



Certificate of Advanced Graduate Study (CAGS) in Administration
Leadership Academy
Application Process and Guidelines

Students who have successfully completed the *Leadership Academy* are eligible to complete the requirements for a Certificate of Advanced Graduate Study (CAGS) in Administration.

Students must complete a simple application process before they may register for CAGS courses.

Note: Students who completed the Leadership Academy **prior to July 2016** must contact the Leadership Academy Director to review the student's official transcript and the current CAGS requirements.*

Here are the steps to apply:

1. Candidates need to submit the application found at the end of this document which includes:
 - a) Name and contact information
 - b) Year completed Leadership Academy
 - c) Copy of the candidate's Leadership Academy transcript indicating successful completion of the required 31 credits in the following courses:
ADMN 621, 626, 627, 636, 637, 646, 647, 656, 657, 658, 770, 771, 772, 780
 - d) A proposed focus area in the field of educational leadership (this is not binding)
 - e) A written essential question relevant to the area of interest that the candidate would like to explore through the CAGS course work
 - f) Signature from a Leadership Academy Instructor or College Supervisor indicating support of the student's application

Certificate of Advanced Graduate Study (CAGS) Program of Study:

CAGS 806	Review of the Field in Education Administration (3 credits)
CAGS 902	Seminar II (3 credits)
CAGS 981	Action Research Seminar (3 credits)

**Applicants who completed the Leadership Academy prior to July 2016 may be required to complete additional course work.*

CAGS coursework runs from June through August.

Upon acceptance, students will apply for graduation: [Graduation Application](#)

Application Deadline: April 15th



Leadership Academy
CAGS Application

Student name: _____ Student ID A#: _____

Email address: _____

Leadership Academy Completed (date): _____

Applicants who completed the Leadership Academy prior to July 2016 must schedule a transcript review with the Leadership Academy Director.

Proposed area of focus in Educational Leadership:

Essential research question relevant to the area of focus described above that the candidate would like to explore through the CAGS course work:

Attach a copy of Leadership Academy transcript.

Student Signature: _____

Supported by: _____

Signature: Leadership Academy Instructor or College Supervisor

Submit application by

Mail: MCLA, Education Department, 375 Church Street, North Adams, MA 01247
Email: marianne.young@mcla.edu
Fax: 413.662.5198