

Master of Arts in Administrative Services

Step into a leadership role that shapes the future of education with an M.A. in Administrative Services.

Designed for aspiring school administrators and education professionals, this program equips you with the skills to lead with vision, foster collaborative environments and drive positive change in schools and districts. With a focus on real-world application and ethical leadership, our program prepares you to make a lasting impact on your community and the next generation of learners.



A man in a dark suit, white shirt, and patterned tie is looking at a computer monitor. The background is a blurred office setting with a poster on the wall.

A Master of Arts in Administrative Services

opens the door to a fulfilling career in educational leadership, where you can shape the future of schools and communities. This advanced degree provides the tools and knowledge to lead with confidence, inspire positive change and make a lasting impact in education.

- ▶ **Leadership Development:** Gain the skills to lead schools and districts with vision, strategy and purpose.
- ▶ **Collaboration and Community Building:** Learn how to foster teamwork among teachers, staff and the community to create an inclusive and supportive school culture.
- ▶ **Positive Impact:** Shape policies and initiatives that directly improve student outcomes and learning environments.
- ▶ **Ethical Leadership:** Build a strong foundation in ethical decision-making that puts students' needs first while balancing administrative responsibilities.
- ▶ **Career Advancement:** Open doors to leadership roles in education, such as principal, vice principal and district administrator.
- ▶ **Professional Network:** Connect with a community of educators and professionals passionate about educational leadership.
- ▶ **Personal Growth:** Enhance your own critical thinking, communication and analytical skills, making you a more effective and reflective educator.



Program Highlights

Unit Count of Program: 24 units of preliminary credential program coursework.
13 units post-credential coursework.

- ▶ **Learn relevant topics** in educational leadership.
- ▶ **Prepare for both leadership and support roles** in schools, backed by a commitment to ethics and service.
- ▶ **Progress through coursework in a cohort format.**
- ▶ FPU also offers **coursework for a Clear Administrative Services credential.**
- ▶ A **doctoral pathway** offered in partnership with George Fox University (OR).
- ▶ Study under **experienced and highly rated university faculty.**
- ▶ FPU's credential programs are **accredited by the California Commission on Teacher Credentialing** (www.ctc.ca.gov).
- ▶ **Program classes are offered fully online!**

The M.A. in Administrative Services curriculum at Fresno Pacific University

prepares you for leadership in education through a blend of theory and practical application, equipping you to handle the challenges of school administration and leadership.

After completing the requirements for a Preliminary or Intern Administrative Services Credential, candidates have the option to extend and obtain a Master of Arts in Administrative Services. This program is comprised of all credential coursework units and 13 units of post-credential coursework within five years of credential program completion.

Master of Arts in Administrative Services Required Courses

Obtain Administrative Services Credential at FPU:

- ▶ Preliminary Administrative Service Credential
- OR
- ▶ Intern Administrative Services Credential

Post-Credential Required Courses (13 units)

Course Prefix	Required Courses	Units
ADM 735	Leadership and Change	3
ADM 779	Building Community in Schools and Society	3
ADM 794	Thesis Introduction and Literature Review	3
ADM 795	Research Methods in Education	3
ADM 796	Thesis Completion	1

The courses listed above provide a sample overview of our program. Please meet with your academic advisor or visit [fpu.edu/catalog](https://www.fpu.edu/catalog) to finalize your course registration and sequence.

Application and Admission Information

To be considered for admission to the M.A. in Administrative Services program, please submit the following items:

- Completed Application for Admission** and \$45 non-refundable application fee. fpu.edu/applygrad
- Official college/university transcript(s)** verifying receipt of a bachelor's degree from a regionally accredited institution and any post-baccalaureate work.
 - If you are currently finishing up your degree, please submit current transcript.
 - A final transcript will need to be submitted before you may enroll in classes.
 - Transcripts can be sent electronically by your institution to trans.evaluator@fresno.edu or via mail in an envelope sealed by your institution to:

Fresno Pacific University
Office of the Registrar
1717 S. Chestnut Ave.
Fresno, CA 93702
- If your cumulative GPA** for your bachelor's degree is below a 3.0 (4.0 scale), a letter of explanation is required.
- Reference Forms** – One reference is required for the M.A. in Administrative Services program. The reference should attest to your professional qualities and your academic qualifications, noting your ability to complete graduate-level work.
 - Form can be found at fpu.edu/graduate-reference
- Statement of Intent** – Provide a written statement explaining your interest in the program, long-term goals and your experience in the field.
- Program Interview** – After submitting your application materials including transcripts, a representative will contact you to schedule an interview.
- Approved basic credential** or certificate of clearance.
- Verification of current negative TB test** (within 12 months).

View our State Professional Licensing and Certificate Disclosure at fpu.edu/about/disclosure-documents

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