Educational Leadership & Administration Program

The College of Saint Rose

Greetings students,

Congratulations on your admission to The College of Saint Rose Educational Leadership and Administration Program! This program is a product of the partnership between The College of Saint Rose and the Center for Integrated Teacher Education. We are proud of this partnership and its contribution to developing the educational leaders for the New York Metropolitan area.

The content and five-day format for each of the required courses is both challenging and demanding. Your selection for this program was based on your having the required attributes of high-achieving educational leaders — intellect, integrity, self-motivation, and the research-based dispositions for leadership that provide you the resourcefulness to meet extraordinary challenges. These attributes will need to be applied by you for the program to provide its full benefit to you and those who rely on your leadership.

Please take the time to read this manual carefully. It contains information that you now must understand. I ask that you take particular note of the handbook content that addresses financial aid, immunization, academic honesty, attendance, and grade requirements for you to remain a student in good standing throughout the program.

As a past and current teacher within the program, I look forward to working with you and the Center for Integrated Teacher Education in providing a learning experience that is both challenging and rewarding. The College of Saint Rose and the Center for Integrated Teacher Education are dedicated to your success in this pursuit.

Richard Hawkins, Ed.D.

Director of Contract Programs
The College of Saint Rose
Thelma P. Lally School of Education
Albany, New York

Program Planning Sheet for Educational Leadership and Administration

School Building Leader Certification (SBL) - 24 Credits

#COURSE	COURSE TITLE	DATE COMPLETED	GRADE	CREDITS
EDA 505	Introduction to Educational Leadership and Administration *(Prerequisite for all other educational administration courses.)*			3
EDA 590	Seminar: Critical Issues in Educational Leadership/Administration			3
EDA 503	Leadership in Curriculum Development and Revision			3
EDA 510	Supervision and Teacher Development			3
EDA 550	School Finance			3
EDA 540	Education Law NOW, YOU SHOULD BE APPLYING ONLINE WITH NYSED FOR SBL CERT!			3
EDA 602	Violence Prevention Workshop			0
EDA 603	Child Abuse Prevention Workshop			0
EDA 611	DASA: Dignity for All Students Workshop			0
EDA 546	Internship in Educational Leadership and Administration: Part 1 *(Prerequisite: a minimum 12 credit hours of coursework (Requirement: Begin 7 Seminar attendance)*			3
EDA 547	Internship in Educational Leadership and Administration: Part 2 (Requirement: Complete 7 Seminar attendance)			3

School District Leader Certification (SDL) - 30 Credits

#COURSE	COURSE TITLE	DATE COMPLETED	GRADE	CREDITS
EDA 601	District Level Leadership and Management *Required for School District Leadership certificate program*			3
EDA 602	School District/Community Policy and Politics *Required for School District Leadership certificate program* NOW, YOU SHOULD BE APPLYING ONLINE WITH NYSED FOR SDL CERT!			3

Master's Degree in Educational Leadership and Administration (ELA) – 36 Credits

#COURSE	COURSE TITLE	DATE COMPLETED	GRADE	CREDITS
EDA 500	Research in Educational Administration			3
EDA 595	Research Seminar in Educational Leadership/Administration Prerequisite: EDA 500			3
EDA 999	Comprehensive Examination *Prerequisite: EDA 500 and EDA 595* NOW, YOU SHOULD BE APPLYING FOR MSED DEGREE WITH SAINT ROSE			0

Schedule

- Any variation from your cohort schedule could affect your financial aid, so please contact that office with changes. **To receive financial aid or defer student loans** you must be registered for at least 6 credits in any given semester as defined by**The College of Saint Rose.**

- Courses not required for your original program of study are not eligible for financial Aid.

- Students may not register for SDL or MSED courses until they successfully complete all SBL courses and have their internship proposal approved.

- Students who are in good academic standing at the completion of the School Building Leadership (SBL) certificate may continue on to the School District Leadership (SDL) certificate with no additional application. However, students who wish to pursue the MSED in Educational Leadership must complete a Change of Program process at Saint Rose prior to registration for EDA 500 course. The form is available in the back of this manual as well as from the CITE office, or from Graduate and Continuing Education Admissions (downloadable from www.strose.edu). Students will be evaluated for admission to the MSED in Educational Leadership by the Director of Contract Programs. Students who wish to pursue the MSED in Educational Leadership may do so during their pursuit of SDL certification as long as students stay within the per-semester credit limitations. **Graduate students taking courses granting The College of Saint Rose credit are only allowed to register for a maximum of 12 credit hours during the summer (June 1 - August 31) and 15 credit hours for each of the fall (September 1 - December 31) and spring (January 1 - May 31) semesters.** Students cannot complete their master's credit requirements without successfully completing the SBL and SDL courses.

- For MSED students, register with CITE for EDA 999 *Comprehensive Exam* when you have completed all other requirements for the degree.

- Required courses should be completed within 6 to 8 months.

Registration

- Your registration is coordinated through the CITE office, but YOU are responsible for making sure you are registered for the courses you need. In order to be registered for the course and receive graduate credit, your registration form must be complete.

- You cannot take SDL or MSED courses until you have completed all but the Internships in the SBL program. You will be blocked from registering for them unless you have met the prerequisites.

- Your registration in any term may not exceed the number of credits spelled out in the schedule for your cohort. Graduate students taking courses granting The College of Saint Rose credit are only allowed to register for a maximum of 12 credit hours during the summer (June 1 - August 31) and 15 credit hours for each of the fall (September 1 - December 31) and spring (January 1 - May 31) semesters.

Internships

- You cannot begin your Internship until you have completed 12 credits, have registered for the internship, and had your internship proposal approved.

- You must participate in an Internship orientation meeting, submit a proposal, and get it approved by a Saint Rose Internship Coordinator at CITE before logging hours.

- You will be required to attend seven (7) Internship Seminars as scheduled by a Saint Rose Internship Coordinator at CITE.

- You cannot pursue your Internship in the summer (June 1-August 31) without special permission from a Saint Rose Internship Coordinator at CITE.

- The soonest point credit for meeting the EDA 546, Part 1, 300-hour requirement is the semester immediately following completion of the fourth course. The soonest point the EDA 547, Part 2, 300-hour requirement is 8 weeks into the following semester.
(Please see exception below)

- Refer to the schedule of courses for your Cohort to see when you are expected to do the Internships.

- Students are expected to complete internships within a full 3 semesters (exclusive of summers).

Occasionally, students accepted into our SBL program are in dean or other fulltime administrative positions that may allow them to meet the EDA 546 and EDA 547 600-hour internship requirement in a single semester rather than the minimum 2 semesters required of our full-time teaching students. The following protocol has been established to differentiate the internship requirement specific to our students in full-time administrative positions:

- Accrual of internship hours will begin following completion of the fourth course and approval of the internship proposal.

- Only those activities aligned with the approved internship proposal specific to the 10 competency areas that define our program are allowable.

- The student's full-time administrative status must be explicitly referenced in the internship proposal submitted and a building supervisor initialed job description provided.

- The student must submit a written request for full-time internship status to the Director of Contract Programs, who will render a written decision copied to the student, Assistant Registrar for Special Projects to become a matter of record, and the Internship Coordinators at CITE.

- The College of Saint Rose Internship Coordinators will inform each Internship Supervisor of the student's full-time administrative status and provide a copy of their job description.

- The earliest point at which a student's internship completion may be credited is the semester following approval of the internship proposal. Summer semester accrual of hours is at the discretion of the Internship Supervisor predicated on direct applicability to the content of the proposal.

Students projected for a single semester completion of their internship must register and pay for both the EDA 546 and EDA 547 portions of the internship upon acceptance of their internship proposal.

Other specific rules and requirements pertaining to your internship will be contained within your Internship Handbook which will be distributed at your required internship seminar.

Withdrawal

CITE Course Withdrawal Policy

- A student who wishes to be considered for a course withdrawal must email the Associate Registrar for Contract Programs at The College of Saint Rose at **bifferm@strose.edu**.

- Requests must be made from the student's Saint Rose email account. Correspondence about the withdrawal will be communicated only to Saint Rose emails.

- Students must request to withdraw from their course before the fourth meeting. Courses from which a student has withdrawn will be recorded as W.

- Students who stop attending a course and fail to withdraw from that course as prescribed with the Registrar's Office at The College of Saint Rose will incur an F grade.

- Any concerns or questions about refunds or adjustments should be addressed directly with CITE.

- Prior to withdrawing from a course, students should review policies regulating refunds, full-time status, academic standing, financial aid and, immigration status.

- Students are expected to complete internships within a full 3 semesters (exclusive of summers).

CITE Program Withdrawal Policy

A student who wishes to withdraw from the program must submit an email from their Saint Rose email to the Registrar's Office at The College of Saint Rose and to CITE. Matriculated students who fail to register for classes during 2 consecutive years will be required to re-apply to The College of Saint Rose graduate admissions office.

Resumption of Study

- Graduate students in good standing who have not registered for courses for more than 2 years must complete the Graduate Resumption of Study form available in the Registrar's Office.

- Graduate students must submit the form, along with a Statement of Purpose and an official Saint Rose transcript to their department chair and school dean for approval. Students may be required to submit new letters of recommendation, to submit additional information (such as a portfolio, writing samples or test scores) or to interview with faculty. No fee is required for Resumption of Study. If approved, students will resume their studies under the catalog in effect at the time of resumption.

- All courses to be counted toward the degree must be completed within 6 years.

Transcripts

Students must place their order online through the National Student Clearinghouse in order to obtain transcripts from The College of Saint Rose. Transcript requests cannot be taken via phone or email as your written consent is required. We only issue official transcripts. The link

to the National Student Clearinghouse can also be found through the College's website, **www.strose.edu/transcripts**. Further information can be obtained from the Registrar's Office at the College. The following information must be included in the request. The lack of any of these items will delay the processing of the transcript.

• Your name and any surnames you may have had

• Your social security number or student ID number

• The address or email of where the transcript needs to be sent

If there are no outstanding obligations, the transcript is usually processed within 2-3 business days and sent regular mail or within about 20 minutes if requested to be emailed. The College does not issue copies of transcripts on file from other institutions. The College will not issue copies of documents of other institutions submitted by students in support of their applications.

Grades

The College of Saint Rose does not give out grade information over the phone.

• A grade of B or better is required in **all** courses.

• A student earning a grade below B will receive a letter of warning from the Dean.

• A student earning a grade of F will receive a letter of academic dismissal from the Dean.

• A student must maintain a minimum cumulative grade point average of 3.00 (on a 4.00 scale) to be in good academic standing.

• A student may only repeat a course once in which a grade of less than B has been received.

• After earning a second grade of C in any course, regardless of when that C is earned, the student will receive a letter of academic dismissal from the Dean.

• A student may repeat a zero-credit comprehensive exam or workshop **once** in which a grade of F has been received.

• The College of Saint Rose will not accept oral notice or unsigned copy of grades or grade changes from students or instructors.

Incomplete Grades

• An incomplete grade is a mutual agreement between the student and instructor. A student who receives an "Incomplete" grade has **1 month** after the course end date to complete all assignments to resolve the "Incomplete" grade (excluding EDA 546/547). **Instructors, after consulting with Dr. Hawkins, may extend this timeline under unique circumstances (for EDA 546/547 ONLY)** by submitting a request to the Associate Registrar. Termination of the completion period without attainment of a course grade will result in a grade of F entered on the transcript. It is YOUR responsibility to keep track of deadlines, to maintain contact with your instructor, and to make sure the grade is submitted on time. Make sure you have contact information for your instructor before the course ends.

- A change of an incomplete grade to a letter grade must be submitted on the Change of Incomplete Grade form and signed by the instructor.

Grade Changes

Grade changes may occur in the following circumstances only:

1. When an error in the original calculation is made

2. When a clerical error is made

3. When the change is the result of an Academic Grievance procedure (refer to the GraduateCatalog at www.strose.edu)

4. When the change is the result of academic dishonesty

- Grade changes must be submitted on the Change of Grade form and signed by the instructor. The College of Saint Rose cannot accept verbal notice of a grade change. All grade changes are subject to approval by the Dean of the School of Education.

Grading System

Please refer to our Catalog of Graduate Studies, available online at www.strose.edu.

Policy and Procedures

The College of Saint Rose and **The Thelma P. Lally School of Education**
Conceptual Framework and Unit Standards

Statement of Philosophy and Purpose:

The faculty of Thelma P. Lally School of Education at the College of Saint Rose is committed to providing high quality, relevant and distinctive educational programs. Our philosophy evolves from a strong belief in the profound influence and possibilities of education, educators and leaders to guide and promote the intellectual and human development of people in a diverse, global society.

The educational dynamic of our teaching and learning community fosters insight, meaning, skills, policy formation and strategies necessary to continuously improve the quality of the individual and collective lives affected by our practice. Ethics, freedom of inquiry and expression, and the exchange of ideas inform our practice. Integrity, character and a commitment to modeling what we teach are imperatives of our educational endeavors. The development of theoretical frameworks, critical analysis and fidelity to the application of effective, research-based practices combine to characterize the scholarship and enlightenment to which we aspire. Instructional technologies support and shape our teaching and learning. Partnerships with practicing professionals in the field, service, clinical experiences, and a culture of assessment offer extensive opportunities for personal and professional growth, and rich sources for evaluating our effectiveness.

Valuing the knowledge and culturally rich experiences of individuals in the educational process, our faculty strives to be responsible to candidate needs and interests and challenges them to broaden their awareness and sensitivity to diverse backgrounds, thereby becoming reflective, responsive, self empowered advocates for their learners and communities. Leadership is at the heart of our efforts to encourage and create new initiatives through which our faculty and our candidates become mutually responsible agents of change. To ensure the actualization of our philosophy, we model its standards and values in our daily practices and relationships. This philosophy generates educational experiences that are formative and indelible.

Professional Education Candidate Learning Outcomes:

Candidates in professional education programs at The College of Saint Rose will:

1. Acquire and apply the knowledge, skills and dispositions of disciplines relevant to candidates'projected educational or clinical roles.

2. Apply principles and theories of lifespan human development and learning in all of its diversity to education, service learning and clinical practice, and demonstrate a capacity and disposition to continuously update that knowledge and, therefore, practice according to the best emerging research in the field.

3. Plan and implement practice that is rigorous, comprehensive, inclusive, creative and motivating, inviting candidates' analytical skills and promoting their dispositions to be lifelong learners.

4. Ensure that evaluation and decision-making are data-driven, multi-faceted, collaborative and recursive, and align instructional/clinical goals, practice, assessments, and standards.

5. Develop and demonstrate personal and professional values that foster the highest ethical standards of the profession; intellectual curiosity and open-mindedness; understanding and responsiveness to multiple social and global perspectives; and collegiality and collaboration among partners in the educational or clinical process that involve children, families, community members, and other professionals.

6. Promote optimal learning opportunities and environments for all individuals in the context of their experiential, cultural, and/or racial/ethnic backgrounds, including, but not limited to learners who are speakers of non-English languages, or who are gifted, have disabilities, are educationally challenged or who have different interests, ambitions or sexual orientations.

7. Demonstrate in their practice that oral and written language is a functional, as well as social and artistic tool, for communication and thought, and as such reflect the multiple literacies of local, national and global cultures.

8. Integrate a variety of technological methods and programs to enhance pupil learning and practitioner effectiveness, facilitate candidates' acquisition of technological skills, and their dispositions to use them.

Policies

Culminating courses and courses for final evaluation within degree and certificate programs must be taken at The College of Saint Rose unless a waiver is granted in advance by

department faculty and the dean. Waivers will be considered only for students who sustained good academic standing and professional qualities assessment throughout their courses of study.

Professional Qualities Assessment

Students at The College of Saint Rose who are candidates to become professional educators must demonstrate high standards in communication skills, in the ability to take responsibility and accept personal accountability, and in ethical thought and practice. Faculty consider these professional qualities to be as important as academic performance since they are so clearly related to one's success as a professional. Development of acceptable levels of performance in each of the performance categories below is an expectation of all students prior to completion of professional education programs. Any candidates identified as demonstrating weakness in one or more of the areas will be asked to meet with faculty from their program area and to develop a plan to improve performance. Satisfactory professional performance is required to be in good standing and receive certification or award of a degree in education.

Communication Skills

The candidate:

• is respectful and professional in oral and written communication;

• listens and responds appropriately in reciprocal and collaborative conversations;

• willingly solicits and gives feedback;

• productively solves conflicts.

Professional Responsibility/Accountability

The candidate:

• completes academic and professional duties in a timely fashion;

• takes responsibility and works collaboratively with others to complete tasks;

• reflects on her/his own performance, utilizes feedback, and demonstrates a commitment to continued professional learning;

• works within the rules and expectations of the class, practicum or field site including displaying a professional appearance.

Ethics

The candidate:

• demonstrates ethical behavior for the profession;

• shows respect, sensitivity, and an awareness of the needs of others;

• maintains privacy and confidentiality where appropriate;

• demonstrates honesty and integrity in class and in the field;

• is actively engaged in learning.

Academic Grievance Procedure

For complete information on The College of Saint Rose's Academic Grievance Procedure, please see the current Catalogue of Graduate Studies, available online at: www.strose.edu/Future_Students/Graduate_Admission/graduatecatalog.asp

Academic Honesty

Graduate students should be aware that their first responsibility as students is to be academically honest. The College faculty expect that students will not resort to cheating, plagiarism, the theft or mutilation of library books and periodicals, or any other form of academic dishonesty.

A grade of F may be given in a course for plagiarism and/or dishonesty on any assignment, paper or examination.

Policy on Plagiarism and other Infringements of Academic Honesty

Definition:

Students at The College of Saint Rose are expected to be honest in every aspect of their academic work. All work presented as a student's own must be the product of her or his own efforts. Plagiarism, cheating, academic misconduct, or any other submission of another's work as one's own is unacceptable. Students working in groups are each individually responsible for the academic integrity of the entire group project.

Plagiarism includes but is not limited to:

• Purchasing, copying, downloading, printing or paraphrasing another's book, article, paper, speech, exam, portfolio, creative work, argument or any other work and presenting it as one's own, either in whole or in part.

• Incorporating portions of another's work without proper acknowledgement and documentation.

Academic misconduct includes but is not limited to:

• Using means other than academic achievement or merit to influence one's academic evaluation.

• Knowingly providing assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation, including papers, projects, and examinations. A student who writes a paper or does an assignment for another student is an accomplice and must be held accountable just as severely as the other.

• A student who knowingly permits another student to copy from her or his own paper, examinations, or project should be held as accountable as the student who submits the copied material.

• Receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation, including papers, projects, and examinations.

- Presenting as one's own the ideas or words of another for academic evaluation without proper acknowledgement or documentation.

- Presenting the same, or substantially the same, papers or projects in two or more courses without the explicit permission of the instructor(s) involved.

- Obtaining and/or reporting research data in an unethical or intentionally misleading manner.

The work of others, regardless of origin, must be properly and accurately cited in an accepted style. Students avoid plagiarism by concentrating on their own words and ideas and by fully crediting others' work when used. Students are advised to always indicate another writer's exact words and ideas with appropriate references. Whenever in doubt, cite the source.

Procedures:

It is the responsibility of the course instructor to identify and act upon breaches of academic integrity according to her or his best judgment in conjunction with institutional guidelines.

- In cases where the instructor determines that a violation of academic integrity has been committed, she or he will attempt to inform the student and will inform the department chairperson* of the charge and the consequence. Within 2 weeks of notification, the student may request an opportunity to present her or his defense to the instructor.

- The course instructor will file a report in the Registrar's Office by either completing an Academic Dishonesty Report Form or by writing a letter.

- The report will be retained in a central file in the Registrar's Office. The Registrar's Office will send a letter to the student's Saint Rose email address notifying her or him when a first report has been filed.

- The Registrar's Office will send a letter to the student's Saint Rose email address notifying her or him when a first report has been filed.

- If as the result of academic dishonesty, an instructor awards a final course grade of F, the fail will be recorded immediately on the student's record.

- A student may not withdraw to avoid an F which was awarded as a result of academic dishonesty.

- If the student elects to appeal the sanction by following the steps outlined in the College's Academic Grievance procedure, the report will be kept by the Registrar in a "Pending File."

- If the student's appeal is successful, then the Registrar will remove the report from the files.

- If the student chooses not to appeal or if the appeal is not successful then the report will be retained in a central file in the Registrar's office.

- The Registrar will refer repeated violations of the standards of academic integrity to the Provost. A student who has more than one report filed in the Registrar's Office regarding a violation of the standards of academic integrity may receive sanctions up to, and including, dismissal from the College as determined by the Provost.

*Department chairs will confer with a tenured colleague.**

Attendance Policy

Students should enter the program prepared to attend all scheduled classes. Students are no longer able to enroll in a class in which they miss the first session. In an effort to maintain a focus on connected content learning and provide a deterrent to missing any classes the following policy has been adopted: Students who miss one class for reasons other than hospitalization, immediate family bereavement or religious observance (as prescribed by law) will be required to complete a course related assignment (provided by the course instructor or program) approximating 8 hours of work due prior to course completion; receive a final half grade deduction (ex. A= A-, A- =B+) that is connected to the Participation component of the established final grade calculation for each course; and is required to submit all of the assignments due no later than one week after the end of the course. Students who miss any one of classes 2-5 must contact Lydia Parris who will record the reason for absence and inform the instructor to prescribe the makeup assignment. Seat time in any other class is no longer accepted as a substitute for a missed class. Students who miss more than one class are required to make up the course.

Given our experiences with the recent COVID-19 pandemic, modifications to this policy unique to CITE students may be required. Any required changes will be posted on the CITE website (citeonline.com) and will remain in force for the period of the posting.

Anyone with questions about the policy in effect should contact CITE or Dr. Hawkins directly.

Remote Learning Considerations:

Our course work is designed and approved by the NYSED to be a face-to-face program. As you all know, due to the uncertainties surrounding COVID, we have previously gone remote in the interest of the health and safety of our students and faculty. Obviously, this is a fluid environment and, should our normal face-to-face program be required by qualified authorities to go remote, the following expectations are in effect.

In the case of a COVID related event, the decision to return to remote instruction from face-to-face will be made on a section-by-section basis. In other words, an entire cohort would not return to remote instruction unless data indicated that would be required.

1. If 5 or more students in any course section have documented cases of COVID, that section will go into a synchronous remote learning environment until the number of those affected drops below 5 as documented by additional medical testing.

2. If a student is too ill to complete the course, they will be withdrawn without penalty and will make up the course at a later date. In the event a College Instructor contracts COVID, class may be held remotely if the instructor is well enough to conduct the class or a substitute may be provided and the face-to-face setting will be held.

Anyone with questions about the policy in effect should contact CITE or Dr. Hawkins directly.

Should remote courses be necessary, very effort will be made to provide a synchronous remote learning environment that resembles the in-person courses as closely as possible. The expectations, content and assignment(s) will be consistent no matter the learning environment.

1. **The attendance policy applies to in-person and remote coursework.**

A) The following expectations for being "present" will be expected of all students for all coursework whether scheduled to be delivered face-to-face or remotely.

B) To be "present," one is to be acutely attuned to yourself, others, your classroom environment, and the tasks at hand. This requires one to be physically, emotionally, socially, and intellectually focused at all times.

2. **The same expectations that we have for students to be in-person apply to our remote learning environment.**

A) Students should locate a suitable learning space that minimizes distractions which allows you to create a classroom environment akin to being face-to-face.

B) Students must be physically present on screen at all times. No emoji or cardboard cutouts – yes, we have seen it all.

C) Should a student need to leave the screen, cameras should remain on unless you have communicated with your instructor in advance of a special circumstance which they have acknowledged and permitted.

D) Remote classes are to be attended in an instructional setting deemed to be appropriate by your instructor. You cannot be in your car, in a store, walking through the park, attending a child's sports event, getting a massage or lying in a recliner or in bed, etc. while attending class.

E) It is expected that students are professional, considerate and minimize outside distractions both for themselves and the others on screen.

F) Practice wait time to avoid speaking over others.

G) Students who continually violate these basic tenets of remote learning will be removed from the course.

Immunization

Applicants for the Education Administration Certification program must submit immunization documentation to The College of Saint Rose as a part of their application materials.

State law requires students born on or after January 1, 1957, and taking 6 or more credits in a semester toward a degree program to have appropriate documentation and verification of the Measles, Mumps and Rubella vaccines. At the time of acceptance, students receive letters detailing this requirement.

Students with incomplete health records will not be able to register for more than 5 credits (first course) or attend class after the first course. In these situations students must wait until a new Cohort begins, and enroll in the second course once they have submitted necessary health documents and received clearance from the College.

Americans with Disabilities Act (ADA)

If you have a physical, psychological, medical or learning disability that may affect your ability to carry out assigned class work, please contact, CITE as soon as possible. They, in **consultation with the Director of Services for Students with Disabilities on campus,** will review your concerns and determine what accommodations are necessary and appropriate. All information and documentation of your disability is confidential.

Degree and Certificate Issues

Progress Toward the Degree

Students accepted to certificate and degree programs are expected to register for courses in those programs until all requirements are completed. Graduate students at The College of Saint Rose are required to earn a grade of B or better in each course. The Registrar will complete a check of grades each semester to determine eligibility to continue matriculation.

Change of Program

Students who are in good academic standing at the completion of the School Building Leadership certificate may continue on to the School District Leadership certificate with no additional application. However, students who wish to pursue the MSED in Educational Leadership must complete a Change of Program process at Saint Rose prior to registration in additional course. The form is available from the CITE office, or from Graduate and Continuing Education Admissions **(downloadable from www.strose.edu).** Students will be evaluated for admission to the MSED in Educational Leadership by the Director of Contract Programs.

Degree Requirements and Final Evaluation

Students must earn a B or better in all courses throughout the SBL, SDL, and MSED programs. If students earn grades of C the course must be taken again in order to complete the program. A grade of F will result in dismissal from The College. Faculty may also recommend that students' matriculation be terminated.

Students must file degree applications with the Registrar's Office for a degree to be conferred. A separate graduation application must be submitted for each conferral item (SBL/SDL/MSED). Please note that in order for the College to graduate students and recommend them with NYSED for the SDL certification, students need to first pass the NYSED required examination. Once the SDL required exam is passed, students need to mail a copy of their SDL test scores to The College of Saint Rose, Registrar's Office, 432 Western Avenue, Albany, NY 12203 Attn: Melissa Biffer.

NYS Certification

The responsibility of The College of Saint Rose regarding your certification is to:

• Guide students through the program that they have been admitted to and to make sure that all the academic requirements have been met in order to recommend students for NYSED certification.

• Provide students with NYSED certification instructions. Both SBL and SDL instructions can be downloaded online at:

SBL INSTRUCTIONS: https://strose.b-cdn.net/wp-content/uploads/2015/09 School-Building-Leader-Initial.pdf

SDL INSTRUCTIONS: https://strose.b-cdn.net/wp-content/uploads/2015/09 School-District-Leader-Professional.pdf

The responsibility of Students regarding NYSED certification:

• Once a student has completed all the academic requirements, it is the student's responsibility to apply to graduate, with the College Registrar's Office. The College will recommend students for certification when the program is successfully completed.

• It is the student's responsibility to apply for his/her certification through New York State. Students must be sure to follow the provided instructions in order to apply through TEACH for their certification.

The College does not oversee the certification process beyond this point.

Please note that NYSED certification requirements are under NYSED jurisdiction and that certification requirements change frequently. It is the certificate holder's responsibility to be informed regarding certification requirement changes and updates that are set by NYSED. According to NY State, a college recommendation in and of itself does not guarantee that certification will be granted as there are additional items the state will be reviewing. Please stay informed about your certification requirements by frequently checking NYSED TEACH website at this link: **http://www.highered.nysed.gov/tcert/certificate/certprocess.html.**

Certification Process Overview

The New York State Education Department has a online processing system for NYS Teacher Certification called TEACH. **You will no longer be filing a paper application.** Everything will be done online though the TEACH system. **NYSED will no longer issue or mail certifications either, please use TEACH account to check on your certification status.**

In order to complete online certification applications, students must:

1. Apply online, enter TEACH online services via the Office of Teaching Initiatives website at www.highered.nysed.gov/tcert and create a TEACH login and password at the New York State Directory Services site. You do not need to send transcripts to the state. Everything, including payment, will be done online though the TEACH system.

2. All students seeking to be recommended for School Building Leader (SBL) and School District Leader (SDL) New York State Certification must submit to The College of Saint Rose: **The College of Saint Rose graduation application (see enclosed instructions for applying in this booklet) for each program separately, one for SBL, and one for SDL.**

Your certificate/degree will not be conferred, and your transcript will not show that you have completed the program if you do not apply to graduate.

3. Please note that The College of Saint Rose will be recommending all SBL graduates to NYSED automatically after each graduation. Students will only be recommended for their SDL certification upon submitting in addition to graduation application their SDL exam passing test score copy to the Registrar's Office. All your potential employers can check your certification status online.

4. You should submit your fingerprints directly to the state as soon as possible. **Do not submit any fingerprint documentation to The College of Saint Rose.** If you've been fingerprinted before (for NYC) since July 1, 1990, you can have the fingerprint report forwarded by filling out an OSPRA 104 form, available from the OSPRA website: www.highered.nysed.gov/tcert/ospra

5. The certification process at Saint Rose will proceed provided the following has occurred:

   A) For SDL, copy of passing test scores are received by the Registrar's Office.

   B) You have submitted an application for graduation.

   C) Final grades have been entered. INCLUDING INTERNSHIP GRADES & DASA.

   D) Final program audit has been completed by Registrar's Office.

Graduation and Commencement

Commencement Ceremony Participation

There is one annual commencement ceremony held each May. Eligibility to participate in the commencement ceremony is determined by the Registrar's Office. Students who are registered for courses that will allow for the successful completion of academic programs in the spring semester, as certified by the Registrar's Office, will be invited to the May commencement ceremony. Students who expect to complete their program requirements in August, and are determined to be eligible by the Registrar's Office, will be invited to

the May commencement ceremony. December graduates will be invited to the next May commencement ceremony.

To Submit Your Degree Application Through the Secure Site:

1. Go to **http://www.strose.edu/**. Click on Gateways in top righthand corner of the main page and select Login.

2. Click Login for the Secure Site.

3. Click Login to Secure Area. Enter User ID and PIN.

4. Click Student and Financial Aid.

5. Click Student Records.

6. Click Apply to Graduate.

7. Select the most current term available to display your current program. (You will select your graduation date in a later screen.) Click Submit.

8. Select 1 curriculum for this degree application. If you need to apply for multiple degrees, you will complete a separate application for each one. Click Continue.

9. Select a date for your expected graduation. Click Continue.

10. Select a name for your diploma. Click Continue.

11. You may edit your middle name if you choose to do so. If you need to change your first or last name or the suffix, you will need to contact the Registrar's Office and provide legal documentation of your name change. Click Continue.

12. Enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma. Click Continue.

13. Verify the address is correct. Click Continue.

14. Verify all information is correct on the Graduation Application Summary. Click Submit Request.

Conferring of Degrees and Certificates

The College of Saint Rose confers degrees, undergraduate certificates, and certificates of advanced study 3 times a year in May, August, and December. All students must submit a degree application to the Registrar's Office through the Secure Site in order for their degrees and/or certificates to be conferred. You must submit individual applications for the SBL, SDL, and the MSED. They are separate conferrals. May degree applications are due October 15; August degree applications are due February 15; and December degree applications are due April 15. Only students whose records have been reviewed and confirmed to meet all program requirements, as certified by the Registrar's Office, will be awarded degrees and/or certificates. Diplomas will be mailed to graduates approximately 6 weeks after degree conferral.

Money

Loan Deferments

Loan deferment forms should be mailed or faxed to the Financial Aid Office at The College of Saint Rose. To have an enrollment verification sent, contact the Registrar's Office at The College of Saint Rose with your information and where you would like the enrollment verification sent.

Tuition Receipts

The Bursar's Office does not give receipts for payment of tuition, since CITE students pay their tuition to CITE. Contact the CITE office for tuition receipts. If necessary, we can issue an enrollment verification and attach it to CITE's tuition statement if you need both.

Financial Aid

Application Procedures and Deadlines

Only matriculated students working toward completion of Saint Rose program may apply for financial aid. Deadlines for submission of ISIR/SAR are as follows:

Summer semester due March 1 | **Fall semester due March 1** | **Spring semester due November 1**

Candidates for financial assistance must initially submit the Free Application for Federal Student Aid (FAFSA). The FAFSA will be processed by the U.S. Department of Education's Central Processing System and the Student Aid Report (SAR) will be mailed to the applicants. The Institutional Student Informational Report (ISIR) is the electronic version of the SAR and will be electronically transmitted to all colleges and universities applicants have listed on the FAFSA. The Financial Aid Office is unable to determine financial aid eligibility until the ISIR or SAR is received by the College. No federal student aid will be made until this document is received. While federal deadlines for submission of the FAFSA indicate that the ISIR must be on file with the College before the end of the term for which Federal Student Aid is requested, the College has established March 1 as the deadline for financial aid applicants for the subsequent summer and fall semesters, and November 1 for spring semesters. To receive an award letter in as timely a manner as possible, the ISIR and SAR should be on file with the College by the applicable deadline.

To receive financial aid you must be registered for at least 6 credits in any given semester as defined by The College of Saint Rose. As a CITE student, you are only eligible to receive Federal Subsidized and Unsubsidized Stafford Loans. **Due to federal regulations no aid will be disbursed prior to the second week of your second course of each semester you are enrolled. You must pay for the first two courses of each semester by means other than your federal loans. Once your loans have been disbursed, The College of Saint Rose will forward the loan proceeds that you have accepted.**

If you choose to apply for the MSED program and wish to continue receiving aid, you must first file a *Change of Program* form with our Admissions Office in order to keep your status active. Otherwise, you will become ineligible for aid after your last semester of 6 credits in a certificate program. After filing this form, you may register for additional courses and, if eligible, receive another semester of aid.

Computer & Library Access

STUDENT ID & PIN NUMBER

What is my Saint Rose Student ID used for?
Your **Student ID** is your **unique identification number** that links all of your official records including your grades, billing, enrollment status, and other information. ***This number, along with your PIN, also allows you to access the College's Secure Site: bannerweb.strose.edu.***

How do I find out my Saint Rose Student ID?
1. Go to bannerweb.strose.edu and click *Login to Secure Area*.
2. Find the statement "Your Saint Rose ID is your User ID" and click on the red *Click Here* link

3. This brings you to a screen where you will be prompted to enter your **first and last name**, **social security number**, and your **PIN number**.
4. Then click the *Lookup* button and the system will display your Saint Rose ID. **Keep this number handy!**

What is my PIN?
Your PIN is your date of birth in six-digit format: **mmddyy**. Example: June 11, 1983 is **061183**. If you have ever logged into the Secure Area on the Saint Rose website, then you have already been prompted to change your PIN from your 6 digit date of birth to a new 6 digit number only you know. You were also prompted to enter a security question to which only you know the answer.

What if I forget my PIN?
If you have forgotten your PIN go to bannerweb.strose.edu, type in your User ID and then click on the *Forgot PIN?* Button below. This will lead you to the security question you setup the first time you logged in to the Secure Area. To reset your PIN, answer the question and then create a new 6-digit pin when prompted.

FINAL GRADES, BILLS, & RECORDS

How do I look up my final grades?
1. Go to the Saint Rose Secure Site at bannerweb.strose.edu and Login.
2. Once inside the Secure Site, select *Student Services and Financial Aid* from the main menu and then select *Academic Transcript* from the following menu.
3. On the **Academic Transcript page** you will be prompted to enter the level and type of transcript you want to view. Choose **All** for the level and **Unofficial** for the type and then click *Submit* to access your transcript and grades.

USERNAME & PASSWORD

What is my Username and Password used for?

Your Saint Rose Username and Password is used to login to your student email, library web services, and other online academic tools and systems.

What is my Username and Password?

Your **username** is your **last name + the first letter of your first name + the last 3 digits of your Saint Rose Student ID**.

Example: *Name: John Smith, Student ID #: 711111606, Username: smithj606* Your **password** is initially set to **your six-digit date of birth**.

Example: *June 11, 1983 is 061183 (mmddyy)*

How do I change my password from off campus?

Log into the password reset site at pwdreset.strose.edu. Use your current password to login, then follow the prompts to change it. This change will immediately affect email, Blackboard, and all other systems that utilize your username/password to login (not your Student ID).

Are there requirements for my password's complexity?

Yes! For security purposes ITS requires that all passwords must be at least eight characters in length and contain uppercase, lowercase, numerical, and non-alphabetic (ex: !$#&%) characters.

What if I forget my password?

As an off-campus user, it is critical that you establish your own personal **security questions/answers** so that you will be able to reset your own password. **This requires you to take action now**, so that when you are in need of a reset it is possible. Login to the password reset site at pwdreset.strose.edu. Use your current password to login, then follow the prompts to select security questions and provide answers you will remember.

EMAIL

Do I need to use my Saint Rose email account?

Yes! The College's other systems and services, such as Chalk & Wire, require that you use your Saint Rose email account. Notifications and communications from your instructors will be sent there, so you will need to use it. Information on auto-forwarding messages to another email account can be found on Google's Mail support site.

How do I use my Saint Rose email account?

Student email utilizes Google Mail for Education, a popular and convenient service. To access your e-mail account, open a browser window (i.e. Firefox, Google Chrome) and in the address bar, type in mymail.strose.edu. From there, enter your Saint Rose **username** and **password** and click *Login*.

Can I setup my email on my smart phone or tablet?

Yes. Directions for setting up your Saint Rose email on your mobile device can be obtained from the ITS Help Desk. Supported devices include: iPhone, iPod, iPad, Android, Windows Mobile, and some Blackberry devices. Please note: Your mobile device password may need to be set separately, by you, before mobile setup will work. Go to pwdreset.strose.edu to set this. It can be the same as your regular account password.

CHALK & WIRE

What is Chalk & Wire?
Chalk & Wire is an online assessment system which allows you to create online portfolios that can be shared with faculty, peers, and prospective employers. Your instructors will require you to submit certain assignments through the Chalk & Wire system.

How do I access Chalk & Wire?
In Firefox or Chrome, go to eportfolio.strose.edu and login with the **Chalk & Wire username** and **password** emailed to your Saint Rose email account. *These credentials are not the same as your regular Saint Rose Username and Password.*

What is a Chalk & Wire Portfolio?
A portfolio is simply where all of the work you submit on Chalk & Wire for a specific course will be stored and organized within a **Table of Contents** tailored specifically to the needs of your course.
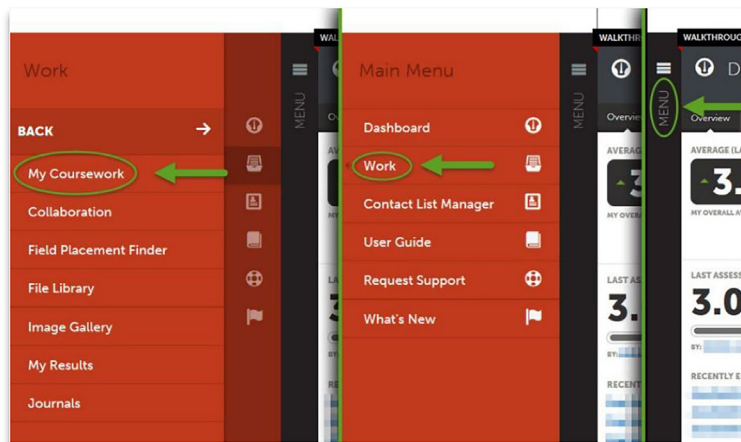
How do I create a Portfolio?
Once you login to Chalk & Wire, you will be brought to a page called the **Dashboard**. From here, click on the grey menu button in the upper left hand corner of the page, this will case the orange **Main Menu** panel to slide out. On this menu and the next click on **Work** and **My Coursework** consecutively.

Once you are on the **My Coursework** page, click on the blue **New Portfolio** button in the upper right hand corner. Then from the pop-up window type in a name for your portfolio and select the **Table of Contents** *that your professor has* indicated (This will also likely have the same name as your course). When finished, click **Create** and then click on your newly created portfolio and select **Edit Portfolio** from the following drop down menu.
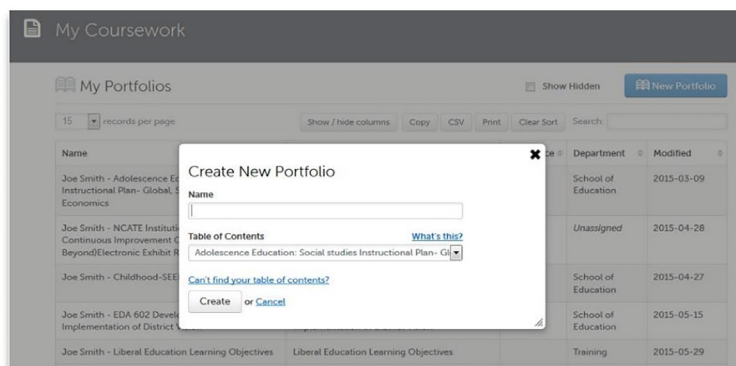
How do I submit work in a Chalk & Wire Portfolio?

On the following page you will see your portfolio's **Table of Contents** from which you can identify where various assignments will need to be submitted. Click on one of these sections to go to the assignment submission page.

To begin submitting work on Chalk & Wire, click on the grey **Add Content** button and select **Upload New File** from the drop down menu.
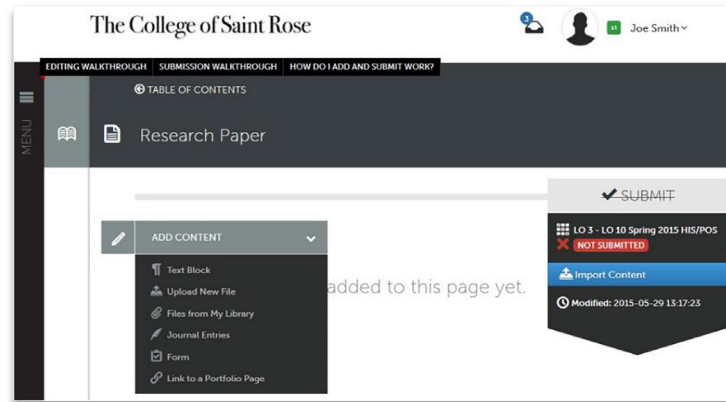
On the next window, click the green **Add Files** button and then select your assignment document(s) from your computer, and then click the blue **Start Uploading All** button.
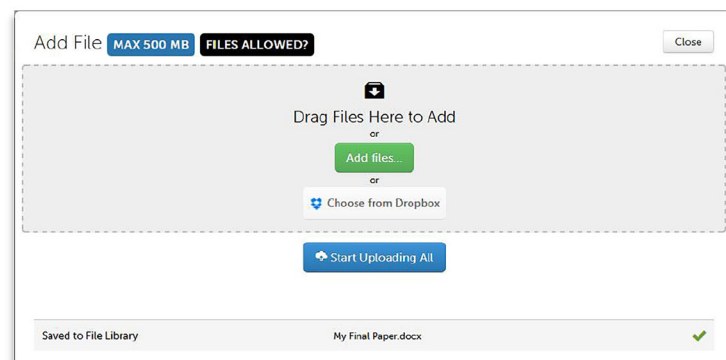
After your documents have finished uploading, close the window. Once all of your documents have been uploaded and the upload window has been closed, the large **Submit** button on the right hand side of the screen will turn green, indicating that you can now submit the assignment.
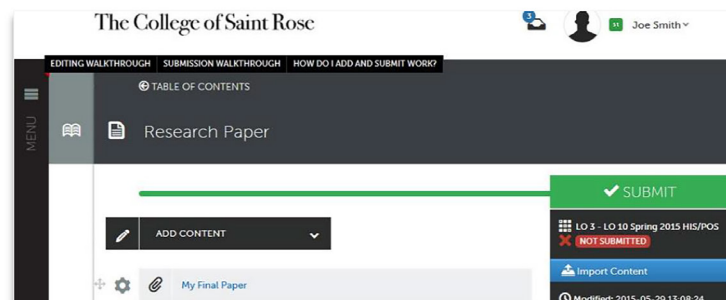
After clicking the large, green, **Submit** button you will be redirected to a second submission page. On this page you will be prompted to type in and select your professor to ensure that your assignment is submitted to the right person. After selecting your professor, click the blue **Submit** button at the bottom of the page.

If your instructors name does not appear in the drop down menu, contact the ITS Help Desk for assistance.

When your document has been successfully submitted, a green *Success!* Bar will appear at the top of the page. Please note that your assignment submission is not complete until after this step!

LIBRARY WEB SERVICES

What are the Library Web Services at Saint Rose?
The College Library web site provides access to resources and information that will help you complete research and acquire materials. Available at library.strose.edu, the library web site provides access to over 100 subscription databases, 40,000 online journals, and a comprehensive search engine called All-Knight Search. Users may also request materials not available in the library collection by using our Interlibrary Loan Service.

How do I access the Library databases off campus?
For off-campus users, some of the library's resources are password protected; simply use your normal Saint Rose username/ password to gain access. If you have any problems as you use the library's web site, please ask for help.

YOUR RESPONSIBLY AS A TECHNOLOGY USER

The College has established several technology related policies to help all users operate within legal and ethical parameters and to protect the personal and confidential information of you and your fellow students. As a system user, you are required to abide by College policies as well as state and federal laws. Please review our policies by going to the following web page: http://www.strose.edu/officesandresources/technology_services/policies.

Contact Information

The College of Saint Rose

School of Education*

Richard Hawkins   631.909.1388 or hawkinsr@strose.edu
Director of Contract & Greater
NYC Outreach Programs

Financial Aid Office

Main Line   518.458.5424 or finaid@strose.edu

Janice Baumeister,
Associate Director of Financial Aid at Saint Rose   518.458.5329 or baumeisj@strose.edu

Fax   518.454.2109

Health Office**

Main Line   518.454.5244
Fax   518.454.2007

Graduate Admissions Office

Main Line   518.454.5143 or grad@strose.edu
Fax   518.458.5479

Registrar's Office

General Inquiries (Transcript Requests, Enrollment Verifications, etc.):

Main Line   518.458.5464 or registrar@strose.edu
Fax   518.454.2012

Certification or Degree Conferral Inquiries

Melissa Biffer,
Associate Registrar for Contract Programs   518.454.2081 or bifferm@strose.edu

ITS Help Desk

518.454.2190 or helpdesk@strose.edu

Library

Peter Riesler   518.454.2026 or rieselep@strose.edu

* Transfer credit questions for MSED program should be directed to Dr. Hawkins.

** Immunization questions should be directed to the Health Services Office.

Emergency Procedures

For detailed information about campus safety, including services and procedures, please visit **www.strose.edu** (current students and faculty, Campus Safety and Parking). The office of Safety and Security is located at the entrance to Lima Hall at 366 Western Avenue and can be contacted from off campus by dialing 518.454.5187, from on campus by dialing **extension 5187,** or from any on-campus **pay phones** by pressing ***25.** The College also has an emergencyblue light phone system. These phones are located on campus walkways and in parking lots. They can be used to contact Safety and Security in an emergency situation or to request a security escort.

In case of a medical emergency, call the office of Safety and Security (911 or 518.454.5187).

If an automobile accident occurs on campus, a report must be filed with the office of Safety and Security (911 or 518.454.5187) as soon as possible.

In case of theft, damage, or accident, call the office of Safety and Security (911 or 518.454.5187) immediately. In the event of fire, evacuate the building immediately, and do not return unless authorized to do so by the fire department and/or an officer of Safety and Security. If a fire is observed, pull the fire alarm and leave the area in the manner indicated by the instructions posted in the halls or as instructed by building coordinators.

A lost and found is located service is located in the office of Safety and Security in Lima Hall. The College is not responsible for the personal property of students, staff members, full-time faculty, adjunct lecturers, or administrators.

Forms

Enclosed, please find Saint Rose forms you will need.
Please feel free to make additional copies for your use.

The College of Saint Rose

Change of Program Request Form
Educational Leadership Program—CITE

Instructions and Information

- Complete this form with all requested information and return it to: C.I.T.E. at diane@citeonline.com. Your file will be reviewed by program faculty, and you will be notified of the decision. This process may take several weeks.

Program of study

I would like to change from the School Building Leader certificate program to:

- ☐ Educational Leadership Master's of Science in Education

Student Information

Name:_____
    First   Middle   Last

Address:_____
    Street   City   State   Zip

Phone:_____
    Home   Cell   Work

Student ID (or Social Security Number):_____

****

Previous College and University Information

Name of Institution	Degree Received	Date

****

Certification

I certify that my answers are true and complete to the best of my knowledge.

Student Signature:_____ ___

Date:_____

C.I.T.E.

(Center for Integrated Teacher Education)
Application for Graduate Resumption of Study

Please follow the instructions indicated below. Further questions about completing this application can be directed to C.I.T.E. at diane@citeonline.com or the Registrar's Office at the College of Saint Rose at registrar@strose.edu.

Instructions:

- Complete all of the information below and sign. Your application will not be reviewed if information is missing.
- Attach this form with a new Statement of Purpose indicating your plans for completing your degree or certificate.
- Email your completed application to Dr. Rich Hawkins, Director of Contract Programs, at hawkinsr@strose.edu.
  - *Your form will be processed by the Director and the sent to the Dean's Office in the School of Education. Correspondence about the status of your application will be communicated to you via email and mail.*

Applicant Information

Full Name:_____

First　　　　　　　　　Middle　　　　　　　　　Last

Address:_____

Street　　　　　　　　City　　　　　　　　State　　　　　Zip Code

Phone Numbers:_____

Home　　　　　　　　Business　　　　　　　　Cell

Student ID or (optional) Social Security Number:_____　D.O.B.:_____

(mm/dd/yyyy)

Email Address:_____

Program Information

Program of Study:_____

_____

Semester of Last Attendance:_____

Semester Seeking to Rejoin Your Program (semester and year):_____

Previous College and University Information

Name of Institution	Dates Attended	Degree Received/Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures

I certify that my answers are true and complete to the best of my knowledge.

Student Signature:_____ Date: _____

Office Use Only:

Director of Contract Program Signature:_____ Date:_____

Academic Dean Signature: _____ Date:_____