Graduate Programs in Educational Leadership
Overview and Frequently Asked Questions (FAQs)
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The Lehman College Bulletin (www.lehman.cuny.edu) is the official document for all Educational Leadership program-related materials. The FAQ's give additional information.

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Overview of Graduate Programs in Educational Leadership

Lehman College offers a 33-credit Master of Science in Education degree program in Educational Leadership leading to New York State Initial Certification as a School Building Leader (SBL); a 12-15-credit Advanced Educational Leadership/District Leader Extension Program leading to an Advanced Certificate and a Professional Certification as a School District Leader; and a 30-credit Advanced Certificate in Educational Leadership leading to New York State Professional Certification as a School District Leader (SDL).

The purpose of the graduate programs in Educational Leadership is to prepare candidates for positions as School Building and School District Leaders, with an emphasis on urban leadership, and to fulfill the New York State licensure requirements for SBL and SDL. The programs unite both the development of schools and the development of educational leaders by preparing individuals who can be catalysts for school change and improved student performance.

The programs prepare students for positions of leadership (e.g., principals, department chairs, superintendents, and assistant superintendents) in urban schools with diverse populations. The curriculum is aligned with the New York State content-area requirements for programs preparing educational leaders, leading to certification as an SBL or SDL. The pedagogical content of the courses integrates practice with theory. Extensive field-based experiences, in collaboration with school and community agencies, are a central component throughout these programs. Candidates develop their skills and capacities as leaders through both on-campus and school-based experiences with current educational leaders, teachers, counselors, other
educational staff, parents, and students. The courses emphasize critical thinking, reflection, and problem solving.

**Educational Leadership Mission Statement**

The Educational Leadership graduate programs are committed to preparing candidates who demonstrate the nine essential characteristics of effective leaders, promoted by the New York State Education Department, and are based, in part, on the School of Education's Lehman Urban Transformative Education (LUTE) conceptual framework, whose mission is to facilitate the development of competent, caring, and qualified educators. Within its program goals and career objectives, the Educational Leadership Programs encompass many of the LUTE’s aims and expectations.

The following are the goals of the Graduate Programs in Educational Leadership:

- Recruit and retain candidates from groups historically underrepresented in educational leadership;
- Promote awareness of educational policies that support social and economic justice for all students;
- Prepare candidates who emphasize collaboration and empowerment of teachers, school counselors, and other education staff and strive to create democratic and professional learning communities that continuously seek to improve and progress;
- Prepare candidates who can create, articulate, implement, inspire, and communicate a vision for schools and districts;
- Prepare candidates who can communicate and build effective partnerships with diverse groups of parents, guardians, community leaders, community-based organizations and local businesses, higher education institutions, and other stakeholders, involving them in the creation and implementation of an educational vision within a school or district;
- Prepare candidates to recognize that high-quality teaching and learning are at the core of educational leadership, and that standards-based instruction and research-informed curriculum are pivotal to achieving educational outcomes;
- Develop candidates who are informed consumers of educational research and who rely on data-driven decision making to improve instruction and effectively allocate resources;
- Develop candidates who are models of ethical and moral leadership, who embrace diversity, and who seek to build positive relationships based on trust, understanding, and mutual respect;
- Develop candidates who understand issues associated with multiculturalism, bilingualism, and special education (LUTE);
- Develop candidates who have the ability and versatility to create optimal learning experiences for students (LUTE); and
- Develop candidates who demonstrate scholarship and service (LUTE).

The following are the career objectives for our Educational Leadership candidates:

Graduates of the program will

- Qualify for leadership positions within schools and districts;
- Provide strong instructional supervision and inservice programs that meet the needs of all students, teachers, counselors, administrators, and other educational staff, within P-12th-grade schools and districts;
- Dedicate themselves to closing the achievement gap for urban youth and adopt the belief that when high expectations are expected of children and high-level instruction is given, children will learn at advanced levels;
• Conduct action research and program evaluation within P-12th-grade schools and make data-driven decisions to improve instruction in every school throughout the district;
• Lead school- and district-wide school reform and act as change agents;
• Make a life-long commitment to grow intellectually, ethically, and professionally through critical and reflective practice, community service, and membership in professional affiliations (LUTE);
• Form collaborative relationships with school colleagues, parents, and community organizations (LUTE); and
• Seek out professional knowledge of current and innovative pedagogical theories and practices, including technological advances (LUTE).

**MSEd Program in Educational Leadership/School Building Leader**
Lehman offers a 33-credit graduate program in Educational Leadership/School Building Leader. Graduates are eligible for New York State Certification as a School Building Leader (SBL). The MSEd in Educational Leadership Program is part of the School of Education, which is accredited by the National Council for Accreditation of Teacher Education (NCATE). The curriculum is designed to prepare students for positions of school building leadership (e.g., principals, assistant principals, department chairs, etc.) in schools with diverse populations. The curriculum is aligned with the New York State content-area requirements for programs preparing educational leaders, leading to certification as a SBL. In addition, the curriculum is designed to meet the current standards for advanced programs in educational leadership set forth by the *Educational Leadership Constituent Council (ELCC)*. ELCC is the specialty professional organization used by the National Council for Accreditation of Teacher Education (NCATE) in its reviews of educational leadership programs.

**Advanced Certificate Programs in Educational Leadership/School District Leader**
Lehman offers 1) a 12-15-credit Advanced Educational Leadership/District Leader Extension Program; and 2) a 30-credit Advanced Certificate Program in Educational Leadership/School District Leader. The basic difference between the programs is the level of experience an applicant possesses. Graduates are eligible for New York State Certification as a School District Leader (SDL). The Advanced Certificate Programs are part of the School of Education, which is accredited by the National Council for Accreditation of Teacher Education (NCATE). The curriculum is designed to prepare students for positions of school district leadership (e.g., superintendents, assistant superintendents, etc.) in districts with diverse populations. The curriculum is aligned with the New York State content-area requirements for programs preparing educational leaders, leading to certification as a SDL. In addition, the curriculum is designed to meet the current standards for advanced programs in educational leadership set forth by the *Educational Leadership Constituent Council (ELCC)*. ELCC is the specialty professional organization used by the National Council for Accreditation of Teacher Education (NCATE) in its reviews of educational leadership programs.
FREQUENTLY ASKED QUESTIONS (FAQs)

1. What specific degrees and/or certificates are offered in the Educational Leadership Programs, and how are the programs accredited?

2. How many credits are the Educational Leadership Programs, and how long does it take to complete the programs?

3. How and when do I apply to the Educational Leadership Programs?

4. What are the admissions requirements to enter the Educational Leadership Programs?

5. How many credits do I take each semester?

6. When are courses offered?

7. Are summer classes required?

8. How do I receive advising, course permissions, and register for classes?

9. Will I be closed out of classes?

10. For which classes do I register?

11. What are the internship and fieldwork requirements for the program?

12. How do I find an internship and/or fieldwork site and a qualified, certified educational leadership onsite supervisor?

13. For what types of New York State Leadership Certifications do the Educational Leadership Programs prepare me? What are the requirements for New York State Leadership Certifications, and how do I apply?

14. Am I required to pass an exam to obtain New York State Leadership Certification?

15. Are there any other program requirements for the Educational Leadership Programs?

16. What do I do if there is a STOP on my registration?

17. What is the Graduate Studies Office, and where do I go for help with course withdrawals, transfer of credits, and removing stops on registration?

18. Can I take a leave of absence from the Educational Leadership Programs?

19. If I took graduate educational leadership courses prior to entering this program, can I transfer credits toward my degree?

20. How do I find financial aid and/or scholarship opportunities?
21. **What is the cumulative grade point average requirement to maintain matriculation?**

22. **What is the grade appeals procedure?**

23. **What are the technology expectations for all Educational Leadership candidates?**

1. **What specific degrees and/or certificates are offered in the Educational Leadership Programs, and how are the programs accredited?**

Lehman College currently offers the following degree and certificate:

1. A 33-credit Master of Science in Education Degree program in Educational Leadership leading to New York State Initial Certification as a School Building Leader.
2. A 30-credit Advanced Certificate program in Educational Leadership leading to New York State Professional Certification as a School District Leader.

Currently, the programs are accredited by the Middle States Association for higher education programs and through the National Council on the Accreditation of Teacher Education programs (NCATE) (www.ncate.org).

2. **How many credits are the Educational Leadership Programs, and how long does it take to complete the programs.**

The MSEd in Educational Leadership (SBL) is 33 credits and can be completed in approximately two years, including summers over 6 semesters. The Advanced Certificate in Educational Leadership (SDL) is 30 credits and can be completed in approximately two years, including one summer over 5 semesters. The Advanced Educational Leadership/District Leader Extension Program is 12-15 credits and can be completed in approximately two-three semesters.

3. **How and when do I apply to the Educational Leadership Programs?**

The program is only open to matriculated Educational Leadership candidates, and new candidates are accepted only once a year, starting every fall semester. The deadline for admission, of all application materials, is **March 1** to be considered for the fall semester. However, applicants are strongly encouraged to submit applications earlier than the deadline date.

All applications must be submitted via admission’s online system, which can be accessed using the following link: https://app.applyyourself.com/?id=lehmangrad

Be sure to access the application entitled Graduate Programs in Educational Leadership, not the generic application. The Graduate Admissions Office is located in Shuster Hall, room 150, and their telephone number is 718.960.8702, if you have additional application questions. After an initial screening of application materials, applicants meeting the written criteria are invited to an on-campus group interview and question/answer session about the Educational Leadership Programs. Admissions decisions are made after the interview process, usually in May.
4. What are the admissions requirements to enter the Educational Leadership Programs?

Please see Lehman College’s Graduate Bulletin for admission requirements: http://www.lehman.edu/graduate-bulletin/5085.htm

5. How many credits do I take each semester?

The Educational Leadership Programs are part-time programs. Candidates register for six credits per semester.

6. When are courses offered?

Courses are offered one day per week, in adjacent time slots, to accommodate the work schedules of our candidates. In the fall and spring semesters, classes normally start at 4 p.m., and may run up until 9 p.m. The fall semester generally begins in late August and ends in mid-December. The spring semester generally begins in late January and ends in mid-May. Educational Leadership candidates are required to take six credits (two courses) per semester. (Summer sessions differ. Please see FAQ #7.)

7. Are summer classes required?

Yes, in order to graduate in the allotted time period, candidates are required to attend summer courses. Again, in order to accommodate candidates’ work schedules, every effort is made to schedule summer courses according to the specific needs of the cohort. However, due to the shorter length of summer semesters, candidates must be prepared to attend classes more than one day per week, and may be required to attend courses held on Friday evenings/Saturdays, for approximately one month, in order to meet the 45-hour (three credit) requirements. Lehman College generally offers two summer sessions (session I: late May to early-July; and session II: early-July to mid-August). In the past, educational leadership summer courses have been offered mainly in the first session, but this is not guaranteed.

8. How do I receive advising, course permissions, and register for classes?

Registration is a 3-step process:
1) First, candidates speak with a faculty advisor about courses and requirements and receive permission to take classes. These permissions are entered into the computer registration system by the advisor so that the student may register.
2) Next, candidates register on-line (using CUNYfirst) by entering the course codes for the classes for which they have been given permission to register.
3) Lastly, candidates pay for their courses and must have a bursar’s office receipt validated in Shuster Hall. Next, students visit the financial aid office if they need financial aid. Payment must be made prior to the close of the registration period or you will be dropped from your courses. Then you will need to re-register and pay a late fee. All students must have a validated Bursar’s receipt prior to entering any class.

Please see the following link for additional registration information: http://www.lehman.edu/registrar/registration-info.php
NOTES:
A. Educational Leadership candidates should register during regular registration. There is no reason for late registration, since this occurs only at scheduled times during the first few day(s) of classes.
B. Check the Department of Counseling, Leadership, Literacy, and Special Education bulletin boards (located outside of Carman Hall, room B-20) for the most up-to-date course information.
C. No student may register without current immunizations.

9. Will I be closed out of classes?
Since most Educational Leadership candidates are matriculated, candidates are never closed out of classes.

10. For which classes do I register?
The Educational Leadership Programs are comprised of a specific sequence of courses, and candidates go through the program as a cohort. Please review Lehman’s Graduate Bulletin for additional information and for specific course sequence:
http://www.lehman.edu/graduate-bulletin/5085.htm

11. What are the internship and fieldwork requirements for the program?
Educational Leadership candidates are required to complete 400 hours of internship experiences towards the end of the programs. In addition, most courses throughout the programs require that students participate in six hours of leadership experiences in the field over the course of the semester. Candidates will not be able to complete all of the internship and fieldwork hours in the schools where they work. Candidates are required to complete specific internship and fieldwork hours in a variety of settings (e.g., elementary, middle, high school; large and small schools; community, special education, counseling, etc.), experiencing an assortment of leadership roles. Additional information is available in the Handbook for Leadership Experiences http://www.lehman.edu/academics/education/educational-leadership/faqs-forms.php.

12. How do I find an internship and/or fieldwork site and a qualified, certified educational leadership onsite supervisor?
Educational Leadership candidates can fulfill some of the internship and fieldwork requirements in the P–12 schools/districts where they are employed, as long as they have the approval of the school’s principal and/or their district supervisor. However, as mentioned in FAQ #11 some internship and fieldwork requirements must be completed outside of candidates’ schools/districts. If needed, program faculty members certainly are available to assist in selecting appropriate internship or fieldwork sites. Educational Leadership Onsite Supervisors must be certified school building or district leaders. Additional information for Educational Leadership candidates and site supervisors is available in the Handbook for Leadership Experiences http://www.lehman.edu/academics/education/educational-leadership/faqs-forms.php.
13. For what types of New York State Leadership Certifications do the Educational Leadership Programs prepare me? What are the requirements for New York State Leadership Certifications, and how do I apply?
The MSEd Program in Educational Leadership prepares candidates for New York State Initial Certification as a School Building Leader. In order to be recommended for certification from Lehman College, candidates must successfully complete all of the MSEd requirements and also must achieve a passing score on the New York State Education Leadership Assessments in SBL (please see FAQ #14).

The Advanced Certificate in Educational Leadership prepares candidates for New York State Professional Certification as a School District Leader. In order to be recommended for certification from Lehman College, candidates must successfully complete all of the Advanced Certificate requirements and also must achieve a passing score on the New York State Education Leadership Assessments in SDL (please see FAQ #14).

NOTE: Since NYSED has made passing the New York State Education Leadership Assessment in SDL a condition of program completion, a candidate enrolled in the Advanced Certificate leading to SDL certification, who does not pass the SDL assessment, can enter what NYSED has termed a “companion program,” which basically means that the student can still receive the Advanced Certificate but will not be eligible for SDL certification at that time. The companion program has the same admission requirements, curriculum, graduation requirements, etc. The only difference is that students, who do not pass the SDL assessment, will not receive NYSED SDL certification. This requirement exists solely for SDL programs.

To view the specific requirements for New York State Leadership Certifications, please see the following New York State Education Department web site: http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do

To apply for leadership certification, candidates must make an appointment with Ms. Ruth Jordan, Certification Officer for Lehman College, and see her during her advisement hours in Carman Hall, room B-33. Ms. Jordan may be reached at 718.960.8423 or teacher.certification@lehman.cuny.edu. Candidates are encouraged to meet with Ms. Jordan in their first year of the program.

14. Am I required to pass an exam to obtain New York State Leadership Certification?
Yes. In order to obtain any of the New York State Educational Leadership Certifications, candidates must achieve a passing score on the appropriate New York State Education Leadership Assessment.

New York State Education Leadership Assessments – In response to the new regulations for preparing, testing, and certifying educational leaders in New York State, the New York State Education Department, New York State Educators, and the National Evaluation Systems, Inc. have developed assessments in the following fields: School Building Leader (SBL), School District Leader (SDL), and School District Business Leader (SDBL). A passing score on the Educational Leadership Assessments is now a requirement for New York State Leadership Certifications. In order to receive institutional recommendation, by Lehman College, for NYSED certification in SBL, students will need to earn a passing score on the NYSED Educational Leadership Assessments in SBL. In order to receive institutional recommendation, by Lehman
College, for NYSED certification in SDL, students will need to earn a passing score on the
NYSED Educational Leadership Assessments in SDL.

**NOTE:** Candidates who apply for initial certification in School Building Leader on or after May 1,
2014, will be required to take the Revised School Building Leader Assessment (SBL) and
Educating All Students Test (EAS). Candidates who applied for certification on or before April
30, 2014, but did not meet all the requirements for an initial certificate on or before April 30,
2014, will also be required to pass the Revised School Building Leader Assessment (SBL) and
Educating All Students Test (EAS). Please visit the New York State Teacher Certification
Examinations website for most updated information about the new tests at

15. Are there any other program requirements for the Educational Leadership
Programs?
Yes. Candidates will be required to maintain an electronic portfolio that documents
field experiences, course assignments, and hands-on activities within the actual
school/district environment. For each course in the curriculum, students will be
given assignments that require them to participate in activities that are embedded
in practical applications. The electronic program portfolio is meant to be a
culmination of students’ hands-on experiences and course assignments, as well as a
demonstration of students’ growth in their ability to apply the theoretical knowledge
learned in the classroom and their ability to integrate technology. The electronic
program portfolio will be discussed, in greater detail, during the first semester of
candidates’ coursework.

16. What do I do if there is a **STOP** on my registration?
If there is a **STOP** on your registration, you will not be able to register for classes. Candidates
should go to either the Graduate Studies Office in Shuster Hall, room 275, and see Dr. Robert
Bradley, or go to the Registrar in Shuster Hall, room 108. You must have all **STOP**s removed
prior to registration. A list of stop abbreviations can be found at

17. What is the Graduate Studies Office, and where do I go for help with course
withdrawals, transfer of credits, and removing stops on registration?
The Graduate Studies Office, located in Shuster Hall, room 275, is where candidates can access
forms and approvals for such things as permission to withdraw from a course, credit transfer
forms, or to have a stop removed from their registration.

18. Can I take a leave of absence from the Educational Leadership Programs?
We do not encourage candidates to take a leave of absence for a few reasons. First, you will
not be able to rejoin your original cohort, and a large part of the education and learning comes
from the relationships that develop within the cohort. Second, since the programs have such a
strict course sequence, not every course is offered every semester, which means that
candidates may have to wait an entire year to catch up with the semester they missed. Then,
candidates will not be able to graduate in the allotted time. However, certain circumstances
may cause a candidate to request a leave of absence. Such a request would need to be
reviewed, by the program coordinator and program faculty, on an individual basis. Readmission may not be guaranteed. If a candidate anticipates a problem with moving through the program continuously, he/she should notify her/his advisor immediately.

If a candidate has taken a leave of absence and is ready to return, he/she must go to the Graduate Admissions Office (Shuster Hall – room 150), complete a Readmission Application, and pay a fee. This form needs to be signed by your advisor or the program coordinator and returned to the Admissions Office prior to your re-enrolling in classes. If you have been away from the program for an extensive period of time, your readmission is contingent upon a reevaluation of your coursework and current program requirements by the Program Coordinator.

19. If I took graduate educational leadership courses prior to entering this program, can I transfer credits toward my degree?
Basically, it depends. Once candidates have been admitted to the program and think they may have a course to transfer, they should meet with their advisor, bringing with them the following material: previous transcripts, grades, course syllabi, and coursework samples. The decision regarding transfer credit will be determined by your faculty advisor. The advisor will not be able to make a decision unless he/she has all of the necessary information from the candidate. If approved, you must obtain and file the appropriate form with the Graduate Studies Office, Shuster Hall, room 275. Please see the following link for additional information on transferring credit: http://www.lehman.edu/graduate-bulletin/4763.htm

20. How do I find financial aid and/or scholarship opportunities?
The Lehman College Financial Aid Office is staffed with personnel to help with financial aid questions and forms. Please see them after you have registered online for courses and prior to paying. Visit the Lehman College financial aid/scholarship office in person in Shuster Hall, room 205, or call them at 718.960.8156, or find them on the web at www.lehman.cuny.edu/financialaid/

21. What is the cumulative grade point average requirement to maintain matriculation?
The Lehman College Graduate Bulletin outlines the requirements for maintaining matriculation http://www.lehman.edu/graduate-bulletin/4773.htm. An Educational Leadership candidate with a cumulative grade point average (GPA) below 3.0 will be placed on academic probation. Candidates on academic probation have one semester to raise their GPA to 3.0. During this probationary period, candidates who make satisfactory progress maintain both their academic standing with the College and their eligibility for financial aid. A student with a GPA that remains below 3.0, at the end of the probationary period, will be dropped from Lehman College. Students may appeal to the Director of Graduate Studies.

22. What is the grade appeals procedure?
An Educational Leadership candidate first should discuss the situation with the instructor who assigned the grade and should make every effort to handle the situation at this level. However, if the candidate still is not satisfied, there is a specific procedure for appealing grades. For the grade appeals procedure, please see the Lehman College Graduate Bulletin http://www.lehman.edu/graduate-bulletin/4777.htm.
23. What are the technology expectations for all Educational Leadership candidates?

All Educational Leadership candidates MUST have a LEHMAN email account and a Lehman portal account to gain access to Blackboard and program, department, school and campus announcements. Lehman email accounts and portal accounts are available free of charge for Lehman students from the Instructional Technology Center.

Accounts can be obtained in person on the first floor of Carman Hall, via the web at [http://lca.lehman.cuny.edu/lehman/itr/html/default.asp](http://lca.lehman.cuny.edu/lehman/itr/html/default.asp), or by phone at 718.960.7333. Technological competence is developed and expected of all students throughout the program, including word processing, e-mail, PowerPoint, use of spreadsheets for data, use of the Internet, online discussion boards, Blackboard, etc., and the ability to learn in traditional and hybrid formats. The Information Technology Center is open to all students, and their personnel are available to provide technical assistance.

In addition to traditional classroom settings, some Educational Leadership courses are offered in hybrid (part-time online and part-time in traditional classroom settings) formats.