

# CERTIFICATE OF ADVANCED STUDY: SCHOOL LEADERSHIP (401A)



Program Coordinator:

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The 60 credit-hour Certificate of Advanced Study program has, as its primary goal, certification as School Building Leader (SBL) and/or School District Leader (SDL). A six-credit internship is part of this program and is required for New York State certification.

## Admission Requirements:

- One official copy of the baccalaureate and Master's transcripts from an accredited institution.
- 3.0 GPA or higher on Master's transcripts.
- A professional or permanent NYS teaching certificate.
- A coherent essay reflecting on the [Educational Leadership Constituent Council \(ELCC\) Standards](#)
- Three letters of recommendation from school administrators. These letters should be requested using our online application system.
- Written verification from the school district of at least three years of teaching experience. Please request this verification through our online application system.

## Application Procedures

Our online application system allows students to manage their application process. Review the steps below for a quick overview of the process.

### 1. PREPARE ADMISSION CHECKLIST ITEMS

To expedite a faculty review of an application, students may upload the following items:

- Admission Essay
- Student copies of transcripts\* from every college/university attended
- Student copies of standardized test scores\*
- Request letters of recommendation—after submitting the application, students will need to provide their recommender's name and email address in order to complete the request process.
- Evidence of NYS teaching certification (if appropriate)

- International student documentation
- Resume/CV (if appropriate)

**\* Full admission REQUIRES the submission of official transcripts and test scores.**

## 2. CREATE AN ACCOUNT

- **SUNY New Paltz** students, alumni, faculty and staff must log into the application system using their New Paltz credentials (NPCUID).
- **NEW** students may create an account by selecting the New User option and verifying their email address.
- **RETURNING** users may access the application system using their email address and password that was included when creating their account.

## 3. SUBMIT YOUR APPLICATION

- Once you have logged into the system, select the term that you would like to begin your program.  
**NOTE:** Certain programs restrict admission to a specific term. Please email [gradstudies@newpaltz.edu](mailto:gradstudies@newpaltz.edu) if you do not see the program that you would like to pursue.

## 4. CHECK YOUR APPLICATION STATUS

- Log in as a [Returning User](#) to modify your application or monitor its status.

## 5. Order OFFICIAL transcripts and test scores be sent to:

- SUNY New Paltz  
Graduate & Extended Learning  
800 Hawk Drive  
New Paltz, NY 12561-2442

**Ready to Apply?**

**Apply Now ▶**

If you have questions about the application process or the programs offered, please contact Graduate & Extended Learning at (845) 257-3285 or [gradstudies@newpaltz.edu](mailto:gradstudies@newpaltz.edu).

## **Degree Requirements**

- Matriculation must be completed prior to completing six (6) credits. Upon matriculation, an advisor will be assigned to the candidate.
- File a Plan of Study during the first semester after matriculation. The Plan of Study is developed with the assigned advisor.
- Complete prescribed course work and other requirements within five years after matriculation.
- Maintain a cumulative average of 3.00 or higher with no more than two grades below B-
- Complete a Child Abuse Seminar or verify a previous completion of this seminar.
- Complete a S.A.V.E. course (if taking EDA775, this will automatically be recorded on your New Paltz transcript).
- Complete a Dignity for All Students Act (DASA) workshop or verify a previous completion of this seminar.
- MMR immunization
- Application to and completion of Internship.
- Pass the appropriate NYS School Leadership Examinations
- Note: for certification, fingerprint clearance must be received again even if clearance had been received earlier in one's career.

## **Curriculum Requirements (60 credits): Master's degree + 30 credits**

### **Required Courses (12 credits)**

- EDA 763 Educational Supervision and Accountability (3 credits)
- EDA 771 Educational Leadership, Governance, and Policy Development (3 credits)
- EDA 772 Administrative Theory and Practice (3 credits)
- EDA 775 New York State Education Law and Policy Implementation (3 credits)

### **Internship (6 credits)**

- EDA 701 Internship in Educational Administration I (3 credit course taken twice) or
- EDA 701 Internship in Educational Administration II (6 credit course taken once) or
- EDA 793 Internship in Educational Administration II (2 credit course, taken three times)

### **Elective Courses (12 credits)**

Currently, we are offering the following courses as electives:

- EDA 769 The Principalship (3 credits)
- EDA 776 Finance and Revenue Management (3 credits)
- EDA 784 Curriculum Development for Administrators (3 credits)
- EDA 789 The Superintendency (3 credits)

Additionally, the following courses may be selected as electives by advisement:

- EDA 752 Public School Budgeting (3 credits)
- EDA 755 Support Service Management (3 credits)
- EDA 760 Current Issues in Educational Administration (3 credits)
- EDA 773 School Business Administration (3 credits)
- EDA 774 Human Resource Management for Administrators (3 credits)
- EDA 777 Seminar in Practices and Problems in School Business Administration (3 credits)
- EDA 778 School Plant Administration (3 credits)
- EDA 786 Facilities Planning, Operation and Maintenance (3 credits)
- EDA 787 The Politics of Educational Administration (3 credits)
- EDA 793 Selected Topics (3 credits)
- EDA 799 Modular Institutes (1 credit)

**For course descriptions, please click [COURSES](#).**