

# NIAGARA UNIVERSITY



## LEADERSHIP STUDIES DEPARTMENT

### PLANNING GUIDE

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

#### **Certification: NYS School District Business Leader**

NAME: \_\_\_\_\_ STUDENT #: \_\_\_\_\_

PRE-REQUISITES	
<b>MASTERS IN BUSINESS ADMINISTRATION (MBA)</b>	
Note: The degree must be at least 36 credit hours. If less than 36 the additional hours will need to be accumulated prior to graduation. A total of 60 hours is required for graduation.	
<b>Equivalent of ACC 505</b>	
Note: Candidate must have at least one accounting course in their MBA Program. Two courses in accounting is preferred.	
<b>EDU 595 Educational Research &amp; Statistics or equivalent</b>	
Note: A course in research and statistics is required. Potential candidate's graduate transcript will be reviewed at time of admission. If an equivalent can't be found, candidates will be required to take EDU 595 as a Program Requirement.	

REQUIRED COURSES- 3 CREDIT HOURS EACH	
EDL 631- Leadership & the School District Leader	
EDL 633 – School Finance	
EDL 634 - School Business Administration	
EDU 635 – School Law (New York State)	
EDL 637-Personnel Administration & Employer-Employee Relations	
EDL 650 – Capstone for School District Leader	
EDL 826 – Internship School District Business – Part 1	
EDL 827 – Internship School District Business - Part 2	

## CANDIDATE PLANNING GUIDE

<b>24 credit hours of course work is required</b>	
<b>ADDITIONAL PROGRAM REQUIREMENTS</b> All course requirements must be met. In addition candidates are required to meet each of the following additional requirements	
<b>School District Leader Comprehensive Exam (Modified edition)</b> Details may be found in the Program Guide	
<b>New York State School District Business Leader Certification Exam – Part 1 &amp; 2</b> Both parts must be passed and scores on file with Niagara University Details may be found in the Program Guide Check on-line for Exam administration schedule & fees: NYSED-TEACH	
<b>Dignity for All Students (DASA) training</b> Details may be found in the Program Guide. Workshop must be completed as a program requirement. Completion must show on the candidate's TEACH account.	
<b>NYS School Violence Prevention</b> Details may be found in the Program Guide. Workshop must be completed as a program requirement. Completion must show on the candidate's TEACH account.	
<b>NYS Id &amp; Reporting of Suspected Child Abuse or Maltreatment</b> Details may be found in the Program Guide. Workshop must be completed as a program requirement. Completion must show on the candidate's TEACH account	

### **PROGRAM COMPLETION**

**Once all courses and additional requirements have been met, candidates may apply for graduation. See Program Guide for details**

## **CHECK THE PROGRAM GUIDE FOR ADDITIONAL INFORMATION**

### **Any questions please contact:**

Dr. James Mills  
Chair, Leadership Studies  
Program Coordinator  
716-998-0148  
[jmills@niagara.edu](mailto:jmills@niagara.edu)