Post-Master’s Certification (PMC) Program
Reduced-Hour Option
Leading to Class A Instructional Leadership Certification

Thank you for your interest in the Post-Master’s Certification (PMC) program in educational leadership in the UAB School of Education Department of Human Studies. The purpose of this program is to develop professional educators who are ready to assume key leadership roles in schools centered around developing high levels of learning for all, teachers and students. The program is based on the most current professional educational leadership standards and provides our students with great opportunities to develop relationships and professional networks with professors and practitioners in a choice of urban, suburban, or rural settings.

This admissions process is only for students who already hold a master’s degree and current Alabama Class A certification in an instructional or instructional support area. This information packet is NOT for students interested in earning a Master of Arts in Education degree.

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Deadline to Apply:

The program offers a rolling admissions policy. Join us any term.

To start in the fall, apply by June 1.
To start in the spring, apply by October 1.
To start in the summer, apply by March 1.

Faculty and Staff Contact Information:

| Dr. D. Keith Gurley, Associate Professor  | Dr. Gary Peters, Associate Professor |
| Program Coordinator                     | Program Coordinator, EdS Program    |
| 205-975-1983 kgurley@uab.edu            | gpeters@uab.edu                     |
| Dr. Amy Dagley, Assistant Professor     | Ms. Sha’Niethia Johnson-Wright      |
| 205-975-1984 dagley@uab.edu             | Coordinator of Admissions and Records|
|                                        | araccot@uab.edu                     |
|                                        | 205-975-2866                         |
Overview of Program – PMC

- The UAB Post-Master’s Certification (PMC) program is aligned with the Alabama Standards for Instructional Leadership adopted by the Alabama state legislature. This program leads to Class A certification in Instructional Leadership in Alabama.

- Key components of the program include:
  - Fully face-to-face delivery of all classes in a choice of three locations (depending on enrollment)
  - Strong partnerships with area school districts
  - Involvement and participation of school district partners in all aspects
  - School district partners contribute to admissions policies and procedures, program design, syllabus design for new courses, mentoring/assessment of candidates, co-teaching of courses, and exit evaluations of candidates
  - A 10-day Residency to be completed by all candidates
  - Candidate support provided by university-based field supervisors experienced in school leadership
  - Principal Mentors for field experiences trained by university faculty

- Official program partners include: Birmingham City, Hoover City, Cullman County, Cullman City, Jasper City, Jefferson County, Shelby County, and many others. Candidates may apply from any district.

- Our program of study is a 18-hour program with emphasis in Instructional Leadership, leading to eligibility to apply for Alabama Class A certification in Instructional Leadership. The program is comprised of four courses, each with imbedded field experiences. In addition to the four courses, there is a 10-Day Residency (i.e., internship) for six credit hours during the final semester. The program can be completed in three semesters since we stack our courses, two per semester, on the same night of the week, during fall and spring semesters.

- Traditionally, if enough candidates are admitted per cohort, we may offer cohorts that meet in three locations: Hoover/Over the Mountain, Cullman/Jasper area, and UAB Campus. Candidates may choose whichever cohort is most conveniently located to them. Scheduling and meeting places for each term are tentative and will be finalized dependent on applications and enrollment.

- Requirements to enter program:
  - An earned master’s degree and current Alabama Class A certification in an instructional or instructional support area
  - A minimum of three years’ certified, classroom teaching experience completed
  - 2.5 GPA in last degree program
  - MAT score (no certain score required, official score report must be submitted, GRE scores are generally accepted in lieu of MAT scores)
  - Interview and portfolio (with specified contents, see below)

Prior to graduation, each candidate must have completed a Special Education survey course (ECY 600 or equivalent). Please contact the Office of Student Service at the UAB School of Education (205-934-7530) for details.
Admission Requirements - PMC

- **Three Years of Successful Teaching Experience:** Applicants must have completed at least three years of teaching experience prior to their admission to the program. Applicants must provide validation of teaching experience from their district on a Supplemental EXP form. School districts send completed EXP forms to: Sha’Niethia Johnson-Wright, UAB School of Education, Office of Student Services, EB 232, 1720 2nd Avenue, South, Birmingham, AL 35294-1250; Phone: 205-934-7530, Fax: 205-975-8040. Sha’Niethia Johnson-Wright araccot@uab.edu Link to EXP form: https://www.alsde.edu/sec/ec/Misc%20Docs/SUPPLEMENT%20exp.pdf

- **Three Letters of Recommendation:** Applicants must provide three letters of recommendation to the Office of Student Services with their application materials. One of these letters must be from the candidate’s current administrator/supervisor. Electronic recommendations completed by references in response to the candidate’s application to the UAB Graduate School are acceptable in lieu of a letter. If available, applicants may place copies of recommendation letters in their application portfolio (see below). If the letters are not available (i.e., submitted electronically), applicants may enter a page in their admission portfolio stating that the recommendations are on file in the UAB School of Education Office of Student Services.

- **Minimum Grade Point Average:** Applicants must have a minimum grade point average of 2.5 out of 4.0 in their latest college/university program of study.

- **Miller’s Analogy Test:** Applicants must provide evidence of having taken the Miller’s Analogy Test (MAT). There is no minimum score. However, the score must be five years old or less. An official score report must be submitted to the Office of Student Services. The age of test requirement may be waived if applicant can obtain original score report. Applicants who need to take the MAT may contact the UAB Testing Center at 205-934-5503 or on the web at https://www.uab.edu/testing/ (Generally, a GRE score will be accepted in lieu of a score on the MAT. Please contact the program coordinator to request this substitution.)

- **Writing Sample:** A writing sample will be required at the time of application to the UAB Graduate School.

- **Application Portfolio:** An acceptable score on application portfolio is also required. Two hard copies of the application portfolio are to be submitted at time of application interview.

- **Application Interview:** A successful interview with a UAB Educational Leadership faculty member and a representative from one of our partner districts is required.
The graduate certification program to which you are applying is called the Post-Master’s Certification Program in Educational Leadership (often abbreviated PMC). Application Deadlines: June 1 for admission to the fall term, October 1 for spring, and March 1 for summer. (If the deadline is missed, applicants are not allowed to begin courses in a non-degree status.) Application process is in two parts. The process begins with an application to the UAB Graduate School, then proceeds to program-specific requirements facilitated through the UAB School of Education Office of Student Services.

Application Process Checklist:

- **Submit Application:** Complete and submit online application through the UAB Graduate School by clicking on the “Apply Now” button. Candidates applying to the PMC program must select the “Degree-Seeking” option in the ApplyYourself system, then later designate the certification-only option. DO NOT apply as a non-degree seeking student. Be sure to hit the “Submit” button to activate your application on or **before the deadline**. You do not have to have all required documents submitted by the deadline, but you must activate your application before the deadline expires in order to be considered for admission. Link to application: [https://uabirmingham.force.com/graduate/TX_SiteLogin?startURL=%2Fgraduate%2FTargetX_Portal__PB](https://uabirmingham.force.com/graduate/TX_SiteLogin?startURL=%2Fgraduate%2FTargetX_Portal__PB)

- **Pay Application Fee:** Submit application fee payment to the UAB Graduate School.

- **Submit Three References:** You must submit names and email addresses of three references, one of whom must be an immediate supervisor. Electronic submission is the preferred method. Please ask references to complete an online reference via the online application system. However, if your references prefer to mail a recommendation letter, it should be mailed to the address below.

  **UAB School of Education**
  **Office of Student Services**
  **EB 232**
  **1720 2nd Avenue South**
  **Birmingham, AL 35294-1250**

  Hard copies of letters may be included in the application portfolio. Electronic references are usually not available for applicant review, and so should be noted in the application portfolio as having been submitted electronically and on file in the Office of Student Services.

- **Submit Transcripts:** Request one (1) official transcript from each institution of higher education from which you earned credit to be sent by the issuing institution, either electronically to soetranscripts@uab.edu, or via mail to the UAB School of Education, Office of Student Services. International transcripts must be submitted to World Education Evaluators (www.ece.org) for an official course-by-course evaluation then mailed to the UAB Graduate School: UAB Graduate School, HUC 511, 1720 2nd Avenue South, Birmingham, AL 35294-1150

- **Submit Official MAT Test Score Report:** MAT Institution Code: 1017. With permission, a GRE score may be substituted for MAT score. GRE Institution Code: 1856. Contact the UAB Testing Center for more information [http://www.uab.edu/testing/](http://www.uab.edu/testing/)

- **Submit EXP Form:** Submission of Alabama State Department of Education Supplemental EXP form, completed by your employer, will verify a minimum of three years’ acceptable teaching experience. Applicants must request the EXP form be completed by their school district personnel office. If the applicant has taught full-time in more than one school system, he/she will need to submit a Supplemental EXP form from each school system. The form should be notarized and submitted by your school system to UAB SOE, Office of Student Services (address above). If you have questions please contact Sha’Niethia Johnson-Wright araccot@uab.edu in the OSS at 205-934-7530, Fax: 205-975-8040. Link to EXP form: [https://www.alisde.edu/sec/cc/Misc%20Docs/SUPPLEMENT%20EXP.pdf](https://www.alisde.edu/sec/cc/Misc%20Docs/SUPPLEMENT%20EXP.pdf)

- **Submit Immunization Records:** All applicants must provide proof of immunization in order to be admitted as a UAB student. Please submit shot records to the UAB Office of Student Health Services. Link to Student Health Services: [http://www.uab.edu/studenthealth/immunizations/level-1](http://www.uab.edu/studenthealth/immunizations/level-1)

- **Application Portfolio:** Submission of an application portfolio (see guidelines below) is an ALSDE requirement to be submitted to program faculty **at time of application interview**. Applicants will bring two hard copies of completed application portfolios to their interview. One copy will be submitted at sign-in. The other copy may accompany the applicant to the interview as a reference. Applicants will retain one copy of the portfolio in order to upload contents to their electronic portfolio pending program admission.
Application Portfolio Requirements

Applicants are required to bring two copies of a portfolio, in a ½ inch, three-ring binder, to the application interview. The portfolio will contain all of the artifacts listed below exactly. Each of the artifacts should be in page protectors and must appear in the order prescribed below. All requested documents must be submitted in order to receive a passing score on the application portfolio.

A cover sheet should be put in the clear plastic cover of the binder. On that cover sheet, please put the following information:

1. Applicant’s First and Last Name
2. Applicant’s Home Address, Email, and Phone Number
3. Applicant’s Present Work Assignment, Grade Level/Subject Area
4. Applicant’s School’s Name
5. Applicant’s District Name

In the following order, please compile these documents and include in portfolio:

1. **Current Professional Resume**: Include an updated, professional resume.

2. **Summary of Teaching Experience**: Please list all teaching experiences. Include a copy (if available) of EXP form from your school district validating completion of at least three years’ teaching experience. If a copy of your EXP form is not available, please place a page in your portfolio stating that the EXP form is on file with the UAB School of Education, Office of Student Services.

3. **Three Letters of Recommendation**: One recommendation from the applicant’s current administrator is required. Letters of recommendation should provide details regarding the applicant’s ability to: relate with the public, solve problems, communicate effectively, model knowledge of the curriculum, and demonstrate leadership skills. If your references complete an online/electronic reference through the UAB system, please place a page in your application portfolio listing your reference’s name, title, and relationship to applicant and add that the reference is on file with the UAB School of Education, Office of Student Services.

4. **Current Teaching Certificate(s)**: Applicants must provide a photo copy of current teaching certificate.

5. **Completed Performance Appraisal**: Applicants must provide a photo copy of their most recent professional performance appraisal. This may include the Professional Learning Plan (PLP) developed for the EDUCATE Alabama process or other similar document.
6. **Summary of Professional Development:** A summary of all professional development courses taken by the applicant over the last two years is required. Please divide the summary into two categories: (1) District Mandated Professional Development and (2) Voluntary Professional Development.

7. **Evidence of Ability to Improve Student Achievement:** Two artifacts that provide evidence of the applicant’s ability to improve student achievement are required. These artifacts should be accompanied by a paragraph explaining the data and the role that the applicant played in helping student improve their academic achievement. Examples of data to include: progress monitoring information, DIBELS scores, AHSGE data, ACT Aspire scores, classroom assessment data, or other evidence demonstrating the applicant’s instructional leadership potential.

8. **Interest in Instructional Leadership:** A one-page, double-spaced document must be included summarizing the applicant’s interest or reasons for pursuing a degree in educational leadership and certification in instructional leadership in Alabama.

9. **Key Leadership Roles:** In a one-page, double-spaced narrative, applicants should summarize key leadership roles assumed in a school or at the district level. Applicants must submit three artifacts that provide evidence of educational leadership. Artifacts may include meeting agendas, meeting notes, or other documents that highlight leadership ability and involvement.

Applicants will bring two hard copies of completed application portfolios to their interview with them. One copy will be submitted at sign-in for review. The other copy may accompany the applicant to the interview as a reference. Applicants are to retain their copy of the portfolio in order to upload the contents to their electronic program portfolio after begin admitted to the program.
Application Interview Expectations

In addition to the portfolio, candidates must also participate in an interview. Below are some Frequently Asked Questions and answers regarding the interview process.

Q: Where will interviews be held?
A: Interviews for candidates will be held in a location to be announced. Applicants will be notified by email where and when the interview will be held. A representative from a local LEA will join Ed Leadership faculty as part of the protocol for admitting students.

Q: Who will be on the interview team?
A: Educational Leadership faculty members and area school district representatives will be part of each interviewing team.

Q: What do candidates bring to the interview?
A: Two copies of your Portfolio, as described above. The admission portfolio does not need to be submitted before the interview.

Q: Can I interview without submitting my portfolio?
A: No. Submission of materials at the time of the interview is part of the admissions process.

Q: What can I expect in my interview?
A: Your interview will last approximately 15 minutes. You should be prepared to talk about why you want to enter the Educational Leadership program at UAB and your goals as an aspiring instructional leader. Consider what you want to accomplish in the next five years. Applicants will also be asked to talk about leadership experiences and answer some “what if” scenario questions.

Q: How will I be notified of my interview date and time?
A: Dr. Keith Gurley will notify applicants by email and/or phone of interview date and time. You may contact Dr. Gurley with further questions at 205-975-1983 or 913-449-0422 or at kgurley@uab.edu

Students will be notified of their acceptance to the program within one week of their interview. The UAB Graduate School will notify successful applicants regarding official admission and give instructions on how to register for classes within approximately two weeks of program acceptance.

In order to complete the MAE program and qualify to apply for Class A certification in Instructional Leadership from the Alabama State Department of Education, candidates must successfully pass the Praxis Test entitled Educational Leadership, Administration and Supervision (ELAS). A minimum score of 149 is required on this test. Official test scores must be submitted to the UAB School of Education Office of Student Services, and to the ALSDE before submission of application for Class A certification. More information about the ELAS praxis test may be found at the website for the Educational.

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<tr>
<th>UAB School of Education Office of Student Services</th>
<th>Coordinator of Admissions and Records:</th>
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<tr>
<td>For questions regarding your application process and documents, contact: Education Building, Room 232 1720 2nd Avenue, South Birmingham, AL 35294 Phone: 205-934-7530 Fax: 205-975-5446 Website: <a href="http://www.alsde.edu">http://www.alsde.edu</a></td>
<td>Sha’Niethia Johnson-Wright <a href="mailto:araccot@uab.edu">araccot@uab.edu</a></td>
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<tr>
<td>Transcripts: <a href="mailto:seatranscripts@uab.edu">seatranscripts@uab.edu</a></td>
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Example* Course of Study  
Post-Master’s Certification in Instructional Leadership  
University of Alabama at Birmingham

<table>
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<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
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<tr>
<td><strong>EDL 601</strong> (3 hrs.) Foundations of Instructional Leadership (Vision, Planning, Leadership Basics, Culture, Self-Awareness for Leader, Stakeholder Involvement)</td>
<td><strong>EDL 606</strong> (3 hrs.) Supervision and Mentoring of Instructional Staff (Staff Development, Teacher Evaluation, New Teacher Mentoring)</td>
<td><strong>EDL 605</strong> (6 hrs.) Residency in Instructional Leadership</td>
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<tr>
<td><strong>EDL 610</strong> (3 hrs.) Legal &amp; Ethical Foundations for School Leadership</td>
<td><strong>EDL 608</strong> (3 hrs.) Organizational and Financial Management to Support Instructional Leadership</td>
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<tr>
<td>6 Credit Hours</td>
<td>6 Credit Hours</td>
<td>6 Credit Hours</td>
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*Example schedule. Courses are not sequential and terms subject to change.
Purpose of Residency
The purpose of the 10-Day Residency in Instructional Leadership is to give the future leader a continuum of authentic leadership experiences in K-12 schools without the distraction of teaching responsibilities or other coursework requirements. The candidate earns six credit hours for the Residency.

Time and Location of Residency
The 10-Day Residency in Instructional Leadership will take place in the last semester of the program. Candidates must follow any guidelines required by their individual school districts, but typically may choose to do their residency in their own district, another district, or a combination of the two. There are no “clock hour” requirements for the residency, but the candidate will be expected, at a minimum, to work hours equivalent to an administrator’s professional schedule. The experiences may be conducted at the elementary, middle school, high school while students are present. The candidate will be required to have a trained mentor in whatever district he/she is interning, and the mentor will assist the candidate in selecting meaningful leadership experiences. The Residency may be completed over 10 consecutive days, or may be broken into two separate groups of five consecutive day segments.

Residency Leadership Experiences
The candidates will choose meaningful leadership experiences from the list of Critical Leadership Experiences for the Residency in Instructional Leadership (see Residency Handbook) which are designed for the candidate to show competency in each of the eight Alabama Standards for Instructional Leadership. The candidate must choose one activity for each of the eight standards, with the emphasis being on activities that are labeled “Lead.” Five out of the eight choices must be those that are designated as “Lead” activities. In addition, the candidate and field mentor may design other experiences that are timely and pertain to a specific school site or district situation, as long as they can be aligned to a standard and represent demonstration of a key indicator of that standard. The experiences may be conducted at the elementary, middle school, high school level, and there are no specific clock hour requirements. Many of the experiences are open-ended in nature and can be tailored to whatever level and setting the candidate chooses.

Cohort Seminars
There will be three seminars for the cohorts that are designed to give the candidates additional perspectives on leadership of K-12 schools. There will be one seminar before the residency begins, and two during the residency. The seminars will feature LEA partners who possess specific expertise in various aspects of school leadership sharing on those topics. The focus will be on practical advice and processing of current issues that are being faced in the local schools. The UAB Internship Supervisor will coordinate these seminars in collaboration with LEA partner personnel.
Assessment of Candidate’s Residency Performance
Each candidate will be paired with a field mentor in the local school district, whose responsibility will be to guide, observe, and assess the candidate’s competency in leadership as defined by the key indicators of the Alabama Standards for Instructional Leadership. A rubric for that assessment has been created. The UAB Field Supervisor(s) and individual faculty members, as needed, are available to give further assistance in evaluating a candidate’s field work. In addition, the candidate will accumulate artifacts from the residency, as well as from coursework, to develop a professional exit portfolio that will serve as a valuable tool in interviewing for a school leadership position. The exit portfolio will be used as the centerpiece of the candidate’s final assessment in the Instructional Leadership Master’s program: a mock interview for a school leadership position, conducted by LEA partner personnel, and observed by UAB faculty.
Documentation of Medical Clearance

All students (degree-seeking and non-degree seeking) applying to UAB must obtain medical clearance. After you are admitted to the program, you will receive an email about obtaining medical clearance. It will have links to the UAB Student Health and Wellness (SHW) website and to the Patient Portal: http://www.uab.edu/studenthealth/medical-clearance. Links to these SHW webpages are also available on your BlazerNet account.

You must meet the medical clearance deadline (e.g., Aug. 1, 2016 for Fall admission). If not, you will be blocked from registering for class. If you are already registered but don’t submit all required records by the medical clearance deadline, your classes might get canceled. Check the SHW website for the deadline date for the term to which you are applying.

Which immunizations do you need? To find out, go to http://www.uab.edu/studenthealth/medical-clearance and answer these questions:

- **When did/will you matriculate (begin classes) at UAB?**
  - Summer term 2016 or later or Prior to summer term 2016

- **Are you a clinical or non-clinical student?**
  - Non-clinical (no patient contact) or Clinical (patient contact)

- **Are all of your courses completely online?**
  - Yes, all courses completely online or No, at least one class on campus

- **Are you a United States citizen?**
  - Yes, I am a U.S. citizen or No, I am not a U.S. citizen

**Level 1 Immunization.** Most MAE students are classified as requiring Level 1 immunization which consists of the following: MMR (Measles, Mumps, Rubella), Tdap (Tetanus, Diphtheria, Acellular Pertussis), Varicella (Chickenpox/Shingles); and Tuberculosis (TB) screening. Immunizations and TB screening are available at SHW (1714 Ninth Avenue South) for a fee. Make an appointment by calling 205-934-3581 or by accessing the Patient Portal at: http://www.uab.edu/studenthealth/services/immunizations-and-tb-tests

**Submitting Health Records (for students who start after Summer 2016).** Click “Forms” on Patient Portal. Then click “Immunizations entry form” and “Add immunization record.” Upload scanned documents as JPEG, JPG, PNG, or GIF. Or, instead, you can fax your immunization records to 205-996-7468. As you complete these requirements, your immunization status will be reflected on your student profile in BlazerNET and on the Patient Portal under the “Immunizations” tab. If you have questions, contact medclearance@uab.edu.
Online Application
https://uabirmingham.force.com/graduate/TX_SiteLogin?startURL=%2Fgraduate%2FTargetX_Portal__PB
NOTE: The University of Alabama at Birmingham is pleased to offer this Web-based application in order to make our application process as easy and convenient as possible.

Check Admission Status
http://www.uab.edu/graduate/online-forms/33-students/online-forms/213-check-admission-status

Detailed Tuition and Fees
http://www.uab.edu/students/paying-for-uab/detailed-tuition-and-fees

Graduate School
http://www.uab.edu/graduate/

Educational Leadership Program
http://www.uab.edu/education/humanstudies/educational-leadership

Office of Student Services (OSS)
http://www.uab.edu/education/home/departments-and-offices
About: The Office of Student Services (OSS) is responsible for undergraduate academic advising, registration, processing graduate applications for admission, applications for degree, and certification. The OSS works diligently to support our students in achieving their educational goals in an environment that embodies the School of Education values of respectfulness, responsiveness, and innovativeness.

UAB Student Health and Wellness (SHW)
http://www.uab.edu/studenthealth/medical-clearance
**Estimated Tuition Charges**
**Based on 2017-2018 In-State Tuition***

**Tuition for Courses Taken in the UAB School of Education**

Tuition per Graduate Credit Hour (Education):  $437

<table>
<thead>
<tr>
<th>Estimated Degree Program Costs*</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>Six Credit Hours (2 classes)</td>
<td>6 x $437</td>
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<tr>
<td><strong>Second Semester</strong></td>
<td></td>
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<tr>
<td>Six Credit Hours (2 classes)</td>
<td>6 x $437</td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Six Credit Hours (Residency)</td>
<td>6 x $437</td>
</tr>
</tbody>
</table>
| **Total Estimated Tuition Fees**  
  (2017-2018 Rate, subject to change*) |       |
|                               |       |

*Estimated Degree Program Costs*

* Tuition costs and fees are as of August, 2017 and are subject to change by the university Board of Trustees at the beginning of any term. This estimate includes basic tuition rates for Alabama residents only and does not include other, incidental fees and costs. Candidates are also required to establish and maintain an account with the designated electronic portfolio web-based vendor for the entirety of their program.

**Fees Paid by Party Other Than Student or Student’s Family:** If tuition fees are to be paid by a party other than the student or student’s family (e.g., government agency, employer), students must visit the Cashier’s Office in the Office of Student Accounting, Room 322 in the Hill University Center, prior to the first day of class.