding all forms of academic dishonesty, and for upholding the academic integrity of UHD by adhering to the Academic Honesty Code.

## Appeals

Students wishing to appeal a course grade must first attempt to reconcile any grading error that might have occurred with the course instructor. If the student still wishes to appeal a course grade, they can do so by contacting the Department Chair. According to UHD policy, course grades may only be changed due to mistaken grade entry, miscalculation of grade, or misapplication of syllabus criteria.

Students wishing to appeal a dismissal decision must submit their appeal in writing to the Program Director. They must make a clear and convincing case that they have the ability and potential to be successful in graduate school. According to UHD policy [PS 03.B.07](#), an appeal of the Program Director's final decision must be submitted in writing to the Dean of the College of Public Service.

## Incomplete Grades

As stated in the UHD Student Handbook, a grade of "Incomplete" is given only when students have completed a significant portion of the course requirements and have a documented emergency prevents the student from completing the remaining course requirements. The student and the instructor must enter into a contract that lays out the work to be accomplished and makes note of the timetable for the grade conversion process.

A grade of "Incomplete" must be completed no later than the end of the long semester immediately following the semester in which the grade of "Incomplete" was given. An "Incomplete" grade that is not removed by this deadline is automatically converted to an "F." If you are enrolled in your final semester, a grade of "Incomplete" will have the effect of an "F" and will prevent your graduation.

## UNIVERSITY COURSE WITHDRAWAL POLICY

1. Students may drop a course until the official day of record without having the course appear on their permanent record. That date, which is approximately 1 week after the start of the semester, appears on the University Academic Calendar for eight-week courses. No course drops will be allowed after that point.
2. Withdrawal from a course with a grade of “W” is possible after the official day of record until the last day to withdraw from a course. That date, which is in approximately the 6th week of a semester, appears on the University Academic Calendar. The grade of “W” will appear on the student’s official record but will not be calculated in the GPA.

## TRANSITIONING INTO THE MAT DEGREE PROGRAM

Students who successfully complete the EDLC can continue their graduate education by applying up to 18 credits toward completion of the 36-credit hour Master of Arts in Teaching degree. Only students who pass the EDL 5310, 5320, 5330, and 5340 with no less than B or better in each course can apply to the MAT degree. Students must complete an application via [www.applytexas.org](http://www.applytexas.org) and are required to provide three (3) professional letters of recommendation.

If admitted, students will then be eligible to earn the MAT degree by completing the following required courses, and any other additional requirements, to meet the standards of the 36-credit hour degree:

ETC 5301	Technology Applications for Curriculum Development
MAT 6310	Reading in the Multicultural Classroom
MAT 6311	Child Development & Diversity
MAT 6315	Introduction to Educational Research
MAT 6317	Classroom-Based Research (Preq. MAT 6315)
MAT 6390	Directed Studies in Urban Education (Taken in the last semester)
MAT Elective I	Students must choose any existing MAT course
MAT Elective II	Students must choose any existing MAT course

## APPLICATION FOR GRADUATION

Students who plan to graduate from the University of Houston-Downtown must submit a graduation application the semester before their anticipated graduation. Students apply for graduation online through their myUHD2.0 account. A graduation fee is charged to the student’s account at the time of submitting the application. If the student does not complete the requirements for the degree within that semester, the application will be denied, and application procedures must be repeated. There is no refund of the graduation fee for denied applications. Graduation application deadlines are found in the University Academic Calendar.