

TO: Current ELAP Master's and Doctoral Students  
Recent ELAP Master's and Doctoral Graduates (within last five years)

FROM: Dr. John W. Lee on behalf of ELAP Faculty

DATE: May, 2017

RE.: Special Opportunity for ELAP Students and Graduates Interested in Pursuing  
NYSED SDL (School District Leader) Certification

---

In response to a growing interest among current ELAP students and recent graduates who are interested in pursuing NYSED School District Leader certification, the ELAP faculty, with the approval and support of the Dean, have agreed to support our students by offering the following:

1. Current ELAP master's students and current ELAP doctoral students may apply two approved courses from their program towards the fifteen (15) required credits towards our Advanced Certificate SDL Program. This means you will only need to take nine (9) additional credits for the SDL extension.
2. Graduates must have completed their respective ELAP degree programs within the last five years from date of extension application.
3. The 6 credits will be applied to 6 of the 12 content courses of the regular 15 credit requirement. They may NOT be used in lieu of the district level internship. ALL SDL students MUST complete a District Level Internship
4. Current ELAP students and recent ELAP graduates who apply and are accepted will be eligible for a 20% tuition remission.
5. Interested individuals who are not current matriculated ELAP students or who completed their ELAP degrees more than five years ago may apply to the Advanced Certificate SDL Program but must take the full 15 credits and meet all GSE admissions requirements.
6. Courses must have a minimum enrollment of ten (10) students to run
7. Courses will be conducted in a HYBRID model, i.e., a combination of in-person and on-line teaching and learning.
8. Prospective students are responsible for reviewing and meeting all NYSED requirements for the SDL certificate.
9. Prospective students are responsible for determining whether the SDL certificate is appropriate for the position(s) you are interested in pursuing.
10. Interested individuals must apply as follow:
  - a. Current ELAP students complete and return the one page Program Extension Form (see attached) and return it to Dr. John W. Lee at [ajolee@fordham.edu](mailto:ajolee@fordham.edu) by May 18, 2017;

- b. Recent graduates from ELAP's program go to the on-line application and where it asks if you are a recent graduate, select yes and it will take you to a modified application; resume, personal statement and 2 recommendations;
- c. Application fees for current students and recent graduates will be waived.

Please feel free to share information about Fordham's Advanced Certificate SDL Program with other colleagues who may be interested in pursuing their SDL certificates as well and have them contact me at [ajolee@fordham.edu](mailto:ajolee@fordham.edu)/212-636-6424.

Please see the following specific directions from our Admissions Office

**Current students** who are adding the extension will have to complete the Extension Addition form (Form A). You do not need to submit test scores. If you are a candidate for May graduation, you **MUST** submit the one page Form prior to May 18, 2017 or you will need to complete the online application. If you are interested in this opportunity you should complete this form as soon as possible. You can always defer your acceptance.

**Recent graduates** must complete the online application to apply for the SDL program. Please follow the steps below:

- (1) Create a matric application at <https://gradadmissions.fordham.edu/apply>
- (2) On the Academic Interest Page Select the following:
  - Area of Interest: Administration and Supervision
  - Degree: Advanced Certificate/Extension
  - Program of Interest: School District Leader
  - Term: 2017 Summer
  - Answer the other questions as necessary for Plan of Study, Campus
  - Towards the Bottom of the page, you must answer YES to the Question " Are you a graduate of GSE within the last 5 years and are applying for additional certification"
- (3) Complete the Personal Info Page
- (4) Complete the Colleges and Universities Page
- (5) Upload your Resume/C.V.
- (6) Upload your Personal Statement
- (7) Complete the Test Scores Page

Recent graduates who have taken either the MAT or GRE within the last 5 years do not need to retake the test, but **must submit official score reports**. If the exam you took is older than 5 years than you will have to retake the exam.

- (7) Provide 2 Recommendations
- (9) Complete the Signature Page
- (10) Submit your Application

As a recent graduate, you **DO NOT** need to provide the following:

- 1. Application Fee
- 2. Transcripts

For additional admissions information, contact:  
Graduate School of Education's Office of Admissions  
(212) 636-6400 or [gse\\_admiss@fordham.edu](mailto:gse_admiss@fordham.edu)

**FORM A: FOR CURRENT STUDENTS:**

**FORDHAM UNIVERSITY GRADUATE SCHOOL OF EDUCATION  
REQUEST FOR ADDING AN EXTENSION PROGRAM**

For New Accepts and Continuing Students

NOTE: Students must make a formal request for adding an extension program by completing this form. The form can be submitted electronically or a paper copy to the Extension Coordinator. The request form must be approved by the particular Extension Coordinator and the Division Chair. Decisions are sent by Division Secretary to Admissions Office. Admissions Office will send decision letter to student and have the extension added as a concurrent program to the student's academic record.

**DIVISION:** ELAP\_\_ C&T\_\_ PES\_\_

**STUDENT I.D. #** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_

**STUDENT APPROVAL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**FORDHAM EMAIL ADDRESS:** \_\_\_\_\_

**DATE OF REQUEST FOR ADDITION OF EXTENSION PROGRAM:** \_\_\_\_\_

\_\_\_\_\_  
(Current Program/Major) (Degree)

\_\_\_\_\_  
(Name of Extension Program) (Degree, Adv Cert, etc.)

**APPROVALS:**

**EXTENSION COORDINATOR APPROVAL:** \_\_\_\_\_ (Date) \_\_\_\_\_

**DIVISION CHAIR APPROVAL:** \_\_\_\_\_ (Date) \_\_\_\_\_

**NEW EXTENSION ADVISOR:**

**NAME OF NEW EXTENSION ADVISOR:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**Admissions Office Use:**

Database change: \_\_\_\_\_ Notification/Decision Letter to Student: \_\_\_\_\_  
(Date) (Initial) (Date) (Initial)

**ADVANCED CERTIFICATE PROGRAM – SCHOOL DISTRICT LEADER**

**Summer 2017 Courses**

**Extension Program (9 credits)**

| CRN   | Course Code | Sec | Course Name   | Crs. | Instructor | Site | Model     | Day/Time               | Dates  |
|-------|-------------|-----|---|------|------------|------|-----------|------------------------|--|
|       | ASGE 6225   |     | Boards of Education   | 3.0  |            |      |           |                        |  |
|       | ASGE 6227   |     | Cases & Simulations in Admin & Superv.                          | 3.0  |            |      |           |                        |  |
| 10571 | ASGE 7444   | L2H | Leading a Learning Organization                                 | 3.0  | K. Graham  | LC   | Hybrid    | TBA                    | 3 Saturdays + on-line; July 8, 15 & 29; 9:00 – 4:00    |
| 10568 | ASGE 6224   | L2H | The Superintendency   | 3.0  | K. Smith   | LC   | Hybrid    | TBA                    | 4 Fridays + on-line; July, 7, 14, 21 & 28; 4:00 – 8:20 |
|       | ASGE 7530   | L01 | Clinical Practice in Educational Administration and Supervision | 3.0  | S.Kaminsky | LC   | In-person | Wednesdays 4:50 – 6:50 | May 22 – August 8 (220 hours minimum)                  |

**Regular 15 Credit Advanced Certificate School District Leader Program**

1. ASGE 6225: Boards of Education (3 cr.)
2. ASGE 7444: Leading a Learning Organization (3 cr.)
3. ASGE 6227: Cases and Simulations in Administration and Supervision (3 cr.)
4. ASGE 6224: The Superintendency (3 cr.)
5. ASGE 7444: Leading a Learning Organization (3 cr.)

**PLUS ONE SEMESTER OF DISTRICT LEVEL INTERNSHIP:**

5. ASGE 7530: Clinical Practice in Educational Administration and Practice (3 cr.)