

**STUDENT HANDBOOK
Principal Certification Program
(Online)**



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

2026-2027 Academic Year

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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 Administration 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

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Introduction

Congratulations on continuing your education in the field of educational administration! The faculty and staff of the Educational Administration (EDAD) Program are looking 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:

- Program description
- Course information and requirements
- Educational Administration (EDAD) faculty and staff contact information
- Portfolio Requirements
- Professional certification requirements
- Certification application procedures
- TExES Examination protocol
- Should you have any questions regarding the Principal Certification Program please contact the Educational Administration Program Coordinator.

Again, welcome to the Principal Certification Program. It is our intention to provide you with a rigorous, relevant and challenging program preparing you for campus, district, or higher education leadership.

Program Description

The Principal Certification Program at Texas A&M University-Corpus Christi (TAMUCC) is designed to equip students with students with an expansive set of leadership

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competencies and knowledge essential for effective practice in today's dynamic K-12 educational environments. The program prepares emerging leaders who are not only informed about advancements in educational administration but also adept at navigating the complexities of increasingly diverse and evolving school communities.

Key Elements of the Program :

- **Program Length and Structure:** The program consists of 30 semester credit hours (10 courses), delivering a targeted yet comprehensive preparation for aspiring educational leaders.
- **Target Audience:** Designed for individuals seeking leadership positions at various educational levels, including PreK-12 settings. This broad focus allows graduates to excel in roles ranging from early childhood education to district administration.
- **Student-Centered Leadership:** Emphasizes a student-centered approach, prioritizing the development of leaders who are responsive to the needs of students, educators, families, and the broader school community.
- **Leadership Competencies:** Graduates are equipped to serve as transformational leaders at both the campus and district levels. The curriculum centers on contemporary leadership theories, effective school management, strategic planning, and fostering collaborative school cultures.
- **Inclusive and Culturally Responsive Leadership:** The program cultivates leaders prepared to address the needs of diverse learning communities by fostering an understanding of cultural competence, social responsibility, and inclusive practices.
- **Self-Awareness and Problem-Solving:** The curriculum emphasizes reflective practice and professional growth, encouraging leaders to develop self-awareness and address real-world challenges within their schools. Coursework includes opportunities to engage in critical inquiry, practical problem-solving, and personal leadership development.

The Principal Certification Program offers robust learning experiences to help students build a deep understanding of leadership responsibilities, effective family and community engagement, educational policy, and pressing issues facing schools.

Students are prepared to foster and sustain a positive and supportive school culture, as well as develop instructional programs that promote student achievement and staff professional growth. Leaders from the program are committed to advocating for academic excellence and creating inclusive learning environments that empower every learner.

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EDAD classes are delivered in an online format, using synchronous and asynchronous learning.

Learning Experiences

The Learning Experiences in:

- *Ethics of Leadership* develops the capacity to model and uphold the highest standards of professional ethics and integrity. Students learn to make and support ethical decisions in all aspects of school leadership and organizational behavior.
- *Development of Campus Culture* prepares the graduates to create and sustain a positive, inclusive, and academically challenging school climate. Emphasis is placed on promoting high expectations and fostering intellectual and personal growth for all members of the school community.
- *Human Resource Development* equips students to collaboratively design, implement, and assess comprehensive professional development plans. These experiences ensure that staff learning is aligned with campus goals, responsive to staff needs, and reflective of a commitment to lifelong learning.
- *Communication and Community Engagement* strengthens communication skills for building trust, transparency, and shared vision. Graduates form effective partnerships with campus staff, families, and community members to enhance educational programs and further campus initiatives.
- *Leadership and Operations* prepare students to implement campus operations and group processes to define roles, assign functions, delegate responsibilities, encourage collaborative problem-solving, and ensure accountability in pursuit of campus goals.
- *Curriculum Design and Planning* prepares graduates to develop curriculum grounded in educational research, emerging educational trends, demographic insights, student performance data, learning theory and policy requirements as foundational elements in on planning relevant and rigorous instructional programs.
- *Instructional Leadership* enables students to promote a collaborative learning environment and to oversee the continuous development, implementation, and evaluation of curricular and co-curricular initiatives. Graduates also learn to ensure allocations of resources are based on data and support all learners to maximize student growth.

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Program Faculty and Staff

The Educational Administration 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:

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Certification Coordinator

Carol Pike
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Carol.Pike@tamucc.edu

Administrative Assistant

Eliza Lara Manrow
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Eliza.Lara@tamucc.edu

Additional adjunct professors also instruct program courses, as needed.

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Applications and Admissions Requirements

Applicants should refer to the TAMU-CC Graduate Catalog and Graduate Admissions website for current application procedures, fees, transcript requirements, international applicant requirements, and graduate admission classifications.

Program Admissions

In addition to University graduate admissions requirements, applicants to the Principal Certification Program must meet the program requirements including:

All general graduate admission requirements of the University.

1. A minimum graduate GPA of 3.00 on credit hours of any previous work in graduate school;
2. A one-to-two-page goal statement (300 to 400 words) as required in the application that provides:
 - a. the reasons for pursuing a certification in the principalship,
 - b. an explanation of leadership experiences; and,
 - c. future career goals.
3. Faculty interview by invitation for selected applicants.
4. Completion of the Program Attestation Form.

Principalship Certification

Additional eligibility requirements for admission into Principal Certification, the following requirements must be met:

1. Hold a master's degree from an accredited university/program.
2. Hold a teacher certificate issued by the TEA or the equivalent issued by another state or country. (Note: By point of seeking certification, candidate must have two complete years of teaching experience.)
3. GPA of 3.0 or greater; and
4. **MUST** have provided signatures where appropriate and uploaded all TEA required documents into the Apply Texas portal including:
 - a. TEA Educator Code of Ethics,
 - b. FERPA document,
 - c. PCH (Preliminary Criminal History), and
 - d. Educator Service Record.
5. Candidate acknowledges that ultimate certification is contingent upon submission of these documents, **AND, ADDITIONALLY**,

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6. submission of a TEA technology fee of \$35 is required upon acceptance of program participation.
 - Commitment from a certified principal to support the candidate completed during the practicum experience.

Note: Educator Service Record may need to be updated if demonstrative of less than two years at point of certification.

Conditional Admission

Applicants who have submitted all required application materials but do not meet the program's minimum GPA requirement of 3.00, or who otherwise show potential for success in the program may be admitted on **Conditional Status** in accordance with the University policy and program expectations.

Graduate students admitted in Conditional Status may not take more than **six graduate hours per semester** until the conditional status is removed. To move from Conditional Status to full admission status, students must complete **six semester credit hours** in specified graduate courses with a GPA of **not less than 3.00**.

Students who do not meet the conditions stipulated by the program will be suspended from the College of Education and Human Development for a period of one year. During this suspension, students may not take graduate courses in the College of Education and Human Development. After a year's suspension, students may reapply to the program.

Students admitted conditionally should refer to the Graduate Catalog and consult their graduate advisor for current rules regarding conditional status.

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Curriculum

The Principal Certification Program is a 24-semester credit hour (SCH) program that includes 6 SCH of required practicum.

The principalship specialization encompasses required and recommended coursework;

Required Coursework: EDAD 5376, 5377, 5378, 5397, 5399;

Recommended Coursework: EDAD 5304 and two additional EDAD Program courses.

Principal Certification Course Plan

Specialized Core Courses (9 Semester Credit Hours)

- EDAD 5304- Introduction to the Principalship
- EDAD 5376- Leading Teaching and Learning Through Supervision
- EDAD 5377 Teacher Appraisal Systems

General Administrative Competencies (12 semester credit hours)

Taken After Specialized Core Courses.

- EDAD 5363- Public School Law for Campus Administrators
- EDAD 5378- Campus Operations and Management
- EDAD 5397- School Administration Practicum Part I
- EDAD 5399 – School Administration Practicum Part II

Practicum courses offered Fall and Spring Semesters only

Electives 3 Semester Credit Hours)

Taken Anytime in Program

- EDAD 5364- Leading Instructional Programs
- EDAD 5374- Campus Finance and Budgeting

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Professional Portfolio Requirements

Students pursuing principal certification are expected to develop a professional portfolio. The final portfolio will be composed of **1) Cover letter and Resume, 2) Learning Artifacts and Reflection of Learning, 3) TEA certificates and 4) Major Capstone Presentation**. This Portfolio, when completed, will demonstrate the student's overall learning while in the program at Texas A&M University-Corpus Christi. The Portfolio will represent a record of the students' progress and growth. Thus, the Portfolio will seek evidence of the student's ability to apply the knowledge and skills they have gained in the program.

Course Registration and Advising

Courses in the program are designed to provide skill-building experience, beginning with the introductory course. However, students are strongly encouraged to follow the suggested course sequences and consult their faculty advisor before registering each semester.

Each student works with both a faculty advisor and a graduate advisor. The faculty advisor assists with course planning, administrative concentration planning, professional goals, practicum preparation, portfolio development, and program-specific questions. The graduate advisor assists with Degree Planner, graduation applications, transfer credit questions, and university graduate policy questions.

MEETING WITH YOUR FACULTY ADVISOR, OR PROGRAM COORDINATOR, IS STRONGLY ENCOURAGED BEFORE REGISTERING FOR CLASSES EACH SEMESTER. Please note, your faculty advisor is different than your academic advisor.

Practicum and Portfolio Requirements

The Principal Practicum Experience

Students will complete the practicum experience in a two-semester internship that is an integral part of the principal preparation programs. The students will be able to experience and gain insight into administration roles and responsibilities that take place in a school year. Students must complete 100 clock hours of administrative experiences, each semester, while enrolled in EDAD 5397 and EDAD 5399 School Administration Practicum Part I and Part II. These administrative experiences are designed to be accomplished during the fall and spring semester. However, immediately prior to the practicum semester, students may collect/record up to 20 hours, with the approval of the University

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Supervisor. The principal (campus supervisor) should be directing the campus activities developed in the proposal and be interacting meaningfully with the candidate concerning these experiences.

Professional Portfolio Requirements

Students pursuing the principal certification program are expected to develop a professional Portfolio. This Portfolio, when completed, will demonstrate the student's overall learning while in the program at Texas A&M University-Corpus Christi. The Portfolio will represent a record of the students' progress and growth. Thus, the Portfolio will seek evidence of the student's ability to apply the knowledge and skills they have gained in the program.

Portfolio Components

The final Portfolio will be composed of the following sections. Students should draw from course materials as well as professional journals to frame essays/reflections as appropriate. All essays should follow APA style.

1. Cover Letter and Resume

A current cover letter and resume describing career objectives, experiences, education, and qualifications.

2. Learning Artifacts & Reflection of Learning

Students will submit at least 3 course "artifacts" (e.g., a final paper for a class, a final presentation, practicum log, etc.) to be included in their Portfolio. For each artifact presented, students should submit a short 1-2-page (double-spaced) narrative discussing how this artifact informed, shaped, specific role of administration within PK-12 education.

3. TEA Required Artifacts

Students will submit TEA required artifacts completed throughout the program including:

- a. Dyslexia and Intervention Certificate of Completion
- b. Act on Facts Suicide Prevention Certificate of Completion
- c. Texas Behavior Support Initiative Certificate of Completion
- d. T-TESS Certificate
- e. Special Education IEP and Instruction Certificates of Completion
- f. Relationships, Boundaries, and Communication Presentation

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- g. Mental Health, Substance Abuse and Youth Suicide Paper
- h. Digital Literacy Presentation
- i. Building Strong Classroom Management Skills Presentation
- j. Open Education Resources

4. Major Capstone Project

The major capstone project is a two-semester project driven by data and impacts student learning, instructional practice, or school culture. Students will present their major capstone project to program faculty and invited guests.

Portfolio Format

Students will submit their professional portfolio through the Canvas program shell. These materials will be reviewed by the program faculty during the practicum part two semester to provide feedback and guide student development.

Final Presentation & Assessment

At the culmination of the Practicum in Education Administration, students will present their professional major capstone project to the program faculty and invited guests.

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Texas A&M University-Corpus Christi

Requirements for Professional Certification-Principal

The state examinations affect not only your certification status, but also the accreditation of educator preparation programs at Texas A&M University-Corpus Christi. The Principal Preparation Advisory Committee recommended the following practices to help ensure the success of Texas A&M University-Corpus Christi principal candidates and the continuing accreditation of the educational administration preparation programs.

State Principal Examinations

Passing the TExES #268 Principal as Instructional Leader and #368 Performance Assessment for School Leaders (PASL) exams are both required for attaining a Principal as Instructional Leader certification.

Certification Test Approval

Candidates seeking approval to register for state assessment tests must meet eligibility requirements below.

Principal as Instructional Leader (TExES 268)

To be eligible to take the TExES 268 certification exam, principal certification students (whether earning certification with a master's degree or principal certification only), must:

- Be admitted to the principal certification program and demonstrate successful completion of coursework with a grade of B or better;
- Be currently enrolled in the final semester of the program or have completed the program at TAMU-CC;
- Must score as follows on all qualifying exams in the following order:
 - First Attempt: Certify Teacher
 - Practice Test 1 – benchmark score
 - Practice Test 2 – minimum of 75%
 - Practice Test 3 – minimum of 80%
 - Second Attempt: Pearson Online Interactive Practice Exam
 - Selected Response Test – minimum of 80%
 - Constructed Response Test – minimum of 12 of 16

Approval will only be provided for one testing attempt per request. No early approvals will be considered. Candidates seeking approval for retakes must engage in remediation before receiving approval. Students who do not successfully pass the TExES 268 exam will be required to complete remediation as assigned by the Program

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Coordinator. Additional approval will not be provided until remediation has been completed. Costs of assigned remediation materials, resources, programs, websites, etc. will be incurred by the student.

Performance Assessment for School Leaders (PASL 368)

Candidates seeking approval to take the PASL exam must provide:

- A signed statement that the tasks are complete and are ready to submit, or a signed completion plan timeline that is approved by the Program Coordinator.

Texas Certification Requirements

The Texas Administrative Code (TAC) contains State Board of Education rules governing educator certification. Per 19 TAC 241.20, the following qualifications must be met to be eligible for Principal as Instructional Leader certification in the state of Texas:

- Successfully complete the appropriate examinations
- Successfully complete an approved principal preparation program
- Hold a master's degree from a university that is accredited by an accrediting agency recognized by the Texas Higher Education Coordination Board
- Hold a valid classroom teaching certificate
- Have two creditable years of teaching experience as a classroom teacher

Note: Educator Service Record may need to be updated if demonstrative of less than two years at point of certification.

TEXES Testing Policy

If a candidate waits several years after completing his/her educational administration master's degree, please view the most current policy posted on the College of Education Webpage under the Principal Certification Updates link here: <https://edld.tamucc.edu/>

Texas Sec. 21.048. Certification Examinations

New Texas Education Agency Rule: Individuals may take the same exam a total of five times. After the fifth attempt, the TEA will have to give approval to retake the exam.

Texas A&M University-CC: TEXES Principal Exams Remediation Policy

In the event a candidate fails the principal exam, there is a state mandated wait period before a retest is available. Effective June 2, 2020, the waiting period to retake a Texas educator certification examination will change from 45 days to 30 days.

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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 engage in the services of outside test preparation programs. 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. ***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. 19 TAC 228.40(d).*** 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.

Waiver Application Limitation of Certification Examination Attempts

The Texas Education Code Section 21.048 (a-1) specifies that a person may not retake an examination more than four times unless the State Board for Educator Certification (SBEC) waives the limitation for good cause. NOTE: The initial testing plus four retake attempts comprises the five- attempt limit. Good cause is defined as a substantial change in the degree of the candidate's learning by way of education, work, experience, and/or training that makes it probable the candidate will pass the examination for which the waiver is submitted. The burden of proof is on the applicant to demonstrate good cause.

The waiver application must arrive by mail at the address below not later than 45 calendar days prior to an SBEC meeting to be considered at the meeting. SBEC meeting dates can be found at:

http://tea.texas.gov/About_TEA/Leadership/State_Board_for_Educator_Certification/SBEC_Meetings/State_Board_for_Educator_Certification_Meetings/

Waiver Requests received after the 45-day deadline will be eligible for the next SBEC meeting. Faxed or emailed applications will **not** be accepted.

Texas Education Agency Educator Testing WBT 5-100
1701 North Congress Avenue
Austin, Texas 78701-1494

Waiver Request forms and information can be found at <https://tea.texas.gov/texas-educators/certification/educator-testing/test-limit-waiver-information>.

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Probationary Principal Certificate

Probationary Certification, which is good for one year, is for those who have secured a position for which principal certification is required by the state. In accordance with Texas Education Agency guidelines, every certification candidate on a probationary certificate must be supervised for the duration of their probationary status. See below for further details.

Eligibility

Candidates in the Educational Administration program who wish to obtain a Probationary Principal Certificate must meet the eligibility requirements listed below before applying.

Professional requirements

At least two years teaching experience. District acknowledgement indicating that a probationary certificate is acceptable for the position.

Academic requirements

Be a student in good standing in the Educational Administration program at TAMU-CC. Have completed the following courses (with grades A or B):

- EDAD 5304 – Introduction to the Principalship
- EDAD 5376 – Leading Teaching and Learning Through Supervision
- EDAD 5377 – Teacher Appraisal System
- EDAD 5363 – Public School Law for Campus Administrators

Additional requirements

EDAD students employed in jobs using Year 1 of the Probationary Principal Certificate must be enrolled in EDAD 5397 and/or EDAD 5399 (School Administration Practicum).

If the candidate has completed the program, and at least three semester hours of internship (practicum) and requests a Probationary Principal Certificate for Year 2 and/or Year 3, the student must enroll in EDLD 5396 Directed Studies (Practicum in Educational Administration 1-3 semester credit hours).

EDLD 5396 includes individually supervised field experience with unit-level or institutional-level educational administrator with related applied research activity.

Note: The Principal Probationary Certificate is currently being reviewed by the State Board of Educator Certification (SBEC) and The Texas Education Agency (TEA). The requirements and parameters for the certification are likely to be revised. The Handbook will be updated as the information is received from the aforementioned state agencies.

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Academic Policies

Students are responsible for reviewing and following current Graduate Catalog policies. The Graduate Catalog is the controlling source for university academic policies, including academic standing, degree plans, time limit to degree, leave of absence, maximum course load, course repetition, revalidation, academic integrity, and transfer credit.

Students should consult their faculty advisor for program-specific questions and their graduate advisor for university policy and degree-plan processing questions.

Time Limit to Degree

The requirements for a master's degree at Texas A&M University-Corpus Christi must be completed within seven years subsequent to admission to the program. The seven-year period begins the first semester of enrollment and is calculated from the date of degree conferral.

Continuous Enrollment

The University does not have a continuous enrollment policy for master's students. However, all graduate students who have been inactive for one year or more will need to contact a graduate advisor in order to register. Students who have been inactive longer than one year must reapply for admission. Time spent away from the program without an approved leave of absence request will count toward a student's time to degree. Students should consider applying for a leave of absence (see below), especially if the time-to-degree and recency of credits requirements will be impacted by a needed absence.

Request for Leave of Absence

Students facing circumstances that prevent them from maintaining active status through required long semesters (fall and spring) should consult with their faculty advisor and submit the [Graduate Students – Leave of Absence Request Form](#), through the Office of the University Registrar. A student in good standing may petition for a leave of absence up to two full academic terms, with a maximum of two leave requests allowed per program. Approval must be obtained from the Office of the University Registrar in advance, and if approved, registration requirements will be waived during the leave period.

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Students should consult with their academic/faculty advisor and relevant offices to assess the impact of a leave on financial aid, scholarships, assistantships, veteran benefits, etc. Additional information can be found in the Graduate Catalog.

Ethical Standards/ Academic Misconduct

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

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.
- 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.

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University 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>.

Mary & Jeff Bell Library

The Mary & Jeff Bell Library exists to support students in their coursework and scholarly activities. The library provides access to print and digital copies of readings materials, including This handbook intended to be read in conjunction with the Graduate Catalog: <https://catalog.tamucc.edu/graduate> 18 many books adopted for courses. They also provide computer access, print, scan, and copy services, research support, and more. The Mary & Jeff Bell Library serves all students, including distance learners and remote researchers. If you are currently a registered Distance Learner with the Registrar's Office or designated as a Remote Researcher, you can have books from Bell Library's Main Collection, and borrowed interlibrary loan materials, shipped directly to your home for free. The library will also supply a prepaid return label for your convenience. Contact us at ill@tamucc.edu if you are unsure of your Home Delivery Status.

I-Create Lab

The I-Create Lab located in room 217 of the Mary and Jeff Bell Library, endeavors to provide the TAMUCC community and the public easy access to the most innovative technologies for invention, creation, exploration and design, no matter their field of study. It is a hands-on, multipurpose makerspace where users can learn, collaborate, design and create. The space offers printing, audio/visual equipment, study rooms, and more. Within the I-Create Lab are two One Button Studios, which are soundproof rooms students can use for lectures, presentations, and musical projects. To use the One Button Studios, students should use the online One Button Studios Space Reservation.

Tutoring & Learning Services (TLS) Writing Center

The TLS Writing Center assists writers across the University, online and on campus by providing consistent, knowledgeable and flexible support. The Writing Center provides

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students with one on-one consultations with a trained writing consultant, online consultations for short feedback on assignments and course projects, as well as workshops on APA citation practices, formatting and revision strategies, integrating of courses, and peer review feedback. Writing Center services are offered in a hybrid format with both in-person and limited online sessions. Writing consultations are appointment based via TracCloud. This handbook intended to be read in conjunction with the Graduate Catalog: <https://catalog.tamucc.edu/graduate>

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State Principal Examination

Passing the TExES #268 Principal as Instructional Leader and #368 Performance Assessment for School Leaders (PASL) exams are both required for attaining a Principal as Instructional Leader certification.

TExES Testing Procedures

TExES Approval/Request System (TAR)

Each time you wish to test, you must notify TAMUCC via TAR at <http://tar.tamucc.edu>. Requests are not processed on weekends or holidays, so plan accordingly.

To Register for TAR

- Go to the TAR Website: <http://tar.tamucc.edu>
- Click on “Create Your New TAR Account” and follow the directions. (It is at the top of the page on the right-hand side.)
- Go back to the TAR Website
- Click on “Log into Your Account” with you’re A# and birth date: (mm/dd/yyyy) and follow the directions. (It is also at the top of the page on the right-hand side.) Be sure to submit your request to test.

NOTE: TAR still reflects 068 but the notes will reflect the appropriate exam.

Things to Know While Accessing TAR

- You must use your Islander email address
- Using the Scroll Button will change your responses
- Your route is Professional Certification and your university status Graduate.

What Happens Next?

- You will receive an e-mail from TAR on your request status: *Approved or Denied based on a review and assessment by the designated faculty member (TAR Approval Administrator) in the Educational Administration Department.*
- If test approval is granted, the Certification Office will provide notification via email once approval is uploaded to TEA. Candidates will then have ability to register/schedule their respective exam with Pearson or ETS (PASL only).

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To Register with the State of Texas to take TExES #268 Principal as Instructional Leader

Use your TEA ID# and create your account at <https://home.pearsonvue.com/tea>
Follow the directions provided at this link. Be sure to print and/or screenshot any receipts provided.

To Register with the State of Texas to take PASL #368 (Principal)

<https://www.ets.org/ppa/test-takers/school-leaders/register/>

Review the 'Before You Register' information presented by ETS before following steps on 'How to Register' for the PASL assessment.

Things to Know about State Registration to Take TExES #268

During the Pearson registration process, you will see the test you have been approved to take & payment for exam will be required. Once payment has been submitted, a candidate will be allowed to schedule the date, location and time of the exam. Candidates must read through Pearson's testing center admission & rescheduling policies provided in their appointment confirmation email.

During the ETS registration process (PASL only), you will create an account, select test & submission window, identify state & EPP (Texas A&M University – Corpus Christi), select score recipients, provide required information, & finally pay for exam. You will receive an email from ETS confirming your registration. Make sure to read their testing & admission policies in place for ETS testing centers.

If no test is listed, you have not been approved by TAMUCC to test and your information has not been uploaded to TEA. Go back to TAR and request permission to test.

Contacts for Questions and Clarifications

If you have questions about TAR, please contact Carol Pike (361) 825-3074).

Information Regarding Test Day

- You must be at the testing site 30 to 45 minutes before testing begins.
- You must have **two** forms of picture ID.

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- *You will not be allowed to test without two forms of picture ID or if IDs are expired.* Make sure to have a valid driver's license, passport, Sand Dollar card, &/or a district campus ID. Test fees will **not** be reimbursed.
- Do not bring a cell phone into the test center. Cell phones are prohibited in testing centers.
- You may be photographed and fingerprinted before testing.

Application Procedure for Professional Service Certificate

Eligibility

- Completion of minimum master's degree
- After final grades in last semester are officially recorded in University system for this program
- Passing of required state-licensing exams (TExES)
- Completion of all program requirements.

Steps to Apply Online:

- Log on to <https://tealprod.tea.state.tx.us/>
- Log into your TEAL/state account to enter Educator Certification Online System on opening screen and log on with assigned password and username
- *If unable to log into your account, utilize the 'forgot password/username' options.*
- Select "Applications"
- Select "Standard Certificate" and follow the sequence of screens providing required information (**select "Texas A&M University-Corpus Christi: University Based"** as requested on one of these screens)
- Make application fee payment to Texas Education Agency. Be prepared to make payment online via credit card on one of these screens.

Certification Office needs to be notified via email by candidate once application has been submitted. Email: carol.pike@tamucc.edu

University Recommendation

Once notification has been sent by candidate, a review of your file is then accomplished to verify that all requirements have been met, including verification of candidate's Educator service record. An online notification is sent to the Texas Education Agency (TEA) confirming that the University recommends the candidate for the certificate. This step normally occurs within 24 hours of the online application.

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Official Notification from Texas Education Agency

Upon receipt of your application and University recommendation, the Texas Education Agency makes available for inquiring Texas school districts to have TEA online access of the status of your certificate application. You may make reference of this as official documentation to provide your hiring school district while waiting for the certificate processing to be finalized.

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