are available for meeting the requirements of this course: a curriculum project, an analytical review of professional literature or a professional teaching portfolio. 3 Cr. Fall.

**EDI 794 Seminar in Social Studies Education (B). Prerequisite: EDI 600, 670, 674, 21 credit hours.** Designed to coordinate with the third and final phase of the master's thesis research. A culminating experience that will lead to the completion of the master's degree. 3 Cr. Fall

**DEPARTMENT OF EDUCATIONAL ADMINISTRATION**

258 Albert W. Brown Building  
(585) 395-2661

*Interim Chairperson and Visiting Assistant Professor:* Donald R. Covell, CAS, SUNY Albany;  
*Professor:* Sandra L. Graczyk, EdD, SUNY Buffalo;  
*Assistant Professors:* Gene M. Spanneut, EdD, SUNY Buffalo; James A. Tobin, EdD, SUNY Albany;  
*Visiting Assistant Professor:* Carol T. Godsave, CAS, The College at Brockport.

The objective of the program is to develop administrative leaders for the schools of New York state. The department offers the following programs in educational administration:

1. A 60-credit program leading to a Certificate of Advanced Study (CAS) in Educational Administration (EDA), to initial/professional New York State Certification as a School Building Leader (SBL certification), and to professional New York State Certification as a School District Leader (SDL certification), providing the candidate meets the experience requirements and any other requirements, such as examinations or portfolios, which the New York State Education Department requires currently or may require in the future. Persons already holding a master's degree can complete the Certificate of Advanced Study with an additional 36 credits.

2. A 66-credit program leading to a Certificate of Advanced Study (CAS) in School Business Administration (SBA) and to professional New York State Certification as a School District Business Leader (SDBL certification), providing the candidate meets any other requirements, such as examinations or portfolios, which the New York State Education Department requires currently or may require in the future. Students can also earn a 30-credit Master of Science in Education as part of this program.

The School Building Leader (SBL) certification is required in New York state for any person serving more than 10 periods per week of the assignment in administrative or supervisory positions. Illustrative titles requiring this certification are principal, supervisor, director, coordinator, or assistant or vice principal. The School District Leader (SDL) certification is required for central office positions such as superintendent of schools, deputy superintendent, associate superintendent, and any other person having responsibilities involving general district-wide administration. Candidates desiring SBL and/or SDL certifications must have completed three years of teaching or certificated pupil personnel services experience in an elementary or secondary school prior to obtaining administrative certification.

The School District Business Leader (SDBL) certification is required for positions of deputy superintendent for business, associate superintendent for business, assistant superintendent for business, and school business administrator. The three-year teaching requirement is not required for SDBL certification.

**Matriculation**

Students interested in matriculation should apply as soon as possible. Courses taken before matriculation are not automatically accepted as part of the graduate program. EDA 600 Foundations of Educational Leadership is the prerequisite, entry-level course for the CAS in
Educational Administration. Students should seek advisement before taking graduate courses to ensure maximum course acceptance. Advisors are assigned upon departmental recommendation for matriculation and serve as the student's general consultant throughout the program. The advisor and the student, with the approval of the chair, develop the student's Plan of Study, make any necessary changes in the approved plan, and assure fulfillment of all requirements for graduation.

To be recommended for matriculation in the department, the student must:

a. Submit a completed Application for Admission to the Office of Graduate Admissions. Among the documents that must be included are letters of support from a school district, the appropriate fees and official college transcripts of all undergraduate and graduate work (with the exception of any work completed at The College at Brockport);

b. Attend a program meeting at which a faculty advisor is assigned and a formal Plan of Study is developed; and

c. Have the Plan of Study approved by the department chair and filed in the department.

Admission Requirements

Prior to being considered for matriculation, an applicant must submit the completed application, including official transcripts showing all college work completed and the school district letters of support. To qualify for matriculation, the applicant must meet the following entrance requirements:

For the Educational Administration Program:

1. A bachelor's degree from an accredited institution (see the Graduate Admissions section in this catalog for further details) is a minimum requirement for all applicants.

2. One year of satisfactory teaching or certificated pupil personnel services experience is a minimum requirement for all applicants. This is defined as a full-time, probationary position or long term substitute experience; per diem substitute work does not qualify.

3. Support of a school district. As part of the application packet, the applicant must submit a letter on school district stationery from a principal, assistant superintendent, or superintendent so verifying #2 and #3 by confirming that:

   a. The applicant has at least one year of satisfactory teaching or certificated pupil personnel services experience;

   b. The applicant is an outstanding teacher or certificated pupil personnel services worker;

   c. The applicant has excellent oral and written communication skills;

   d. The applicant has leadership potential; and

   e. The district will provide the applicant with opportunities for increased responsibilities in leadership roles (e.g., chairing a committee, planning activities or events, making formal oral presentations).

4. Support of a mentor. As part of the application packet, the applicant must submit a letter on school district stationery from a principal, assistant superintendent, or superintendent stating that he/she agrees to act as the applicant's mentor. (This can be the same administrator as #3 above and can be contained in the above [#3] letter, or it can be a different administrator and a separate letter.)

5. Three years of successful teaching or certificated pupil personnel services experience upon completion of the program is required if the applicant wishes to obtain New York state certification as a school building leader (SBL) and/or school district leader (SDL).

6. A master's degree.

For the School Business Administration Program:

1. A bachelor's degree from an accredited institution (see the Graduate Admissions section in this catalog for further details) is a minimum requirement for all applicants.

2. Prior to being considered for admission, an applicant must submit a completed application,
including transcripts showing all college work completed.

3. A cumulative undergraduate grade point average of at least 2.75 or higher during the last two years of study

OR

A graduate grade point average of 3.0 or higher with at least nine graduate credits.

Transfer Courses

Twenty-four credits from an earned master’s degree are applied toward a Certificate of Advanced Study for non-EDA courses. There is no limit on the age of these transfer courses.

For students without an earned master’s degree in the SBA Program, courses transferred in as part of an uncompleted degree may be used for non-SBA courses as follows: a maximum of 12 credits can be applied toward the master’s degree and a maximum of 12 credits can be applied toward the CAS degree. No course may be transferred in which a grade of less than “B” was received. There is normally a five-year age limit on these transfer courses; however, individual courses older than five years may be accepted for non-SBA course credit if, in the opinion of the advisor, the course material is still valid.

Age of EDA Courses

EDA courses older than five years taken at The College at Brockport prior to matriculation in the department or re-matriculation, if the original period of matriculation has expired, cannot normally be accepted for required or elective EDA courses.

Independent Studies

Independent study allows students to explore unique areas of interest not addressed by currently offered EDA courses or to explore in greater depth a topic covered in an existing course. Students undertaking independent studies should have a rigorous and well-defined research agenda to maximize learning opportunities. Therefore, the Department of Educational Administration has adopted the following policy.

1. The sponsor of the independent study must be a full-time faculty member.

2. A student is limited to one (1) independent study.

3. The independent study proposal must include:
   a. A completed Independent and Directed Study Application (available from the department office);
   b. A completed Independent Study Outline (available from the department office) that must include (the student will need to attach additional pages):
      i. Title of the study;
      ii. Abstract of the study (summarizes the work);
      iii. Purpose of the study (why the student wants to do this);
      iv. Methodology of the study (what the student will do and how it will be done). The student must be very specific, outlining a plan of action and/or steps that will be followed;
      v. Resources for the study (what the student will use to complete the work). This must include books and journal articles;
      vi. The role of the faculty sponsor, including number and length of meetings between the student and the professor;
      vii. Intended outcomes or products of the study (what the study will produce);
      viii. Deadline for submission of outcomes or products; and
      ix. If a field-based project, the signature of an administrator at the level of principal or above.

4. The student must obtain approval of the above by the faculty sponsor and the department chair by:
a. April 15 for summer session independent studies;
b. August 1 for fall semester independent studies; and
c. December 15 for spring semester independent studies.

5. Letter grades (“A,” “B,” “C” and “E”) will be used for all independent studies; a grade of “S” (Satisfactory) or “U” (Unsatisfactory) cannot be awarded.

6. A student must be fully matriculated to undertake an Independent Study course.

7. Directed studies (home pursuit of an existing course) are eliminated.

Class Attendance Policy
Attendance at the first class session for every EDA course is mandatory. For EDA 600 Foundations of Educational Leadership the first class session is the entire first weekend (Friday, 4:30 - 8 pm, and Saturday, 9 am - 4:30 pm). In the event a student is registered for and misses the first class session of any course for any reason whatsoever, the student must drop the course. Attendance at all class sessions is expected/mandatory except under the most extenuating circumstances (death in the family, severe illness, etc.). This also includes the make-up date(s) listed for each course for any given semester.

Graduate Dismissal Policy
Students with a cumulative GPA below 3.0 will be placed on academic probation. After attempting nine credits in probationary status, failure to bring the GPA to 3.0 will result in the student’s dismissal from the program. Students with a GPA below 3.0 may not enroll in the practicum or the internship. Additional EDA course work may be required of those who have completed core courses and/or electives and maintain a GPA below 3.0.

Time Limit
Students in the EDA Program have five years from the date of matriculation to complete the CAS. Students in the SBA Program without a master's degree have five years from the date of matriculation to complete the MSEd and an additional five years from the date of the master's degree to complete the CAS.

Student Requests for Exceptions
Department policies regarding student and curriculum issues are essential for program quality and integrity, but occasionally circumstances appear that warrant an exception or waiver for a particular student. However, wholesale granting of exceptions and waivers minimizes the impact of department policies and can lead to dilution of intended program outcomes. A mechanism of full department review, using the collective wisdom of the faculty, helps ensure that only the most urgent waivers and exceptions are granted. Therefore, the Department of Educational Administration has adopted the following policy:

1. The department as a whole will review and approve or disapprove all student requests for exceptions to or waivers from department policies.

2. To request an exception to or waiver from a department policy, the student must:
   a. Be fully matriculated in the department;
   b. Consult with his/her advisor for support of the request and guidance through the process;
   c. Put the request in writing, addressed to the department chair, explaining in detail the exception or waiver sought and the rationale.

3. The department will consider the request at its next monthly meeting.

4. The decision made at this meeting will be final at the departmental level; however, the student may appeal the decision to the Dean of the School of Education and Human Services.

Program Requirements
Candidates for a degree are expected to demonstrate mastery of all competencies contained in the Field Experience Rating Document by the end of the internship (EDA 888) and successfully complete all courses listed on the Plan of Study to qualify for graduation with the CAS in Educational Administration degree. The rating document is available from the department upon matriculation.
CAS IN EDUCATIONAL ADMINISTRATION

The Certificate of Advanced Study in Educational Administration is a 60-credit graduate degree program. Matriculated students receive 24 transfer credits for the earned master’s, leaving 36 credits of work to complete the degree. There are 21 credits of course work, a three-credit practicum, a six-credit internship, and a six-credit Central Office Administration course. The course of study is listed below:

**School Building Leader (SBL) and School District Leader (SDL) Certifications**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 600</td>
<td>Foundations of Educational Leadership</td>
<td>6</td>
</tr>
<tr>
<td>EDA 653</td>
<td>Site Management</td>
<td>3</td>
</tr>
<tr>
<td>EDA 678</td>
<td>Models of Effective Supervision</td>
<td>3</td>
</tr>
<tr>
<td>EDA 694</td>
<td>Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>EDA 830</td>
<td>Program Management and Instructional Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDA 871</td>
<td>Legal Basis of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDA 885</td>
<td>Practicum in Educational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDA 888</td>
<td>Administrative Internship</td>
<td>6</td>
</tr>
<tr>
<td>EDA 896</td>
<td>Central Office Administration</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total:** 36

**Please Note:** The prerequisite course—EDA 600 Foundations of Educational Leadership—requires two years of full-time teaching or certificated pupil personnel services experience as previously defined under “Admission Requirements.”

CAS IN SCHOOL BUSINESS ADMINISTRATION

The Certificate of Advanced Studies in School Business Administration is a 66-credit graduate degree program. Students entering the School Business Administration Program without an earned master’s degree may complete the master’s degree as part of this program.

Students who matriculate into the program with an earned master’s degree receive 24 transfer credits for the master’s, leaving 42 credits to complete the degree. There are 30 credits of course work, a six-credit practicum, and a six-credit administrative internship. The course of study is listed below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA 656</td>
<td>Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>EDA 691</td>
<td>Principles and Practices of Budgeting</td>
<td>3</td>
</tr>
<tr>
<td>EDA 692</td>
<td>Design and Use of Microcomputers for</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>School Business Administrators</td>
<td></td>
</tr>
<tr>
<td>EDA 693</td>
<td>Administration of Support Services</td>
<td>3</td>
</tr>
<tr>
<td>EDA 890</td>
<td>Issues in Site Management for School Business Administrators</td>
<td>3</td>
</tr>
<tr>
<td>EDA 891</td>
<td>Facilities Planning and Management</td>
<td>3</td>
</tr>
<tr>
<td>EDA 892</td>
<td>Legal Issues for School Business Administrators</td>
<td>3</td>
</tr>
<tr>
<td>EDA 893</td>
<td>School Finance and Revenue Management</td>
<td>3</td>
</tr>
<tr>
<td>EDA 894</td>
<td>Public School Accounting</td>
<td>6</td>
</tr>
<tr>
<td>EDA 897</td>
<td>Practicum in School Business Administration</td>
<td>6</td>
</tr>
<tr>
<td>EDA 898</td>
<td>Internship in School Business Administration</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total:** 42

Students who matriculate into the program without an earned master’s would complete the entire 66 credits of course work for the program, 30 of which would be the master’s degree. The course of study is listed below:
### Educational Administration Courses

**EDA 600 Foundations of Educational Leadership (B).** Prerequisite: Two years of satisfactory teaching or certificated pupil personnel services experience. This is defined as a full-time probationary position or long-term substitute experience; per diem substitute teaching does not qualify. The student must so verify by submitting a letter on school district stationery from the superintendent of schools or the director of personnel/human resources. Provides an introduction to school administration, including organizational dynamics and the managerial skills of communication, decision making, leadership, planning and small group dynamics. 3 Cr.

**EDA 610 Institute in Educational Administration and Supervision (B).** Prerequisite: EDA 600. Seminar for practicing administrators and students matriculated in the Department of Educational Administration. Covers current issues and practices in the field of educational administration and supervision. Topics are researched and discussed in small seminar sessions by participants. May be repeated. 3 Cr.

**EDA 653 Site Management (B).** Prerequisite: EDA 600. Defines site as a discrete unit with varying amounts of autonomy, accountability and responsibility, e.g., building or department. Focuses on management of personnel, students, resources, programs and facilities within the unit, including policy implementation, assessment and long-term planning. 3 Cr. Every Semester.

**EDA 656 Personnel Administration (B).** Covers personnel administration at the business office level, including the identification and determination of school policies; collective negotiations; recruitment, selection and appointment of personnel; affirmative action; the formulation and administration of salary schedules and general working conditions; and the separation of personnel from service. 3 Cr.

**EDA 678 Models of Effective Supervision (B).** Prerequisite: EDA 600. Provides for school supervision, including observation and conferencing skills, induction and professional growth of personnel, and performance appraisal. 3 Cr.
EDA 691 Principles and Practices of Budgeting (B). Covers budgeting theories and practices used by the school business official, including estimating expenditures, personnel costs and revenues. Provides an in-depth explanation of budget administration and function/object coding. Examines board, community and staff support, including determining local needs and constraints, educating the public, conducting annual referenda, and contingent budgets. 3 Cr.

EDA 692 Design/Use of Microcomputer Systems for School Business Administrators (B). Helps students develop skills in using technology for school business administration. Concentrates on the use of the Microsoft Office suite of programs for performing business office functions. Gives attention to the use of the Internet and technology planning. 3 Cr.

EDA 693 Administration of Support Services (B). Covers services that support the instructional operations of the district: food service, transportation, school store, supply management, purchasing and bidding, insurance and records management. Also explores the question of in-house vs. contracted services. 3 Cr.

EDA 694 Resource Management (B). Prerequisite: EDA 600. Provides students with concepts that aid understanding of the school district budget, practices that aid participation in the development and management of a building’s budget, and tools that aid recruitment and selection of teachers and building support staff. Also covers labor-management relations and grievance response practices. 3 Cr.

EDA 699 Independent Study in Educational Administration (B). Designed individually through consultation between student and instructor to suit the student’s needs and interests and the special competence of the instructor. Additional requirements may be established by the department. 3 Cr.

EDA 715 Managing the Middle School (B). Prerequisite: EDA 600. Recognizes that middle-level education has become the focal point of major reform in promoting student identity, dropout prevention, and career decisions. Explores organizational and instructional strategies uniquely adapted for the middle school. 3 Cr.

EDA 725 Technology Initiatives (B). Provides hands-on experience with the latest technology as it relates to curriculum and integration, staff development, the change process, funding, and data analysis. Develops a sense of how and why schools are using technology as well as helps them analyze an integrated plan for incorporating technology into a total school system. 3 Cr.

EDA 728 Grantsmanship (B). Provides understanding of the basics of grantsmanship and proposal development. Requires students to research and identify funding sources for a specific project, learn the mechanics of proposal development, write an actual grant proposal and apply the skills of a field reader in evaluation and rating and applications for funding. Introduces issues of project implementation, grants management and compliance. 3 Cr.

EDA 820 Staff Development (B). Prerequisite: EDA 600. Focuses on creating a climate for professional growth and change, assessing staff needs, and analyzing instructional deficiencies. Develops skills in defining objectives for adult learners, preparing learning activities, and evaluating the degree to which change has occurred. Introduces experiences in developing a rationale for change, securing board support, and identifying sources of innovation. 3 Cr.

EDA 830 Program Management and Instructional Leadership (B). Prerequisite: EDA 600. Designed for principals, vice principals, department leaders, lead teachers and central office managers who have responsibility for instructional program evaluation and development. Provides for experience in program design, implementation and management with an emphasis on evaluation. 3 Cr. Every Semester.

EDA 843 Advanced Personnel Management (B). Prerequisite: EDA 600. Provides future central office administrators with concepts and models to participate appropriately in contract negotiations and administration, to handle complex personnel problems, and to foster good relations between the central office and the school buildings. 3 Cr.

EDA 860 Special Education Law I (B). Prerequisite: EDA 600. Focuses on the administrative integration of services for educationally implementing the governing regulations. Includes lectures, guest speakers, group discussions, Committee on Special Education simulations, and field trips. 3 Cr.

EDA 861 Special Education Law II (B). Prerequisite: EDA 600. Focuses on the due process rights of handicapped students. Emphasizes understanding and applying relevant regulations, statutes, Commissioner of Education decisions, and case law. Includes lectures, guest speakers, group discussions, impartial hearing simulations, and field trips. 3 Cr.

EDA 871 Legal Basis of Education (B). Prerequisite: EDA 600. Covers laws, judicial decisions and constitutional provisions relating to education; the legal responsibilities of teachers and school officials; and the role of the state as it relates to practical problems of public school administration. 3 Cr. Every Semester.
EDA 885 Practicum in Educational Leadership (B). Prerequisites: EDA 600 and successful completion of two of the following courses: EDA 653, EDA 678, EDA 694, EDA 830, or EDA 871. A field experience that allows students to demonstrate leadership, communication and planning proficiency in a realistic school setting, under the supervision of a department member. Requires students to attend seminars and conferences. Also requires students to submit evidence of successful completion of practicum requirements. Successful completion is a prerequisite to internship application. 3 Cr. Every Semester.

EDA 888 Administrative Internship I (B). Prerequisites: Successful completion of and a grade of “B” or better in each of the following courses: EDA 600, EDA 653, EDA 678, EDA 694, EDA 830, EDA 871 and EDA 885. A field experience that further develops administrative competencies. Supervised by a department member in cooperation with an appropriate administrator. Requires students to attend seminars, conferences, and have personal conferences with their supervisors. Also requires students to submit evidence of successful completion of the internship requirements. 6 Cr.

EDA 890 Issues in Site Management for School Business Administrators (B). Teaches SBA students behaviors to be effective leaders in their districts by giving them skills and techniques to identify organizational culture, to lead a group, to understand diversity, to resolve conflicts and human relations problems, to be a good communicator and listener, to make good decisions, and to plan for change. Provides a better understanding of the educational mission of the district and their role in accomplishing that mission. 3 Cr.

EDA 891 Facilities Planning and Management (B). Covers the administration and use of existing district buildings and grounds, new construction, and renovation, including capital fund management. Also covers health and safety issues that affect students, staff and community. 3 Cr.

EDA 892 Legal Issues for School Business Administrators (B). Presents sections of law affecting school business operations. Includes sources of law such as: education law, general municipal law, local finance law, public officers law, court cases, and commissioner’s decisions and regulations. Also discusses records management and ethics. 3 Cr.

EDA 893 School Finance and Revenue Management (B). Covers school district revenue sources, including taxation concepts and practices, theoretical models in state funding, state aid in New York, federal aid and special education, and public support for non-public schools. Also discusses revenue management in terms of forecasting and long-term financial planning, maximizing revenues, and cash management. 3 Cr.

EDA 894 Public School Accounting (B). Prerequisite: EDA 691. Examines in-depth fund accounting in New York state for the general and other funds. Also covers the duties of the district treasurer and other accounting operations of the district in the areas of district census and pupil attendance and extracurricular fund management. Studies payroll development, administration, and reporting for both salaries and fringe benefits. 6 Cr.

EDA 896 Central Office Administration (B). Prerequisites: Successful completion of all required EDA courses listed in the Plan of Study, and successful completion of EDA 885. Completion of EDA 888 is not a prerequisite for EDA 896. EDA 888 may be taken before or after EDA 896 but not concurrently. A six-credit course combining direct instruction and field experiences in central office responsibilities. Designed to complete the preparation of a candidate for serving as a central office administrator, such as the positions of superintendent, assistant superintendent of instruction, and director of special education. Builds heavily upon the competencies acquired during school building leadership preparation and provides a grounding in the more global role of district-wide responsibilities. Includes five Saturdays (9am - 4:30pm) distributed throughout the semester and requires a set of field experiences (125 clock hours) under the guidance of a College professor and a mentor. The mentor must hold SDA certification and have served in a central office administrative position full-time for at least two years. 6 Cr.

EDA 897 Practicum in School Business Administration (B). Prerequisites: Successful completion of at least two required SBA courses. EDA 897 must be successfully completed prior to the start of the sixth course in the SBA program. A shadowing experience for the student to engage in a limited number of school business tasks at a school business office. Augmented by 37.5 class hours covering the role and function of the school business administrator and legal and procedural issues for the district clerk. 6 Cr.

EDA 898 Internship in School Business Administration (B). Prerequisites: An earned master’s degree and successful completion of all 10 required SBA courses, including the SBA Practicum. A field experience enabling the student to gain direct experience in the role of school business administrator under the supervision of a practitioner. A department professor, in cooperation with the field administrator, supervises the student during this experience. 6 Cr.