CERTIFICATE OF ADVANCED STUDY: SCHOOL BUSINESS LEADERSHIP

Program Overview

Program Coordinator	Robert Dufour, (845) 257-2831, dufourr@newpaltz.edu
Program ID	402A
Credits	60
Program Length	Students must complete the program within 5 years
Modality	Hybrid or Online
Full-time/Part-time	Part-time
Transfer Credits	30
Capstone	Internship
Licensure/Certification	NYSED School District Business Leader Certification

Program Description

The CAS in School Business Leadership consists of 24 credit hours of school business courses and a six-credit supervised internship in school business. Students complete three core courses as well as specific business courses customized for the school district business leader candidate. Candidates will also have to pass the State Education Department school district business leadership exam prior to being recommended for certification.

Admission Requirements

For candidates holding a master's degree:

- One official copy of all undergraduate and graduate course work; both the baccalaureate and master's transcripts should be from regionally accredited institutions with a minimum 3.0 cumulative grade point average at the graduate level.
- Resume or CV.
- Three letters of reference from three individuals who can provide either an academic or professional reference.

For candidates holding a CAS degree and SBL/SDL certification:

- Evidence of New York State SDL certification.
- Letter from a Superintendent verifying an internship placement in their district.
- One official* copy of all undergraduate and graduate course work; both the baccalaureate and master's transcripts should be from regionally accredited institutions with a minimum 3.0 cumulative grade point average at the graduate level.

  *New Paltz CAS School Business Leadership alumni only need to provide internal transcripts.

Application Deadlines

July 31	Fall Admission
January 1	Spring Admission
May 15	Summer Admission

Accepting on a rolling basis until the program is full.

CAS in School Business Leadership (major 402A)

NOTE: CAS School Leadership alumni may transfer in up to 15 credits of prior educational administration coursework including 3 credits of internship.

Code	Title	Credits
Master's Degree (30 Credits)		
Upon matriculation, work with your advisor to identify and transfer up to 30 credits from master's degree.		30
Required Courses (24 Credits)		
EDA751	Public School Accounting	3
EDA752	Public School Budgeting	3
EDA772	Administrative Theory and Practice	3
EDA774	Human Resource Management for Administrators	3
EDA775	Education Law & Policy Implementation	3
EDA789	The Superintendency	3
EDA776	Finance and Revenue Management	3
EDA777	Finance and Revenue Management II	3
Capstone Experience (6 Credits)		
EDA792	Internship in Educational Administration (3-6) [1]	6
Total Credits		**60**

[1] Students enroll in this course twice for a total of 6 credits of internship.

Program Requirements

- Review your progress report with your assigned advisor within 90 days after matriculation.
- Complete prescribed course work and other requirements within five years of matriculation.
- Maintain a cumulative grade point average of 3.0 or better, with no more than two grades below B-.
- Complete required workshops and trainings for NYS Certification
- Passing of appropriate State Education Department leadership exam(s).

Upon completion of the CAS program, the College will recommend the candidate to the State Education Department for certification. The State Education Department grants certificates in September and February for those who apply through New Paltz.

Internship

SDBL Intern: Students must complete the three core courses and one additional administrative elective course (under advisement) before applying for the Internship.

All students applying for an Internship must submit the Internship Proposal Application to the department by the posted deadline (May 1st for Fall Semester Internship; December 1st for Spring Semester Internship). For inquiries concerning the Internship Proposal Application, contact your advisor. Prospective intern candidates will be notified by the Intern Coordinator regarding deficiencies or acceptance.

Graduate Checklist

- Apply for graduation via my.newpaltz.edu under "Graduation" tab according to the schedule in the academic calendar.

- Resolve any pending admission conditions (outlined in your acceptance letter) and/or missing documents if applicable.
- Review your progress report via my.newpaltz.edu to ensure that you have completed all program requirements.
- Remember that only two grades below a B- may be applied to your plan of study
- Contact your advisor if you need to amend your plan or process transfer credit.
- Ensure that you are in good academic standing with a GPA (Grade Point Average) of 3.0 or higher.
- Pass your capstone or culminating assessment.
- Complete your degree within the specified time limit outlined in the Program Overview.

School Business Leadership (Advanced Certificate) Program Learning Outcomes

Candidates who successfully complete all the required components of the CSA 401A – School Leadership program at SUNY New Paltz will:

#**Content Knowledge:**

Demonstrate excellent overall knowledge relevant for New York State school building and school district administration.

#**Mission, Vision, Core Values, Ethics, Norms:**

Demonstrate skill in developing a school culture and a learning environment that promotes excellence, diversity, and equity based upon a common mission, vision, core values, ethics and equity.

#**School Improvement, Curriculum and Instruction, Building Capacity for Personnel through Professional Development:**

Demonstrate knowledge and skill in school improvement by building and sustaining a school vision, sharing leadership, engaging in a shared decision-making process, leading a learning community, using data to make instructional decisions, and monitoring curriculum and instruction, and providing opportunities for professional development for staff and faculty.

Family and Community Engagement, Equity and Cultural Responsiveness:

Demonstrate the ability to engage families of diverse cultural, social, and intellectual resources with the school community to benefit students.

Managing Operational Systems and Resources:

Demonstrate the ability to ethically utilize the resources of money, time, space, electronics, and personnel resources in compliance with NYS Law and local policies for maximum effect on student learning.

Disposition:

Demonstrate the ability to establish excellent professional interpersonal relations, engage in professional growth opportunities, effectively communicate in writing and oral interactions, prepare and organize for required responsibilities, exhibit flexibility, initiative, tenacity, and ethical behaviors, engage in self-reflection, exhibit fairness, equity, and social justice in their interactions, presents in a professional and contextually appropriate manner, and shows emotional maturity.