



College of Education & Human Services

Department of Education Leadership, Management and Policy

Master of Arts & Education Specialist Degree
and Certification Programs

- Executive M.A. & Ed. S. Cohorts
- Catholic School Leadership Cohorts
- Online M.A. & Ed. S. Cohorts
- Supervisor Certificate Online



STUDENT HANDBOOK

Updated 10/8/2020



College of Education & Human Services

Department of Education Leadership, Management and Policy

Master of Arts & Education Specialist Degree
and Certification Programs

- **Executive M.A. & Ed. S. Cohorts**
- **Catholic School Leadership Cohorts**
- **Online M.A. & Ed. S. Cohorts**
- **Supervisor Certificate Online**



STUDENT HANDBOOK

Updated 2/16/2021



Dear Graduate Student:

Welcome to the Department of Education, Leadership, Management and Policy. Whether you are studying for a Master of Arts degree or an Educational Specialist degree, Seton Hall University's College of Education and Human Services will provide the rigor necessary for you to become an outstanding school leader. Upon admission into our nationally recognized degree and certification program, you can be assured of our ongoing guidance and support. We know you will be successful since our graduation rate is consistently above ninety percent.

The executive cohort instruction model combines a collegial atmosphere and learning support system. Our graduates report that this is among the most rewarding educational experiences in their professional careers. Within the two-year/six period, encompassing consecutive semesters, you will develop a personal network that contributes to your professional growth. A significant number of graduates can expect career advancement immediately following graduation as a result of their advanced degree and the award of New Jersey State Department of Education principal and supervisor certifications.

The **Executive M.A. /Ed. S. Program** is a "blended" in-seat and online program, which is ideal for working professionals. It provides a fast-track to a graduate degree. Cohorts gather either on campus at SHU or at a satellite location within New Jersey. The **Catholic School Leadership Program** offers either a blended delivery system or an online model. The cohort focuses on the unique mission of Catholic schools and the integration of Gospel values into the curriculum. The **National Online Program** offers students the option of taking all courses online. There is an orientation to ensure that cohort members meet face-to-face and a mid-residency meeting to provide time to assess progress. The **Supervisor Certificate Program** offers the four required NJDOE supervisor and curriculum courses online for state certification.

All four programs embrace national leadership standards and create a forum for dialogue centered on the critical issues facing all school leaders. Listening to a larger conversation about ethical and culturally responsive leadership very often inspires ideas for innovation in our schools. Discussions in class, online threaded comments, research on best practices and current trends, as well as, related instructional activities will serve to enrich the academic experience and accelerated professional growth.

M. A. & Ed. S. degree students are encouraged to keep pace with course deadlines listed in *Learning Guides* and course syllabi. The program directors and/or the academic advisors are available to assist in resolving any problem or concern. Personalized support and service provided by our team, including professors, directors, secretaries, and advisors is the hallmark of our nationally acclaimed program.

Best wishes for success,

James A. Corino, Ed. D.
Director, M.A. & Ed. S. Programs
Department of Education Leadership, Management and Policy

Table of Contents

Department of Education Leadership, Management and Policy:	7
Executive Master of Arts in Education Leadership, Management and Policy Program Schedule and Course Descriptions	10
National Educator Leadership Preparation Standards (NELP)	14
Seton Hall University’s M.A. & Ed. S. Degree	14
and Certification Programs	14
CAEP ADVANCED STANDARDS	16
ADMISSIONS PROCESS	18
Executive M.A. / Ed.S. Degrees & Certification Program	18
Application Requirements	18
Executive Master of Arts / Education Specialist Programs	19
Tuition and Fees	19
FINANCIAL AID	20
POST ADMISSION: ORIENTATION AND GENERAL INFORMATION	21
KEY CONTACTS	22
FACULTY DIRECTORY	23
UNIVERSITY OFFICES	24
ACADEMIC POLICIES AND PROCEDURES	25
Academic Integrity	30
Executive M.A. and Ed.S. Cohort Advisors	31
E-BILLING	32
Piratenet Login Instructions	33
SHU ONLINE TOOLS Via PIRATENET	34
E-Mail Guidelines	35
Public Computer Lab Guidelines	37
Library Schedule	39
Transcript Requests	40
POLICIES AND PROCEDURES	41

CAEP Mid -Program Assessment Center.....	41
GRADUATE CATALOGUE.....	42
ACCOUNT HOLDS	43
CODE 43	
DEPARTMENT OF EDUCATION LEADERSHIP,	44
MANAGEMENT AND POLICY	44
ATTENDANCE POLICY	44
EXECUTIVE M.A. & ED.S. COHORT	44
ATTENDANCE POLICY	44
Writing Center	45
LEAVE OF ABSENCE REQUEST FORM.....	46
COLLECTION OF PERSONAL CONTACT DATA.....	47
FOR EMERGENCY NOTIFICATION SYSTEM.....	47
PIRATEALERT: EMERGENCY NOTIFICATION SERVICE.....	48
GRADUATION.....	53
New Jersey Certification Instructions.....	53
New Jersey Department of Education.....	54
ADMINISTRATIVE CERTIFICATION.....	54
(Office of Licensure & Credentials)	54

Department of Education Leadership, Management and Policy:

Council for the Accreditation of Educator Preparation (CAEP)

The Department of ELMP is involved in an ongoing process of establishing, renewing and prioritizing goals and objectives for each academic year. This process was designed to ensure a collegial sense of direction and compatibility with Seton Hall University's mission. The format for the discussions resulting in the development of the goals and objectives is a function of a series of College of Education and Human Services retreats (CEHS), ELMP Departmental retreats, and Council for the Accreditation of Educator Preparation (CAEP) Committee meetings.

During the 2019-20 academic year, the Department of ELMP began a process to transition from NCATE to CAEP accreditation. Diligent planning and preparing for accreditation is under the direction of the CAEP accreditation committee. The ELMP Department has been attentive to discrepancies between accreditation standards, actual department performance, student growth and levels of leadership proficiencies. The areas of focus were curriculum, governance, management and pedagogy. The ELMP faculty also completed a mission statement and established values and competencies to guide its continuous quality improvement. During the 2019-20 academic year, the faculty has worked to align all M.A. & Ed. S. courses with the National Education Leadership Preparation Standards (NELP).

In developing a new department strategic plan, emphasis will be placed on determining the needs of the department in alignment with accreditation requirements and the overall mission of the college and university.

M. A. and Ed. S. Executive Cohort Program

Vision Statement

The Department of Education Leadership, Management and Policy is committed to the promotion, nurturing and advancement of a leading and distinctive learner centered community of aspiring school leaders. Our rigorous academic program encourages and praises meaningful individual achievement and fosters virtue. We strive to uplift our bold mission as we prepare students with the intellectual and social/emotional leadership skills necessary to be successful, positive contributors to a diverse, global and rapidly changing society.

Mission Statement

Excelling in Academic and Community Engagement

Our graduate students are expected to lead by example by becoming resilient self-advocates who are developing into their best selves as they pursue knowledge and skills through individual achievement and meaningful collaboration within the community. Through a myriad of activities, school leaders must develop ethical partnerships with parents, students and fellow educators empowering all to reach their individual and collective potential. School leaders must

constantly demonstrate virtues such as respect, honesty, integrity, ethical decision making, and courage.

Leading with Purpose and Service

We foster lives of discovery, where the students we serve pursue their passions, explore their curiosities, develop a sense of agency and learn the necessary skills, attitudes and awareness to be thoughtful, moral leaders. In addition, they work toward advancing the greater good through service to others, in and throughout their schools and community.

Fostering Compassion and Inclusion

School leaders prepare students to become culturally responsive as they learn to thrive in a diverse world. Foundational to that preparation involves self-awareness, critical thinking, personal responsibility and treating others with respect and dignity. Our aspiring school leaders will cultivate a learning environment in which all students, faculty, staff and parents are valued, and included as equal members of the community; embracing race, religion, family structure, national or ethnic origin, socioeconomic background, sexual orientation and gender identity.

Standing for what is Good and Right

We encourage our aspiring school leaders to teach students to be upstanders, rather than bystanders. This means they become individuals who take a stand for their values and stand against injustice. They are challenged to speak up when those values are compromised or threatened. We encourage our future school leaders to do what is right and good for the community, thinking especially about those who are most vulnerable.

The Conceptual Framework

The Conceptual Framework is related to the College's vision statement, which states that "the college strives to develop competent, reflective practitioners who are technology leaders with a commitment to social justice and diversity." It is also directly tied to the ELMP's vision and mission statements. Essentially it is a reconciliation of the mission of the department with that of the college and the university.

The department places emphasis on ethical leadership within the perspective of equity and social justice. In admission practice, as well as, course content delivery, diversity is practiced and emphasized. The faculty in the department maximizes the use of technology in all appropriate aspects of its instructional delivery.

In order to achieve our vision, we have developed four themes to provide focus and direction. They are:

- Servant Leadership: Values direct social justice
- Competent Leadership: Theoretical foundations linked to grounded practice
- Technological Proficiency: Understanding appropriate, effective and efficient use
- Reflective Practice: Research-based, creative, higher-order thinking and practical application

Executive Master of Arts in Education Leadership, Management and Policy Program Schedule and Course Descriptions

- 6 credits (2 courses) per semester – 3 credits online and 3 credits on-campus
 - Two years to complete
 - 39 credits in total
-

ELMP 6666 – Supervision on Instruction and Evaluation

Theories, principles, and practices that determine effectiveness, efficiency and humane supervision at all levels of education. Emphasis on clinical supervision, new research in the field and better techniques for observation, evaluation, and in-service programs. Role play, case study, lecture with large and small group interaction employed to promote improved supervision. *3 credits.*

NELP STANDARDS ADDRESSED: 3.3, 4.1, 4.2, 4.3, 4.4

ELMP 7768 – Technology for Administrators

Introduction to use of technology in school administration and instruction. This course explores the benefits of using technology for communication, collaboration, and instruction on a broad scale from the perspectives of students, educators and administrators. Candidates in this course examine educational instructional strategies, issues, and concerns while connecting their findings to communities of learning. This includes technology literacy, curriculum and instructional design, evaluation and the creation of multimedia presentations to inform and educate students, educators and administrators.

NELP STANDARDS ADDRESSED: 1.2, 4.1, 4.4, 5.2, 6.1

ELMP 7772 – Leadership Dynamics: Analysis of Supervisor Behavior

Leadership traits, strategies and techniques used by administrators and supervisors to implement changes in our system of observation and evaluation. Theories, research results, clinical supervisory techniques and methods for humanely observing teaching practice, monitoring supervisory performance and evaluating in-service, internships and field experiences to improve instruction and reduce grievances. *3 credits.*

NELP STANDARDS ADDRESSED: 2.1, 2.2, 2.3. 5.1, 5.2, 5.3

ELMP 8891 – Directed Research in Administration and Supervision – M.A. Students

Presents research methodology and procedures in educational administration and supervision. Students develop a research project with the guidance of the professor. *3 credits*.

NELP STANDARDS ADDRESSED: 1.2, 3.1, 4.1a, b.

OR

ELMP 6005 – Statistical Methods – Ed. S. Students

Introduction to statistical methods needed for basic data analysis in educational administration. Included frequency distribution, graphic presentation of data, measures of central tendency, variability and linear regression/correlation. *3 credits*

NELP STANDARDS ADDRESSED: 1.2 & 4.3

ELMP 6665 – Curriculum Development and Evaluation

Evolving concepts of the curriculum. Philosophy of curriculum development, principles and procedures, essential tools, preparation, approaches, direct and indirect influences. Survey of current practices and trends. *3 credits*.

NELP STANDARDS ADDRESSED: 3.1, 3.2, 3.3, 4.2, 4.3, 4.4

ELMP 8983 Leadership and Management Assessment

The course is designed to develop and strengthen the leadership capacity of school leaders who have the skills, knowledge and disposition to implement a school mission and vision centered on student and staff learning and well- being while applying ethical behavior in their personal conduct and relationships with adults and students.

NELP STANDARDS ADDRESSED: 1.1, 1.2, 2.1, 2.2, 2.3

ELMP 7776 – Curriculum: Design and Engineering

Advanced course designed to provide program-engineering capability for elementary, secondary, and central office managers. Specific strategies for recasting curricula in light of the social demands for accountability-based education. Innovative organizational patterns that foster learning, instructional interventions, individualization, personalization, and mastery learning. *3 credits*.

NELP STANDARDS ADDRESSED: 1.1, 1.2, 3.2, 3.3, 4.3, 4.4

ELMP 6601 – Organization and Administration of Education

Comprehensive principles, historical background, and future perspectives. Innovative curricular, individualization and other new organizational patterns; general and clinical supervisory techniques and practices: human, technological and conceptual skills for effective school administrators; leadership patterns and pitfalls; generalist's view of school finances, school law, school business administration; human and public relations. *3 credits.*

NELP STANDARDS ADDRESSED: 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2

ELMP 6761 – Finance in Administration

Development of problems of school finance in the United States: sources of revenue, expenditures and indebtedness, fiscal problems, existing and proposed plans for school support. *3 credits.*

NELP STANDARDS ADDRESSED: 6.1, 6.2, 6.3

ELMP 7763 – Educational Law: State of New Jersey/Constitutional Law

Designed to help teachers and school administrators understand their legal status in the school. School laws of New Jersey. Emphasis on legislation and school decisions regarding contemporary problems, such as students' rights, teachers' rights, academic freedom. *3 credits.*

NELP STANDARDS ADDRESSED: 6.1, 6.2, 6.3

ELMP 8981/8982– Administrative Internship I & II.

The administrative internship is a culminating leadership experience that attempts to provide meaningful leadership-based activities within a school or district setting. The program is a 600-hour, year-long experience that is focused on the school/district in which the intern is presently employed. The experience spans two semesters.

A NJDOE certificated supervisor, principal, or school administrator serves as the primary mentor(s) to the intern. In addition, a Seton Hall University professor will serve as a liaison between the university, the mentor(s) and the graduate student/intern. *3 credits*

NELP STANDARDS ADDRESSED: Standards 1-8

EDST 7310 – Ethical Foundations/Professional Helping Relationships

This course examines the issues of justice and the natural law as related to aspects of education. Content concerns significant and fundamental moral issues in education today. *3 credits.*

NELP STANDARDS ADDRESSED: 1.1, 2.1, 2.2, 2.3

ELMP 6871 Principal as Catholic School Servant Leader

An exploration of the role of the principal with a particular focus on the vocation of servant leadership. Topics include leadership, the school as a parish or order-based institution and a community of faith, and the work of formation of faculty, students, and program. 3 credits

NELP STANDARDS ADDRESSED: 1.1, 2.1, 2.2, 2.3

ELMP 6872 Catholic Leadership and Identity, Ethos and Culture and Leadership Dynamics

An examination of key aspects of Catholic identity and belief, and an overview of some components of Catholicism, including aspects of Catholic history, doctrine, culture, judicial system, moral teaching and institutional life. This course is geared toward meshing excellent leadership skills and the Catholic mission. 3 credits

NELP STANDARDS ADDRESSED: 1.1 & 2.3

National Educator Leadership Preparation Standards (NELP)

Seton Hall University's M.A. & Ed. S. Degree and Certification Programs

Standard 1: Mission, Vision, and Improvement

Candidates who successfully complete a building-level educational leadership preparation program understand and demonstrate the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to collaboratively lead, design, and implement a school mission, vision, and process for continuous improvement that reflects a core set of values and priorities that include data use, technology, equity, diversity, digital citizenship, and community.

Standard 2: Ethics and Professional Norms

Candidates who successfully complete a building-level educational leadership preparation program understand and demonstrate the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to understand and demonstrate the capacity to advocate for ethical decisions and cultivate and enact professional norms.

Standard 3: Equity, Inclusiveness, and Cultural Responsiveness

Candidates who successfully complete a building-level educational leadership preparation program understand and demonstrate the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to develop and maintain a supportive, equitable, culturally responsive, and inclusive school culture.

Standard 4: Learning and Instruction

Candidates who successfully complete a building-level educational leadership preparation program understand and demonstrate the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to evaluate, develop, and implement coherent systems of curriculum, instruction, data systems, supports, and assessment.

Standard 5: Community and External Leadership

Candidates who successfully complete a building-level educational leadership preparation program understand and demonstrate the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to engage families, community, and school personnel in order to strengthen student learning, support school improvement, and advocate for the needs of their school and community

Standard 6: Operations and Management

Candidates who successfully complete a building-level educational leadership preparation program understand and demonstrate the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to improve management, communication, technology, school-level governance, and operation systems to develop and improve data-informed and equitable school resource plans and to apply laws, policies, and regulations.

Standard 7: Building Professional Capacity

Candidates who successfully complete a building-level educational leadership preparation program understand and demonstrate the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to build the school's professional capacity, engage staff in the development of a collaborative professional culture, and improve systems of staff supervision, evaluation, support, and professional learning.

Standard 8: Internship

Candidates successfully complete an internship under the supervision of knowledgeable, expert practitioners that engages candidates in multiple and diverse school settings and provides candidates with coherent, authentic, and sustained opportunities to synthesize and apply the knowledge and skills identified in NELP standards 1–7 in ways that approximate the full range of responsibilities required of building-level leaders and enable them to promote the current and future success and well-being of each student and adult in their school.

CAEP ADVANCED STANDARDS

Standard A.1: Advanced Preparation Content and Pedagogical Knowledge — The provider ensures that candidates for professional specialties develop a deep understanding of the critical concepts and principles of their field of preparation and, by completion, are able to use professional specialty practices flexibly to advance the learning of P-12 students toward attainment of college- and career-readiness standards.

A.1.1. Candidate Knowledge, Skills, and Professional Dispositions. Candidates for advanced preparation demonstrate their proficiencies to understand and apply knowledge and skills appropriate to their professional field of specialization so that learning and development opportunities for all P-12 are enhanced, through:

A.1.1.A. Applications of data literacy

A.1.1.B. Use of research and understanding of qualitative, quantitative and/or mixed methods research methodologies

A.1.1.C. Employment of data analysis and evidence to develop supportive school environments

A.1.1.D. Leading and/or participating in collaborative activities with others such as peers, colleagues, teachers, administrators, community organizations, and parents

A.1.1.E. Supporting appropriate applications of technology for their field of specialization

A.1.1.F. Application of professional dispositions, laws and policies, codes of ethics and professional standards appropriate to their field of specialization

Evidence of candidate content knowledge appropriate for the professional specialty will be documented by state licensure test scores or other proficiency measures.

Standard A.2: Advanced Preparation Clinical Partnerships and Practice --- The provider ensures that effective partnerships and high-quality clinical practice are central to preparation so that candidates develop the knowledge, skills, and professional dispositions appropriate for their professional specialty field.

Standard A.3: Advanced Preparation Candidate Quality and Selectivity — The provider demonstrates that the quality of advanced program candidates is a continuing and purposeful part of its

responsibility so that completers are prepared to perform effectively and can be recommended for certification where applicable.

Standard A.4: Satisfaction with Preparation – The provider documents the satisfaction of its completers from advanced preparation programs and their employers with the relevance and effectiveness of their preparation.

Standard A.5: Provider Quality Assurance and Continuous Improvement — The provider maintains a quality assurance system comprised of valid data from multiple measures, including evidence of candidates' and completers' positive impact on P-12 student learning and development. The provider supports continuous improvement that is sustained and evidence-based, and that evaluates the effectiveness of its completers. The provider uses the results of inquiry and data collection to establish priorities, enhance program elements and capacity, and test innovations to improve completers' impact on P-12 student learning and development.

ADMISSIONS PROCESS

Executive M.A. / Ed.S. Degrees & Certification Program

Application Requirements

Materials needed for acceptance into graduate degree program:

- \$75.00 Application fee
- Undergraduate GPA 3.0
- 3 Letters of Recommendation
- Official Undergraduate / Graduate Transcripts [B.A., B.S. and/or Advanced Degree(s)]
- NJ Standard/Provisional/SE Teaching Certification
- Résumé
- Profile / Vision Statement
- \$250 Deposit upon receipt of letter of acceptance
 - *Please mail check made out to Seton Hall University directly to:
Seton Hall University
Jubilee Hall, Room 134
c/o Mrs. Sheila Gardner
400 South Orange Ave.
South Orange, NJ 07079
- FAFSA - Mr. Gary Thomas 973-761-9104 or gary.thomas@shu.edu

Executive Master of Arts / Education Specialist Programs

Tuition and Fees

The cost of the Executive Master of Arts and Executive Education Specialist program is \$30,966.
The cost of the Executive Master of Arts and Executive Education Specialist program at Satellite locations is \$29,055

The cost of the National Online Ed Leadership MAE/Ed S program is \$26,520

The cost of the Catholic School Leadership MAE/Ed S program is \$25,428

In all three of these programs the tuition includes tuition, fees, eBooks, parking, and meals while on site for classes. A non-refundable deposit of \$250 is required at time of acceptance. During the two-year program, students are billed for the six (6) semesters the program runs, in line with federal aid disbursement dates.

PROGRAM	TUITION	TUITION PER COURSE	DISCOUNT %
Exec MAE/Ed. S. On-campus	\$30,966	\$2,382	37%
Exec MA/Ed. S. Satellite	\$29,055	\$2,235	41%
NOL MA/Ed.S.	\$26,520	\$2,040	43%
Catholic School	\$25,428	\$1,956	50%

All programs require a deposit of \$250 to hold a seat. Financial aid loans covering the entire cost of the program may be arranged through a financial aid officer thoroughly familiar with the nature of the Executive M.A. /Ed. S. Program format. Repayment is generally made over a 10-year period following program completion. Financial need is not a requirement for these loans. For more information or to apply for financial aid, please contact:

****Discounts are based on cohort tuition reductions less the Seton Hall University graduate tuition. For academic year 2020 – 2021 the university graduate tuition rate is \$1,304 per credit, \$3,912 per course. Therefore, a traditional student taking 39 credits will be charged \$50,856 tuition excluding fees, books, parking and any meals while on campus.**

FINANCIAL AID

The FAFSA must be submitted each academic year. Applications can be submitted online at www.fafsa.ed.gov. Seton Hall's school code is 002632.

Recommended completion date would be April 16 (after tax returns are completed as the new tax information is needed to submit the application).

Students may receive up to \$20,500.00 per year through the Federal Stafford Loan Program.

The Federal Stafford Loan Entrance Counseling Interview and Master Promissory Note must be completed before any Federal Loan funds can be disbursed to your account. The Entrance Interview and Master Promissory Note information will carry over from year to year therefore each of these items only need to be submitted one time.

The Federal Stafford Loan Entrance Counseling Interview can be completed on-line at www.mapping-your-future.org. Information on completing the Master Promissory Note will be sent to you once you have selected a lender for your loan (selection information will be included in your financial aid award letter).

Any account with a past due balance may be assessed a \$250 late fee. Due dates for each bill are provided in the SHU Technical Manual.

Any outstanding balance on your account will result in a HOLD being placed on your account. This hold will prevent you from being registered for your next module of courses, from receiving/reviewing your official transcript and from receiving your diploma upon completion of your program. The Hold cannot be removed from your account until the balance on the account has been resolved.

Please be sure to check your account status information through the Web for Students area of the Seton Hall website (www.shu.edu).

POST ADMISSION: ORIENTATION AND GENERAL INFORMATION

Cohort Student Orientations are typically held in the evening a week before the program starts (4:30 pm – 6:30 pm)

- **Purpose:** To more fully introduce new students to the ELMP program as a dinner/meeting, students will meet and have dinner (4:30 pm) with program staff and fellow students. The orientation begins at 5:15 pm and provides an excellent opportunity for cohort members to ask questions, learn more about the University, the curricular and instructional program, and our academic expectations.

Graduate Catalogue Handbook

- Students should consult SHU's online Graduate Catalogue, for detailed information about programs, degrees, etc. Cohort members will find it to be a great resource as you progress through your program. The Catalog contains valuable information to review, e.g., grading system, academic requirements, professional standards, and related policies and procedures. Please remember that updated information can always be accessed through our website at <https://www.shu.edu/academics/upload/Graduate-Catalogue-2019-2020.pdf>

Registration

- Registration for courses is completed for cohort students by our program secretaries. On-campus parking passes will be distributed at orientation, after students have filled out the appropriate forms. Textbooks will be e-books which will be downloaded to the student's device. These are purchased by our program secretaries and they will advise students in advance each semester when the e-books are available for use.

Username/Email Address/Password/CWID

- For assistance in navigating through the Seton Hall website (www.shu.edu) into the student's Blackboard Account, please call Seton Hall's Technology Helpdesk at 973-275-2222.
 - **Username:** usually, up to first six letters of last name, followed by at least the first two letters of first name (example: Joseph Smith would be smithjos). If your last name has fewer than six letters, use enough letters from your first name to have an eight-letter username.
 - **Email Address:** consists of your first and last name, followed by @ student.shu.edu (example: joseph.smith@student.shu.edu)
 - **Password:** first four letters of last name (IN CAPS), last four digits of your Seton Hall University CWID Number followed by two-pound (##) signs (example: SMIT1234##)
 - **CWID Number (Campus-Wide ID Number):** this eight-digit number is going to control your registration, billing and other records here at Seton Hall University.

KEY CONTACTS

Executive M.A. /Ed. S. Program

Program Staff			
NAME	TITLE	PHONE*	EMAIL/FAX
James A. Corino, Ed.D.	Executive Director	973-275-2356	james.corino@shu.edu
Albert Galloway, Ph.D.	Assistant Director	973-275-2417	albert.galloway@shu.edu
Sheila Kennedy Gardner	Program Coordinator	973-273-2813 Fax: 973-275-2253	sheila.gardner@shu.edu
Gary Thomas	Associate Director, Financial Aid	973-761-9104	gary.thomas@shu.edu
Diana Minakakis	Director of Graduate Admissions	973-275-2824	diana.minakakis@shu.edu

FACULTY DIRECTORY

Staff			
Last Name	First Name	PHONE NUMBER	EMAIL ADDRESS
Burns	Jason	(973) 275-2559	James.burns@shu.edu
Chen	Rong	973-275-2823	Rong.chen@shu.edu
Corino	James	973-275-2356	James.corino@shu.edu
Freidus	Alexandra	973-761-9397	Alexandra.freidus@shu.edu
Furman	Jan	973-275-2482	Jan.furman@shu.edu
Galloway	Albert	973-275-2417	Albert.galloway@shu.edu
Gutmore	Daniel	973-275-2853	Daniel.gutmore@shu.edu
Kelchen	Robert	973-761-9106	Robert.kelchen@shu.edu
Martinelli	Joseph	973-275-2733	Joseph.martinelli@shu.edu
Mitchel	Charles	973-275-2854	Charles.mitchel@shu.edu
Reid	David	973-761-9668	David.reid@shu.edu
Tienken	Christopher	973-275-2874	Christopher.tienken@shu.edu
Timmer	Jennifer	973-761-9093	Jennifer.timmer@shu.edu
Walker	Elaine	973-275-2307	Elaine.walker@shu.edu

UNIVERSITY OFFICES

OFFICE	CALL FOR	PHONE*	NOTE/EMAIL/FAX
Bursar/Financial Aide	Billing issues/account status	800-222-7183	Vickram Ramoutar, Bursar Operations 973-275-2581
Admissions	Requirements	973-761-9332	973-275-2050 (FAX)
Parking	Parking issues	973-761-9329	Ann Szipsky Ann.szipsky@shu.edu
Registrar	Registration issues, official transcripts, graduation information	973-761-9374	Autumn Bucior Registrar – 973-275-2259 (FAX) autumn.bucior@shu.edu
Technology Help Desk	For account; password, Blackboard issues or to talk to a technician M-F 8am-11pm	973-275-2222	Note: for “after hours” listen to options to leave a message or write to helpdesk@shu.edu
Closings/Delayed Opening	Seton Hall’s Homepage or PirateAlert**	973-761-9000	www.shu.edu piratealert@shu.edu

* The University currently has five different active exchanges in use. If you are given only the extension of an individual, they can usually be reached by dialing the University’s main number – 973-761-9000 – and then entering the extension number.

** See separate document for explanation and registration information.

ACADEMIC POLICIES AND PROCEDURES

Program Progression:

Executive M.A. & Ed. S. students enrolled in the ELMP degree program are required to be registered for each semester until all requirements for the degree are satisfied. Failure to register without being granted an official leave of absence is interpreted as a resignation from the program. A Change of Status application must be completed and approved before students may reenter the program.

Application for Degree

At the beginning of the final semester in which all requirements will be satisfied, students must have an Application for Graduate Degree on file with the Office of the Registrar in Bayley Hall. *It is the student's responsibility to apply for their graduate degree by logging into their PirateNet account and completing the form electronically.* The form will be processed only after all program requirements have been satisfied.

Eligibility for Degree

Students must be formally accepted as candidates for a specific degree with a declared major to be eligible for that degree. Only when the department chair/program director officially advises the Office of the Registrar that all requirements have been satisfied will the student's record be updated to reflect the award of the graduate degree. A minimum GPA of 3.0 is required for degree eligibility. Degrees for students in joint graduate programs must be awarded in the same semester. If a student completes one program before the second, the first degree will not be awarded until the student has established eligibility for both degrees.

Leave of Absence

A student who is unable to attend the university during a regular semester because of illness, family emergency, extraordinary job requirements, military service, or other factors may be granted a leave of absence without penalty. **The student must submit a written request for a leave of absence to their program director and to the Office of the Registrar. For more information and the form go to this page =>**<https://www.shu.edu/registrar/upload/Graduate-Request-for-Withdrawal-Form.pdf>

Except in the case of military service, a leave of absence ordinarily will be limited to one year. Students who have been granted such leave must apply for reactivation by the following dates:

July 1- Fall Semester
December 1- Spring Semester
May 1- Summer Session

When a student has been officially granted a leave of absence, that period of authorized leave shall not be counted toward the degree time limit.

Maintaining Good Academic Standing

A grade point average of 3.0 is considered the minimum standard for satisfactory completion of course works. Students who have accumulated two C grades or one F grade will undergo a record review by the appropriate faculty to determine future standing.

Grade Appeal Policy

As graduate students at SHU all students have the option of initiating a grade appeal for any individual assignment grade and/or any semester course grade they receive. The M.A./Ed.S. programs follow the guidelines for grade appeals described in the SHU graduate catalogue.

“A request for a grade change must be made in writing to the instructor no later than four months from the date of the submission of the final grade in the course...If the matter is not resolved within 10 class days from the submission of the request for change, the student has recourse to use the University grievance policy. If the dean’s office determines that extraordinary circumstances warrant a waiver of the grade change deadlines, that office can so certify to the Office of the Registrar to arrange for grade change processing.”
(SHU Catalogue, 2019-2020, p. 50)

Dismissal/Suspension

Dismissal and suspension are based on the student’s unsatisfactory academic progress; and therefore, the student is not in good standing with the university and is not eligible for financial aid.

Services for Students with Disabilities

Located in the Duffy Hall, Special Services provides academic and student support services for disabled students. Services include special parking permits, elevator keys, tutors, note takers, readers, textbook ordering and accommodations arrangements for test taking. Interested students may call Angela Millman, M. Ed. at 973-313-6003 for an appointment.

Academic Integrity

All university programs require high standards of academic integrity. All forms of dishonesty whether by act or omission, including, but not limited to, cheating, plagiarism and knowingly furnishing false information to the university are prohibited and may elicit university sanctions of suspension or expulsion. Please see 2019-20 Graduate Catalogue, Page 42 for more details.

Time Limit for Master’s Degree Students

Generally, cohort candidates for all Master’s and the Educational Specialist degrees are expected to fulfill all requirements for the degree within the two-year period after they have been formally accepted. Time extensions may be granted in unusual cases upon written application to the program director.

GETTING HELP: HOW TO GET HELP

Getting Help

Students who experience difficulty or have serious issues which effect their success within the program, contact program director. Please see below or refer to page 57-58 of the SHU Catalogue.

Counseling and Psychological Services (CAPS)

Director: Katherine Evans, Ed.D., Mooney Hall, Second Floor (973) 761-9500 Hours: Monday-Friday, 9 a.m.-5 p.m. Evenings and early morning sessions by appointment

<http://www.shu.edu/offices/counseling-services/index.cfm> Counseling and Psychological Services (CAPS) promotes student well-being by helping students overcome obstacles that may otherwise prevent them from attaining academic, personal and professional goals. Toward this mission, our trained professional staff of licensed and license-eligible staff psychologists and our psychiatrist provide a variety of psychological services as well as education, and general support to the campus community. All services are free and strictly confidential. CAPS is accredited by the International Association of Counseling Services. Services are consistent with the University's Catholic mission.

Crisis Services

In the event of a personal crisis, students may contact CAPS directly or call the Department of Public Safety and Security at (973) 761-9300 or 911 on campus. After hours, for health emergencies the 911 system activates an immediate response by EMTs, local police, and the Department of Public Safety and Security. Counseling professionals can be paged by the Department of Public Safety and Security to assist with urgent psychological crises after regular business hours (evenings and weekends).

Therapeutic Services

Psychological services are available to all enrolled undergraduate, graduate, seminary and law students. Services offered include –but are not limited to –the following: short-term individual counseling, group counseling, crisis intervention, psychiatric consultation, psychological evaluation and assessment, and sexual assault/trauma survivor support services. Referrals for longer term treatment in the larger community are also provided. The office is open from 9 a.m. to 5 p.m., Monday through Friday. To make an appointment, call (973) 761-9500 or come to CAPS on the second floor of Mooney Hall, room 27. Usually students will have their first appointment within a few days of when they call or come in. Students in crisis are seen immediately. After the initial interview, regular appointments can be conveniently scheduled. All services are free and strictly confidential.

Group Counseling and Therapy

CAPS offers a variety of counseling groups. Group counseling is a type of psychotherapy that provides the opportunity for small groups of students to share common concerns, explore personal issues, and learn new skills. Some groups typically offered throughout the academic year include Interpersonal Group, Transitions (for freshmen only), Men's Group, Family Matters, Journey through Grief, Managing Moods, and Anxiety and Stress Management.

Health Services

Director: Diane Lynch, M.S.N., FNP, BC303 Centre Street Phone (973) 761-9175; Fax (973) 761-9193 Hours: Monday-Friday, 8:45 a.m.-4:45 p.m. (appointments recommended)

<http://www.shu.edu/offices/health-services/index.cfm> Health Services is a campus medical facility that is accredited by the Accreditation Association for Ambulatory Health Care (AAAHC). The Health Services staff assists students in achieving and maintaining optimal health. The staff provides primary medical care emphasizing health education. The office provides a full range of primary care services, including assessment and treatment of acute illness, laboratory tests, allergy injections, treatment for sports injuries, men's and women's health care and immunizations. Commonly prescribed medicines are available for purchase. Referrals to specialists are available as necessary. Health Services supports the larger University community by serving as a clinical placement site for the School of Health and Medical Sciences and the College of Nursing. Required Health Records and Immunizations Health Services complies with New Jersey laws, the recommendations of the Centers for Disease Control and 58

Student Life

SETON HALL UNIVERSITY

Graduate Catalogue 2019-20 University policy by requiring all matriculated students to meet specified health requirements. The Health Form can be accessed via the department website. Failure to submit required health history and vaccine data will result in a registration hold. Mandatory Health Insurance All full-time students must carry health insurance. Full-time students who do not submit an electronic waiver form (located on PirateNet) will be automatically enrolled in the University-Sponsored Student Health Insurance Plan. For plan information and waiver deadlines, please review information on the website. Contact Student Services (973) 761-9075 if further information is needed.

Disability Support Services

Director: Angela Millman, M.Ed.67 Duffy Hall(973) 313-6003Hours: Monday-Friday, 8:45 a.m. -4:45 p.m. DSS@SHU.edu<https://www.shu.edu/disability-support-services>

Disability Support Services (DSS) is committed to providing equal access to all University programs and activities for students with disabilities. Policies and procedures have been developed to provide students with as much independence as possible, to promote self-advocacy, and to provide the same exceptional opportunities that are available to all Seton Hall students to students with disabilities. DSS collaborates closely with other University resources to provide a unique, integrated model to serve the needs of students with disabilities.

Academic Accommodations

All accommodations are determined on an individual basis for qualified students with documented disabilities in compliance with University policy, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the New Jersey Law against Discrimination (NJLAD) including but not limited to: Attention Deficit/Hyperactivity Disorder, Learning Disabilities, Chronic Medical Conditions, Psychological Disabilities, Traumatic Brain Injuries, Mobility Challenges, Sensory Impairments, Temporary Injuries & Medical Conditions Further information and specifics for all of these items are contained within the DSS web site: <https://www.shu.edu/disability-support-services>.

Students given an extension may have to repeat courses or enroll in new courses as stipulated by program directors.

Withdrawal from the University

By registering for classes, a student has entered a legal and binding contract to pay all tuition, fees, and housing charges with Seton Hall University. Non-attendance of classes does not constitute an automatic withdrawal. A formal withdrawal application must be submitted and approved through the Office of the Registrar in a timely manner. Non-attendance does not constitute a drop or a withdrawal.

Academic Integrity

I. Statement —The Department of Education Leadership, Management & Policy will not tolerate any form of academic dishonesty. Infractions will be appropriately penalized; students should understand that suspension or expulsion from the University is a possible result.

II. Definitions — “Academic Dishonesty” shall be understood to encompass at least the following:

Cheating — whether on tests or on other course assignments, whether by the giving, receiving, or taking of information.

Plagiarism — stealing and/or passing off as one’s own the ideas or words of another; using without crediting the source. It includes: (1) copying of text/research/assignments; (2) using someone else’s papers/research/assignments without permission and citation; (3) representing as one’s own work what is really the work of another person. This includes downloading from WEB sources.

III. Penalties:

1. A student determined to be cheating on any test or who plagiarizes on a course assignment will be penalized appropriately at the **discretion of the instructor**. This may include receiving a zero on the assignment or “F” for the course.
2. Notice that a student has cheated or plagiarized will be sent to the department chair. All cases of plagiarism resulting in an “F” for the course will be reported to the Dean. This can result in a recommendation to the Dean for suspension or expulsion from the university.
3. If the chair of the ELMP department finds that a student has been found to have committed acts of academic dishonesty in more than one ELMP course, the student is expelled from the ELMP program after due notice of the discovery. After one year, the department may rescind the expulsion upon the application of the student provided the student evidences a genuine, informed, and vigorous commitment to academic integrity to the satisfaction of the department’s faculty.
4. All department or instructor actions resulting from suspected violations of this policy will be taken in accordance with the students’ due process rights. Nothing in this policy statement shall be construed to preclude the department from taking appropriate disciplinary action against forms of academic dishonesty not stipulated here.

IV. Requirement – In order to maintain academic integrity and avoid plagiarism problems in all required work students must complete the Indiana University (I.U.) certificate, “How to avoid plagiarism.” Upon completion of the I.U. certificate, all students must provide evidence of success to the department by the end of the second semester to the program administrator.

Executive M.A. and Ed.S. Cohort Advisors

COHORT	M. A. ADVISOR	M. A.	Ed. S. ADVISOR	ED. S.	GRADUATION
MERCER	Tienken	5	Gutmore	8	December 2020
SHU 19	Reid	9	Corino	6	May 2021
BRG 4	Katz	6	Corino	9	August 2021
SHU 20	Tienken		Gutmore		May 2022
JACKSON	Corino		Galloway		August 2022

FINANCIAL AID

Gary Thomas, Associate Director of Financial Aid
Gary.Thomas@shu.edu /Phone: 973.761.9104 /Fax: 973.275.2847

E-BILLING

The fall 2010 semester introduced the University's move to e-Billing. There will be no further hard copy bills sent, just as there is no more hard copy grades mailed. To view and pay your bill, follow these steps:

- Log in to PirateNet with your username and password
- Click on the "My Info" tab
- Under My Account, click "View & Pay My e-Bill"
- Click "View and Pay My Bill" (This will have a description underneath which says reflects real time account statement. It includes any charges posted or payments made since your last e-Bill statement was generated.)
- Make sure pop-up blockers are turned off; a pop-up will open with the statement of account.
- Enter amount to pay. Once you confirm the total, click Pay Now.
- Options for online payment are e-check, MasterCard, and American Express.

*****PLEASE NOTE: Online credit card payments
are assessed a 2.3% convenience fee. *****

- Fill out the required information and click "Pay Now"
- You may wish to print the receipt for your records.

If you have trouble paying your bill, make sure pop-up blockers are disabled, make sure pop-up blockers are disabled and try using Mozilla Firefox.

PirateNet Login Instructions

Step #1

Go to <http://www.shu.edu>, click on "PirateNet" in the upper right hand corner of your screen.

- *Note:* You **MUST** login to PirateNet before or during your first week of classes.

Step #2

Login to PirateNet by entering your username and password.

- Your **username** is usually the first **SIX** letters of your last name and the first **TWO** letters of your first name. Last names with less than **SIX** letters will use full last name plus first letters of first name to make **EIGHT** letters.

Example: Sally Johnson: **johnsosa** (all in lower case)

*(If last and first names combined have less than **EIGHT** letters use both last and first names which will result in less than **EIGHT** letters for your username.)*

Example: John Smith: **smithjoh** (all in lower case)

- Your **password**, if your last name is **FIVE** letters or more, is initially set as the first **FOUR** letters of your last name in capital letters with the last **FOUR** digits of your Student ID (CWID) number, followed by two-pound signs (##). Last names with **FOUR** letters or less will use the first **TWO** letters of last name in caps and the first **TWO** letters of first name in caps followed by the last four numbers of SHU ID, followed by two pound (##) signs.

Examples:

John Smith: **SMIT1234##** ****ALL IN CAPS****

Sue Lee: **LESU1234##**

It is recommended that your password be changed after logging in for the first time.

Step #3

This is where students can access Seton Hall's portals and applications. Below are commonly accessed applications and students are encouraged to familiarize themselves with each application's services:

<https://www.shu.edu/business/piratenet-login-instructions.cfm>

SHU ONLINE TOOLS Via PIRATENET

PirateNet is the student portal into online campus services. You can access PirateNet by following this URL: <https://www.shu.edu/piratenet.cfm> or by selecting "PirateNet" on the shu.edu homepage. Once inside PirateNet, you will be provided access to a suite of online apps. Below is a listing of the most relevant ones.

- Outlook-shu.edu email application.
- *OneDrive* - online server space available to individual students
- *Blackboard* -- the primary platform for coursework: announcements, assignments, readings, etc.
- *SHU Portal* - this portal connects students with a suite of campus resources like academic and profile.
- *Banner: Self Service* - this portal takes you directly into registration and student records.
- *Pirate Alert* - sign up for Pirate Alert to receive notifications of campus emergencies and closures. Please note that the Piratenet page works best with the Okta app, which is an online password-keeper. You may find it easier to navigate Piratenet after installing the Okta app into your browser.

The Seton Hall system currently operates with pop-ups. If you have a pop-up blocker, please set your computer to allow pop-ups for the Seton Hall page (check the Tools menu located on the right-hand side of your screen). If you choose not to change the settings on your computer, you may have to hold down the CONTROL key on your keyboard to access your email.

If you would like to use your laptop for class and would like to be on the Seton Hall Website while on campus, you can bring your laptop and student ID card to Corrigan Hall – Room 29. Ask our friendly technology service people to set up your computer to access the Seton Hall network. It takes about 15 minutes. The hours for this service are M-F 8:00 am to 4:30 pm.

The regular contact information for Tech Services is 973-275-2222 or helpdesk@shu.edu. Their hours are Monday through Friday, 8:00 a.m. to 11:00 p.m.

E-Mail Guidelines

Access to computer systems and a network owned or operated by Seton Hall University is granted to Seton Hall students, faculty, staff, and alumni to promote legitimate educational, research and administrative efforts in keeping with the role of Seton Hall University as an educational institution.

- Guidelines for Appropriate Use of Computer Facilities

Use of the campus e-mail system is provided to the campus community to improve communication and, as with all computer systems and networks owned or operated by Seton Hall University, the University "...has specific rights of access; regulation of use; and resource allocation and management." (Appropriate Use of Computer Facilities. I.1.)

To conserve University e-mail/network resource, all "mass mailings" also known as Broadcasts are processed through the appropriate offices:

- Office of the President
- Office of the Executive Vice President
- Office of the Provost
- Office of Mission and Ministry
- Office of Board Affairs
- Human Resources
- Compliance Office
- Community Alert (Student Affairs)
- Parking Services
- SHUFLY
- Broadcast Account (IT Services)

In addition to e-mail communications with the University from the above offices, messages of interest appropriate for distribution to the University community can be posted via the Community Announcements database, University Calendar of Events and within Blackboard. Instructions on how to post to these databases can be received by calling the Help Desk at (973) 275-2222.

Bypassing the above offices in attempting to send unsolicited emails to large numbers of users is in violation of the above guidelines and will be penalized according to current policies governing employees and students. Sending and/or forwarding chain letters by the indiscriminate use of the Seton Hall University Name and Address Book is an example of such a violation.

In addition, all use of e-mail through University owned or an operated computer resource is governed by the applicable local, state and federal laws.

Reporting Violations

- Report e-mail violations to abuse@shu.edu
- Report University policy violations to the Compliance Office: Compliance_Office@shu.edu

University Policies/Standards

- Seton Hall University Policy Against Sexual Harassment - <http://admin.shu.edu/complianceprogram/sexualharassmentpolicy.html>
- Seton Hall University Policy Against Racial/Ethnic Discrimination - <http://admin.shu.edu/complianceprogram/raciaethnicdiscrimination.html>
- Catholicity Statement - <http://president.shu.edu/shucatholic.html>
- Student Standards of Conduct - http://studentaffairs.shu.edu/handbook/comstd_conduct.html

Internet Resources

The following is a list of web sites that track email hoaxes:

- <http://www.nonprofit.net/hoax/default.htm>
- <http://urbanlegends.about.com/>
- <http://www.hoaxkill.com/>

<https://www.shu.edu/policies/campus-email-use-guidelines.cfm>

Public Computer Lab Guidelines

The following is a list of guidelines that govern the use of the Public Computer Labs. PC Support Services reserves the right to alter this document to better meet the needs and goals of the Seton Hall Community.

Lab Access

- Only those who work for the university or are currently enrolled in classes at the university have the right to utilize the labs. Failure to show a SHU ID card upon request will result in your dismissal from the labs until such times as you are able to provide one.
- SHU alumni and University sponsored visitors may have guest accounts created to allow for temporary use of the computers in the labs. For more information about this service, please [click here](#).

Lab Etiquette

- Food and drinks are prohibited in the labs. If a customer is found violating this policy, he/she will be asked to put the food away or go elsewhere to eat.
- Multiple copies are not permitted in the labs. Not only is it unfair to other customers who are waiting, but it causes unneeded wear and tear on the printers. Copies should be made using a copier machine. An STA has the right to cancel any print job that involves multiple copies. A customer may be charged the cost of a ream of paper for printing excessive copies. PCSS reserves the right to determine what is viewed as excessive.
- PCSS reserves the right to dismiss any customer from the labs for any behavior that is deemed inappropriate in the lab environment. Any customer found to be stealing from the labs will lose lab privileges and will be prosecuted to the full extent possible.
- Please be respectful of others who are also using the lab. Customers that are playing music through the computer's internal speakers will be asked to use headphones or to turn the sound off. Customers that are speaking excessively loud will be asked to speak quietly or to take their conversation out of the lab.

Hours of Operation

- The hours of operation are determined by the Department of Information Technology. The objective is to provide adequate support to the Seton Hall Community. The Seton Hall Community is required to work within the confines of that schedule.
- Please plan your schedule accordingly. PC Support Services will not be able to extend hours of operation so that individuals can complete last minute work. You are required to comply when asked to shut down the computer you are using by any of the staff of PC Support Services.
- In order to accommodate varying demand throughout the semester, the Department of Information Technology will periodically alter the hours of operation to meet the increased or decreased needs of the community. For instance, during the week prior to and the week of final exams, lab hours are extended due to the high demand for lab time.

Equipment

- All the equipment and furniture in the labs are the property of the Department of Information Technology. Any person found to be destroying or defacing equipment or property will be held accountable for their actions.
- Use of the equipment in the labs is for purely academic purposes. If at any time you are found to be viewing inappropriate material or playing games, you will be approached by a Student Technology Assistant (STA) and asked to shut down the computer. Continued violation will result in the loss of lab privileges.
- PCSS has a staff of trained technicians who maintain the equipment in the lab. When equipment is not functioning properly, it should be brought to the attention of the Student Technology Assistant in that lab. A user should never attempt to repair any of the equipment in any of the labs. The user will be held accountable for any additional damage done in the process and risks the loss of lab privileges.

Student Technology Assistants

- The STAs, who will be sitting in the designated "Lab Consultant" stations and will be wearing maroon uniforms, are representatives of the Department of Information Technology. Requests made by the STA should be respected and complied with.
- STAs are stationed in the labs to provide the best support possible for technology-related issues. While they will be happy to assist any customer that needs help with any University software, it is suggested that those who are unfamiliar with any software contact the Computer Training Classroom (CTC) for extensive training on the use of any unfamiliar university supported software. The CTC offers both face to face and online training sessions throughout the year. For more information about all of the services that the CTC provides, please [click here](#).
- STAs have been trained on customer service skills and are expected to treat all individuals with courtesy and respect. In return, we kindly ask that you do the same.
- If you have any concerns regarding the performance of any of the STAs, please contact the Technology Service Desk at (973) 275-2222 or via e-mail at servicedesk@shu.edu.

Security

- Do not share your password with anyone.
- Be sure to completely log out of your account when you are finished working on a public lab computer. Gather all belongings (including any keys, USB drives, personally identifiable printouts, etc.) before leaving the lab. Do not leave any print outs by the printers.
- It is recommended that those who left any personal items in the labs return to that lab as quickly as possible. Please see the STA in the lab to see if they have secured your personal belongings. If you are unable to return to the lab in a timely manner, contact the Technology Service Desk at (973) 275-2222 or by e-mail to servicedesk@shu.edu.

PC Support Services welcomes all comments and concerns that you may have regarding our services and equipment. All comments and/or concerns should be directed to the Public Lab Office located on the 1st Floor of Corrigan Hall, or to the Technology Service Desk by phone at (973) 275-2222 or by e-mail at servicedesk@shu.edu. <https://www.shu.edu/technology/public-computer-lab-guidelines.cfm>

Library Schedule

Walsh Campus Library (<https://library.shu.edu/library>):

The Walsh Library opens at 11am on weekends during regular semesters and at 9am during summer weekends. Please visit the SHU library landing page to see detailed hours. Inside the library, desktop computers are available for students. Type in one's PirateNet login credentials to gain access. Study desks are available on floors 3 and 4 for student use.

Online Library Services (selected list)

- Item Search--Use basic search to locate any item in the library holdings including books, journals, and multimedia.
- Library Account--View current items checked out, renew current items, and place items on hold.
- Interlibrary Loan--Use this service to request research articles and books from any participating library nationwide. Articles are delivered electronically via email. Physical books are delivered to the SHU library for student pick-up.
- Research Databases-- JSTOR, ERIC, and Academic Search Complete, among others.
- *Chat option* with a reference librarian
 - For circulation assistance, please call 973-761-9435
 - For reference assistance, please call 973-761-9437

You may also contact the Library www.shu.edu

- Click LIBRARIES (left hand column)
- Under the column labeled HELP, click ASK-A-LIBRARIAN

**** Hours are subject to change. Please check the SHU website for exact times.**

website = <https://library.shu.edu/library>

Transcript Requests

The Office of the Registrar is responsible for processing transcript requests. All transcripts cost \$6 per copy. In order to receive a copy of your transcript, you can follow these steps:

Go to the website: <https://www.shu.edu/registrar/registrar-transcript-requests.cfm>

Current Students

To request a transcript you must login to your PirateNet account. This is the only method by which current students may request a transcript. Transcript requests should be submitted well in advance of any deadline. Normal processing time is 2-4 business days from the time the transcript request is received.

- Log into PirateNet
- Click on *Academics*
- Go to *Student Records*
- Click on *Request Official Transcript*

A \$6 charge will be applied to the student account for each transcript.

Graduates and Former Students Not Currently Enrolled

Seton Hall University utilizes an online transcript ordering service offered through National Student Clearinghouse. This system allows you the convenience and efficiency of ordering your official transcripts via the Web at any time, 24/7. You can order as many transcripts as you like in one online session using any major credit card. Each transcript costs \$6.

To order your transcript, [click here](#) » OR visit <http://www.studentclearinghouse.org/>.

- Click on *Order Track Verify*
- Click *Order or Track a Transcript*
- Select Seton Hall University from the drop-down menu
- Click *Submit*

If you have questions, please contact us at (973) 275-2570 or (973) 275-2285 or email us at transcripts@shu.edu. You can also visit the Office of the Registrar in Bayley Hall, Room 14.

POLICIES AND PROCEDURES

CAEP Mid -Program Assessment Center

This activity is administered to our advanced degree students at the midpoint of our program. It is a non-graded leadership activity which assesses student knowledge and verbal communication skills. The Assessment Center includes three simulated supervisory/administrative activities related to the current National Education Leadership Preparation (NELP) Standards.

The assessment is administered to each student by two assessors. One of the assessors is a Seton Hall University Professor and the second assessor is a certificated supervisor, principal or superintendent considered by our ELMP Department to be an expert practitioner in the field. The time allocated for the assessment is limited to 45 minutes. Within the three assessments, six of the eight NELP standards have been incorporated. Student responses will be limited to 10 minutes for each of the three assessments with 1-2 minutes built into each for the purpose of flexibility.

There is a 15-minute break for the assessors to complete the informal evaluation and to offer commentary and constructive feedback to the student. The feedback is related to the Learning Assessment Center Rubric and the results will be shared with both the SHU Administrative Internship advisor and the student's internship mentor. This information should be used to form some of the internship activities/experiences to allow for greater student insight and growth in perceived areas of need as an aspiring school leader.

NELP STANDARDS ADDRESSED: Standards 1, 3 & 6

PROGRAM QUALITY ASSURANCE

The ELMP Department collects student input via online surveys as one way to assure program quality. The course evaluation is given to students at the end of each course giving them the opportunity to provide feedback on their experience throughout the semester. Each survey is anonymous and allows students to respond about the quality of the course, reporting on specific components of the course, while providing feedback to professors for the purpose of enhancing the course content, instructional strategies and outcomes. The evaluation is a Qualtrics survey anonymously completed online at the end of each course. Once students have completed the program, they are invited/encouraged to participate in an online exit audit. At the one-year mark following program completion, students are asked to complete an alumni survey. The course evaluation, as well as, exit and alumni survey data are reviewed each semester by the program director and department chair. Decisions and specific action steps are taken based on findings. Other methods of quality assurance include a system of monitoring student grades by cohort advisors, a mid-progress Assessment Center, and a commitment to having SHU full-time professors teach or co-teach all ELMP courses

GRADUATE CATALOGUE

Seton Hall University's
Graduate Catalogue
is available online at

www.shu.edu/academics

Please reference the catalogue before contacting the Program Office.

What you will find:

- Quick reference for all graduate programs
- Course descriptions
- Admissions requirements and application procedures
- How to contact the departments for more information
- List of professors
- An updated version each year with the latest information

ACCOUNT HOLDS

If you have a financial or academic hold, you will not be able to be registered. In this case, the system will advise you that a Hold is preventing your registration. Contact the Office of Enrollment Services for information and assistance.

If you have a Hold that prevents your registration, you can check the web to find out the specifics. From the **Student Services** menu, click on **Holds** under the **Student Records** sub-menu. To resolve your hold, contact the appropriate office for information and assistance.

The following information represents contact points for holds on a student's account that prevents their registering:

CODE	CONTACT OFFICE	REASON FOR HOLD
AD	Registrar	At non-matriculated credit limit
BA	Bursar	Bad Address
IM	Health Services	Immunization problem
PP	Bursar	Must resolve current balance and pre-pay future charges
RC	Bursar	Bad check
YM	Bursar	Must resolve balance
Holds Placed by Academic Dean		
	Dr. Joseph Martinelli	Students with an academic hold must contact their advisor prior to approaching the Dean.

Students with financial holds must attempt to resolve their balances. Delaying registration until September may eliminate options for resolution of payment/financial aid difficulties. Your registration may then be prohibited unless full payment is made before registration.

DEPARTMENT OF EDUCATION LEADERSHIP,
MANAGEMENT AND POLICY
ATTENDANCE POLICY

Student attendance in courses is crucial to academic success and maintaining a high-quality educational environment. As such, all students must attend at least 75% of the in-seat hours of all course for which they are registered. Individual programs may choose to set more stringent attendance requirements. A student who is unable to attend 25% or more of a course must either:

- (a) take that course again in its entirety at another scheduled time; or
- (b) take another course if the course in question is an elective

If a student is unable to attend at least 75% of the in-seat hours for a class and cannot meet the aforementioned conditions, the student will not receive credit for the course. Individual programs may choose to set more stringent attendance requirements. Rare exceptions to this policy will only be considered for severe illness, family emergency, extraordinary job requirements, military service or other circumstances deemed exceptional and/or extraordinary. In all cases, a student must submit in a timely manner (no later than one week after the missed class if at all possible) a written request for consideration of the exception to their course instructor and the ELMP department chair. The decision of the chair will be final. Failure to adhere to this policy can be considered grounds for dismissal from the program and/or failure of the course in question.

EXECUTIVE M.A. & ED.S. COHORT
ATTENDANCE POLICY

Students must be in attendance for *all* on-campus sessions. Each weekend session is the equivalent of 18 class hours. Two weekends constitute an entire course – 36 hours.

In view of the format and structure of this ‘blended’ in-seat and online accelerated program, absence for any reason will be deemed as a serious violation of academic requirements. Non-attendance of one weekend of in-seat classes (or the equivalent of 50% of online academic requirements) for any reason, will necessitate repeating the entire course. In all cases of absence, prior notification and documentation will be required. Any consequence or remedy will be at the discretion of the professor. Issues of excessive absences may result in a referral to the department chair.

Writing Center

The purpose of the Seton Hall University Writing Center is to provide support for all students, staff, and faculty who require assistance with writing. Though the Writing Center commits a great deal of its resources to the First-Year Writing Program, we are open to anyone who is affiliated with the University - alumni, current students, faculty, administrators, and staff.

Online Tutoring is available for seniors and graduate students at the following link <http://academic.shu.edu/owl/>. Students may submit their work through a valid SHU e-mail and expect to a turnaround of two to five working days.

LEAVE OF ABSENCE REQUEST FORM

Executive Master of Arts and Education Specialist Degree Program Seton Hall University's College of Education and Human Services Department of Education Leadership, Management and Policy

Please note the following regulations and refer to the Graduate Catalogue for additional information. Please click the following link to access the Leave of Request form:

<https://www.shu.edu/registrar/upload/Graduate-Request-for-Withdrawal-Form.pdf>

- ❖ A student who is unable to attend the University during a regular semester because of illness, family emergencies, extraordinary job requirements, military service, or other factors may be granted a leave of absence without penalty.
- ❖ The student must prepare a formal written request and attach it to this form and submit it to their program director, who will forward the approved request to the Office of the Registrar.
- ❖ Except in the case of military service or other extenuating circumstance, a leave of absence ordinarily will be limited to one year.
- ❖ Students who have been granted such leave must apply for reactivation by the following dates: July 1 for the Fall Semester, December 1 for the Spring Semester, and May 1 for the Summer Semester.
- ❖ When a student has been officially granted a leave of absence, that period of authorized leave shall not be counted toward the degree time limit.
- ❖ A request for an extension of the Leave of Absence must be prior to the end of the approved one-year period. The student is responsible to notify in writing the Program Office of their intention at that time.

COLLECTION OF PERSONAL CONTACT DATA

FOR EMERGENCY NOTIFICATION SYSTEM

Policy Description

1. Overview and Policy Statement

The University has contracted with an outside vendor to provide the University community with emergency notification services in times of emergency. These emergency notices will be broadcast by voice mail, e-mail and text messages. This system will only be used in the case of an emergency in which the safety and well-being of our community is threatened, or the normal operations of the campus are disrupted. Therefore, it is important that as many members of the campus community as possible participate in this system. The University also respects the right to privacy of all its students and employees. Therefore, as part of the emergency notification system, the University will defer to anyone's decision not to have personal contact information, beyond their University e-mail address, included in the system.

2. Procedure

The University will, as a matter of course, collect and maintain contact information (including, but not limited to, e-mail address and cell phone number) for all current students and employees. Student information will be collected each year as part of registration. Employee information will be collected through the Banner Self Service system. Information on both students and employees will be stored in the Banner system and uploaded by the University into the emergency notification system. The University will upload whatever contact information it has on students and employees, but it is the responsibility of each person to manage their own contact information and preferences through the vendor's Web site. Regular updates from the Banner system will be scheduled to add new students and employees, as well as to delete those who have left the University.

The first time that the emergency notification system receives contact information for any member of the University community, the system will issue a message to the individual's University e-mail account to confirm registration in the system. This e-mail message will instruct the user to visit the service provider's Web site to update their contact preferences. Individuals can manage their contact preferences through the service provider's Web site and can choose to remove contact information for personal phone or e-mail accounts. However, the e-mail address for each individual that is provided by the University will always remain in the system. If no reply is made, then the individual will default into the emergency notification system with whatever contact information has been provided by the University. The University will maintain a link on its Web site with system and individuals will be able to manage their contact information in the system at any time through this site.

3. Responsible Offices

Public Safety and Security will oversee the emergency notification system and the information processes that support its functioning. The Registrar's Office will collect and maintain student contact information. The Technology Manager for Human Resources will collect and maintain employee contact information. The Office of Information Technology for Student Affairs and Enrollment Services will be responsible for managing the transfer of data from Banner to the emergency notification system and for maintaining the University's emergency notification Web site.

4. Responsible Executive

The Assistant Vice President for Public Safety and Security will be responsible for the overall administration of the emergency notification system. The Director of IT for Student Affairs and Enrollment Services will assist in the management of the data bases that support the system.

<https://www.shu.edu/policies/personal-contact-data-collection-emergency-notification-system.cfm>

PIRATEALERT: EMERGENCY NOTIFICATION SERVICE

Seton Hall University has instituted a comprehensive emergency notification system called PirateAlert to further enhance the University's emergency preparedness. PirateAlert leverages the InstaCom Campus Alert system from Everbridge, the leading provider of mass notification solutions.

PirateAlert will be used solely for the purpose of alerting the Seton Hall University community in an emergency. These emergency notices can be delivered via phone calls, text messages to mobile devices, and e-mail. All students, faculty, and staff can manage their own contact information and choose the contact methods that they prefer by accessing the Everbridge Web site: www.everbridge.com.

The University loads all students, faculty, and staff information - including Seton Hall University e-mail address, personal e-mail address, and phone numbers - to the Everbridge Web site from the University's databases. Each student is responsible to update his/her information on the Everbridge Web site. Registration information will be emailed to each person's Seton Hall University e-mail address.

Seton Hall University is concerned about the security of every member of the University community, but we also respect your privacy. Therefore, anyone can decide to withhold or withdraw personal phone or e-mail information from the Everbridge system. However, everyone will be required to enable notifications to their Seton Hall University e-mail address.

Any questions regarding the PirateAlert registration process, including authorization code inquiries for your account, should be directed to piratealert@shu.edu

Prerequisites:

There are no preconditions for receiving PirateAlert notifications.

Process:

You are automatically added to the PirateAlert system when you register for classes or become an employee at Seton Hall University. Your contact information in Banner has been loaded into the PirateAlert system.

Frequently Asked Questions:**What is PirateAlert?**

PirateAlert is an emergency notification system for the South Orange campus and the Law School in Newark. This system is used to keep you informed in an emergency.

What is Everbridge?

Everbridge is the provider of the Seton Hall University mass notification system. Everbridge is a global provider and leader in mass notification systems.

How will I receive PirateAlert messages?

You will receive PirateAlert messages using the following contact methods:

- Message to your cell phone
- Text message to your cell phone
- E-mail to Seton Hall University e-mail
- E-mail to Personal e-mail
- Home Phone
- Business Phone

When will I get PirateAlert messages?

You will receive PirateAlert messages:

- In the event of a dangerous situation on campus that threatens your personal safety;
- When classes are canceled because of weather conditions or a power outage, etc.

How will I know the message is from PirateAlert?

The message sender will appear as follows:

- For a text message: 893-61
- For a phone call: (973) 761-9000
- For an e-mail: PirateAlert@shu.edu

How do I subscribe to the PirateAlert system?

You are automatically added to the PirateAlert system when you register for classes or become an employee at Seton Hall University. Your contact information in Banner has been loaded into the PirateAlert system.

I previously signed up for Clear Text. Is my information added to the PirateAlert system?

Yes, the information in Clear Text for current students, faculty, and staff have been added to the PirateAlert system.

How do I get login information to the PirateAlert system?

You will receive an e-mail, requesting you to register with Everbridge. When you register, you can choose a member id and password that you remember easily.

How do I update my contact information in the PirateAlert system?

Log into PirateAlert at www.everbridge.com. Update your contact information. Make sure you select a priority number for each of your contact paths. If you have an N/A next to a contact path, you will not be contacted using that path.

What is the difference between Emergency Priority and Standard Priority?

Emergency Priority is for emergency messages and is given the highest priority. Standard priority messages are given less priority. Please select priority values for both Emergency Priority and Standard Priority paths. Seton Hall University will use the priority method that is appropriate to the situation.

Do I have to confirm receipt of the message? What happens if I don't?

Though receipt confirmation is not required, it is desirable for you to do so if possible. When you confirm that you have received the message, you free up system resources to contact other members of the University community who may not have gotten the message yet. In an emergency, this will save valuable time – and, possibly, lives.

Will I receive duplicate PirateAlert messages?

You may receive duplicate messages if you do not confirm receipt of the message. The system will cycle through your contact paths 3 times. Once you confirm receipt of the message or after it cycles through your contact paths 3 times, the PirateAlert system will cease trying to contact you for that message broadcast.

Why am I not getting PirateAlert messages on a contact path I designated?

Possible reasons include:

- You may not have indicated a priority code next to the contact path.
- You may not have indicated a priority for both Emergency Priority and Standard Priority. (For example, if the message was sent with Standard priority and you do not have a priority value for that contact path for Standard priority, you will not be contacted on that path)

Will Seton Hall University be testing the PirateAlert system?

Yes, the University will test the PirateAlert system at least once per semester. The campus community will be notified in advance of such tests.

Is there a charge for subscribing to receive messages via PirateAlert?

There is no charge to you for using the PirateAlert system. This is a service that the University provides to help keep our community safe.

Can I choose not to participate in the PirateAlert system?

No. PirateAlert will be used to communicate urgent information to students, faculty, and staff in an emergency. For that reason, Seton Hall University requires that all members of the

University community receive PirateAlert messages to their University e-mail account. The University also encourages you to provide current information for all contact paths that you have available to you. You can always change your contact preferences at any time by accessing the Everbridge Web site.

You will be automatically removed from the PirateAlert system if you are not registered for classes, or if you are no longer employed or affiliated with Seton Hall University.

Will I be notified when my subscription to PirateAlert is deactivated?

Students and employees who leave Seton Hall University will *not* be notified when their subscription to PirateAlert is deactivated.

We are providing directions to the University by automobile. For train, bus and nearby States directions may be obtained by going to the University's main website www.shu.edu

EMERGENCY CLOSINGS/NOTIFICATIONS

FOR ELMP OFF- CAMPUS SATELLITE STUDENTS

Emergency closings for inclement weather conditions or any other serious/extenuating matters will rest solely with the institution where cohort classes are being held. In the event of an emergency closing you can call the institution where your class is being held or visit their website. You can also listen to radio and watch TV for weather related closings.

Additionally, you will also be notified by Seton Hall University's Office of the Department of Education Leadership, Management and Policy of closings as we are notified of such. You can expect to receive a call and/or email notification.

In all cases, your safety and well-being is our number 1 priority. Use good judgment and care when making travel plans.

Directions to Seton Hall University

280 East

Take the Center Street, Orange Exit 11. Turn right onto South Center Street (South Center Street becomes Centre Street.) Follow it approximately 2 miles to the intersection of South Orange Avenue and Centre Street. Enter the University through the Farinella Gate across the intersection on South Orange Avenue.

280 West

Take Exit 11B, Day Street/Essex Avenue, Orange. Off-ramp becomes Freeway Drive West. Make a left at the second light onto South Day Street (Joyce Carnegie Place). Make a left at the next light onto Freeway Drive East. Turn right at the next light onto South Center Street. (South Center Street becomes Centre Street.) Follow it approximately 2 miles to the intersection of South Orange Avenue and Centre Street. Enter the University through the Farinella Gate across the intersection on South Orange Avenue.

78 West (Local)

Take Exit 49B (Maplewood). Stay to the right off the exit. Make the second right, which is a jug handle, and cross over Springfield Avenue onto Valley Street. Take this street approximately 3 miles to South Orange Avenue. Turn right and proceed 1 mile to the University. Enter through the Farinella Gate on the right.

78 East

Take Exit 50B (Millburn), and turn right onto Vauxhall Road. Go three lights and bear right onto Valley Street. Take this street approximately 3 miles to South Orange Avenue. Turn right and proceed 1 mile to the University. Enter through the Farinella Gate on the right.

Garden State Parkway (North or South)

Take the Garden State Parkway to Exit 145. Follow directions for 280 West.

New Jersey Turnpike

Take the New Jersey Turnpike to Exit 15W. Follow directions for 280 West.

Take Route 84 West into New York State. Take 684 South toward White Plains/Tappan Zee Bridge. Take 287 West over the Tappan Zee Bridge. Take Exit 14A (Garden State Parkway South) to Exit 145. Follow directions for 280 West.

GRADUATION

New Jersey Certification Instructions

Graduation Requirement

Successful completion of the 39 credits M.A. & Ed. S. degree program as delineated above.
Exit/Graduation Requirements include a minimum 3.0 Grade Point Average.

New Jersey Department of Education (NJDOE) Certifications

Successful completion of our ELMP Programs meet all NJDOE course requirements for administrative endorsements. The principal and superintendent/chief school administrator endorsements require the candidate to successfully pass the appropriate PRAXIS examination. Candidates should reference the NJDOE website for updates of credential and licensure information.

Administrative certification in New Jersey is not a difficult process:

- Student completes administrator preparation program and passes the appropriate Praxis test(s).
- Student completes the Application for Certification, submits the application and fee (money order) by March 31st (May Graduates), July 14th (August Graduates), and October 31st (December Graduates) to the Office of the Associate Dean for Academic Affairs.
- The Degree is awarded by the Registrar's Office when all courses are completed, and grades have been posted.
- The Office of the Associate Dean submits applications electronically to the NJ Department of Education, Office of Certification and Induction. The student will receive an email from the NJ Department of Education, stating the application has been submitted. If any information is incorrect on the email, please contact the Office of the Associate Dean for Academic Affairs.
- Once the applications are at the state level, it takes approximately 10-14 working days for the certificate to be issued. Certificates will be available online, the NJ Department of Education for the student to print.
- Contact information:
Dr. Joseph Martinelli
Associate Dean
(973) 275-2733
joseph.martinelli@shu.edu

New Jersey Department of Education
ADMINISTRATIVE CERTIFICATION
(Office of Licensure & Credentials)

Go to web site: <https://www.state.nj.us/education/license/admincert.htm>

* Students should check this website periodically as certification requirements are subject to change.

** Certification Read sub-chapter 6A:9-3.4 for additional details regarding the license codes!

State of New Jersey Department of Education Licensure & Credentials
ADMINISTRATIVE CERTIFICATION

All candidates for administrative and supervisory certification, except as indicated in N.J.A.C. 6A:9B-12.7, must hold a master's or higher degree from a regionally accredited college or university. The following administrative endorsements are available:

1. 6A:9B-12.4 School administrator
2. 6A:9B-12.5 Principal
3. 6A:9B-12.6 Supervisor (Standard only)
4. 6A:9B-12.7 School business administrator

Specific details on the coursework and requirements for obtaining New Jersey administrative certification are available in the [New Jersey Licensing Code](#) starting on page 172.

It is strongly advised that all applicants become thoroughly familiar with the information provided in the [New Jersey Licensing Code](#), which outlines the specific requirements for each certification and endorsement.

(a) **The school administrator** endorsement is required for any position that involves services as a district-level administrative officer. Such positions shall include superintendent, assistant superintendent, and director. Holders of this endorsement are authorized to provide educational leadership by directing the formulation of district-wide goals, plans, policies, and budgets, by recommending their approval by the district board of education and by directing their district-wide implementation. Holders of this endorsement are authorized to recommend all staff appointments and other personnel actions, such as terminations, suspensions, and compensation, including the appointment of school business administrators, for approval by the district board of education. Holders of this endorsement are authorized to direct district operations and programs, and to supervise and evaluate building administrators and central office staff, including school business administrators. They are also authorized to oversee the administration and supervision of school-level operations, staff and programs.

(b) **The principal endorsement** is required for any position that involves service as an administrative officer of a school or other comparable unit within a school or district. Such positions shall include assistant superintendent for curriculum and instruction, principal, assistant principal, vice-principal and director. Holders of this endorsement are authorized to provide educational leadership by directing the formulation of goals, plans, policies, budgets and personnel actions of the school or other comparable unit, and recommending them to the chief district administrator, and by directing their implementation in the school or other comparable unit. Holders of this endorsement also are authorized to direct and supervise all school operations and programs, to evaluate school staff, including teaching staff members and to direct the activities of school-level supervisors.

(c) **The supervisor endorsement** is required for both supervisors of instruction and athletic directors who do not hold a standard principal's endorsement. The supervisor shall be defined as any school officer who is charged with authority and responsibility for the continuing direction and guidance of the work of instructional personnel. This endorsement also authorizes appointment as an assistant superintendent in charge of curriculum and/or instruction.

(d) **The school business administrator** endorsement is required for the chief financial officer of a district. Such positions shall include assistant superintendent for business and school business administrator. Holders of this endorsement are authorized to perform duties at the district level in the areas of financial budget planning and administration, financial accounting and reporting, insurance/risk administration and purchasing. Holders of this endorsement may also engage in facilities planning, construction and maintenance, personnel administration, administration of transportation and food services, and central data processing management.

*ELMP students may need to complete 2 additional courses, i.e., economics and accounting on the undergraduate or graduate level to meet NJDOE State certification for this endorsement.



Campus Map Legend

- | | | |
|---|---|--|
| 1A. Bethany Hall | 18. Stafford Hall | 36. Public Safety and Security |
| 1. Farinella Gate | 19. Power Plant | 37. Ward Place Gate |
| 2. Arts Center
(Carriage House) | 20. Lewis Hall/Immaculate
Conception Seminary | 37A. Ward Place Pedestrian Gate |
| 3. Cabrini Hall | 20A. Alumni Hall | 38. Green Area Gate
(restricted access) |
| 4. Neumann Hall | 21. Alfieri Hall | Off Campus: |
| 5. Serra Hall | 22. Chapel of the
Immaculate Conception | 39. George M. Ring Building
(University Advancement) |
| 6. Fahy Hall | 23. Presidents Hall | 40. Saint Andrew's Hall
(College Seminary) |
| 7. South Orange Avenue
Pedestrian Gate | 24. McQuaid Hall | 41. Health Services |
| 8. Xavier Hall | 25. Wilden Place
Pedestrian Gate | 42. Turrell Manor |
| 9. Caroline D. Schwartz
College of Nursing
Building | 26. Aquinas Hall | 43. 525 South Orange Avenue |
| 10. Arts and Sciences Hall | 27. Corrigan Hall | 44. 519 South Orange Avenue
(Public Relations & Mktg.) |
| 11. Duffy Hall | 28. Bayley Hall | 45. Martin House |
| 12. University Center | 29. Jubilee Hall (Market) | |
| 12A. Theatre-in-the-Round | 30. Boland Hall | |
| 13. Athletic Center | 31. McNulty Gate (closed) | Not Pictured: |
| 14. South Centre Street
Pedestrian Gate | 32. Galleon Lawn | - Seton Hall School of Law, |
| 15. Walsh Library | 33. Science and Technology
Center (McNulty Hall) | - Ora Manor, 324 Valley
Street, South Orange |
| 16. Mooney Hall | 34. Gerety Hall | - Interprofessional Health
Sciences (HIS) Campus,
Nutley/Clifton |
| 17. Marshall Hall | 35. Physical Plant | |

