

NIAGARA UNIVERSITY



DEPARTMENT OF PROFESSIONAL STUDIES

PLANNING GUIDE

Certificate of Advanced Study (CAS)-School District Business Leader

TRANSITION H PATHWAY

Certification: NYS School District Business Leader

NAME: _____ STUDENT #: _____

Pre-Requisites	
MBA / Must be at Least 36 Credit Hours	
Equivalent of ACC 505	
EDU 595 Educational Research & Statistics or equivalent	
NYS School Violence Prevention	
NYS Id & Reporting of Suspected Child Abuse or Maltreatment	

Program Required Courses	
EDU 631- Leadership & the School District Leader	
EDU 633 – School Finance	
EDU 634 - School Business Administration	
EDU 635 – School Law (New York State)	
EDU 637-Personnel Administration & Employer-Employee Relations	
EDU 650 – Capstone for School District Leader	

EDU 826 – Internship School District Business – Part 1 <i>May be waived if employed under Trans H Certification for one year</i>	
EDU 827 – Internship School District Business - Part 2 <i>May be waived if employed under Trans H Certification for one year</i>	
Additional Program Requirements	
Sixty (60) graduate credit hours Must have a total of sixty graduate credit hours.	
Program Comprehensive Exam Application for Comprehensive Exam (\$30 fee) E-mail Sharon Hardenstine sjh@niagara.edu by October 1, March 1 or June 1: due by the first of the following month	
New York State School District Business Leader Certification Exam – Part 1 & 2 Check on-line for administration schedule & fees	
Dignity for All Students (DASA) training	
Graduation form submitted to Dean’s office Beverly Eiler bje@niagara.edu	

Total Graduate Hours – 24

Please be advised that you must contact your advisor each semester to confirm your registration for course work and program planning.

Any questions please contact:

Dr. James Mills (Program Coordinator)
716-998-0148
jmills@niagara.edu

Mrs. Sharon Hardenstine (Secretary)
716-286-8550
sjh@niagara.edu

CHECK OUT OUR WEBSITE AT www.niagara.edu/advance