



# THE GRADUATE SCHOOL

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## MASTER OF EDUCATION (MEd) – SCHOOL BUSINESS OFFICER

### PROGRAM OBJECTIVES:

The purpose of the MEd-School Business Officer program is to develop well-trained and licensed school business officers who understand not only financial procedures and practices, but also how these practices connect to the goals of improving student learning and creating conditions that support effective teaching.

### ADMISSIONS REQUIREMENTS:

- A completed application form, available from the Graduate School office, and a \$35.00 nonrefundable application fee made payable to Salem State College.
- A complete, official transcript documenting the award of a Bachelor of Arts/Science degree.
- Official transcripts of any graduate courses taken or degrees held in MEd, MA (in Education), or MAT.
- Official copy of test results taken within the last five years documenting satisfactory performance on either the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). Those who already hold a master's degree are exempt from this requirement.
- All students for whom English is not a first language must submit satisfactory scores on the Test of English as a Foreign Language (TOEFL).
- Three completed Reference for Graduate Admission forms. These forms are available with the application or online. Please include references from people who have known you in both professional and academic capacities. Completed reference forms may have a letter attached to them.
- A 500-1,000-word, double-spaced statement of purpose addressing the following questions:  
What factors in your personal and professional history have influenced you in the past and now lead you to seek admission to this program at Salem State College?  
What are your long-term professional goals, and how will this program help you meet them?  
Is there any other information that you think would help the admissions committee to evaluate your application?
- Copy of a Massachusetts teaching license

### ADDITIONAL REQUIREMENTS:

- Documentation of at least three years of employment in the role in which candidate holds a license OR documentation of at least three years of employment in a business management/administrative role in a business, educational or other setting accepted by the Massachusetts Department of Education.
- Personal interview with Program Coordinator.

### APPLICATION DEADLINES:

Fall admission: June 1 | Spring admission: October 1 | Summer admission: February 1

### PROGRAM REQUIREMENTS:

Upon acceptance into the program, you will complete a tentative Plan of Study in consultation with the program coordinator. You must request that any transfer credits be considered at this time. PLEASE NOTE THAT NO MORE THAN THREE COURSESTAKEN AT SALEM STATE COLLEGE BEFORE ADMISSION CAN BE COUNTED TOWARDS THIS PROGRAM. You should meet regularly with the program coordinator to discuss your progress and revise your plan of study, as needed.

All candidates for this degree must complete 1) a minimum of 39 credit hours of graduate course work, as described below, and 2) a comprehensive exam that is taken after most of the course work is completed, and 3) field experience.

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**COURSE REQUIREMENTS:****Credits****Educational Foundations and Research Courses: (9 credits)**

- EDU 708 Research in Policy, Planning, and School Performance 3
- EDU 718 Issues and Foundations in Educational Leadership 3
- EDU 728 The School Principalship in Educational Leadership 3

**Exceptionality and Diversity Courses: (3 credits)**

- EDU 876 Global Perspectives in Cultural Diversity 3

**Professional Core Courses: (21 credits)**

- EDU 770 Education Law, Public Policy, and Political Systems 3
- ACC 703 Financial and Managerial Accounting 3
- FIN 710 Applications in Financial and Personnel Management 3
- EDU 771 The School as a Learning Organization 3
- MGT 804 Human Resource Management 3
- EDU 787 Theories of Curriculum Design and Evaluation 3
- MGT 806 School Business Officer Administrative Practices 3
- Elective: (3 credits) 3

One elective course approved by the program coordinator. The initial course sequence must be completed prior to registration of the elective course.

**Field Experience:**

- EDU 949D Educational Leadership Practicum 3

The program requires a practicum, which may be taken after the successful completion of the courses listed above, and the comprehensive exam. YOU MUST PASS THE COMMUNICATION & LITERACY PORTION OF THE MASSACHUSETTS TEST FOR EDUCATOR LICENSURE BEFORE YOU CAN APPLY FOR THE PRACTICUM.

**Total Credits:****39**

Please be aware that this program is currently in the Commonwealth of Massachusetts Department of Education review process leading to institutional certification to endorse the School Business Administrator initial license. The Department of Education may change licensure requirements. Students are advised to contact the Commonwealth for specific, current licensure requirements. Students may access that information at [www.doe.mass.edu](http://www.doe.mass.edu).

Subsequent to publication of this flow sheet, the Graduate School reserves the right to make changes in courses, program requirements, policies and regulations as circumstances dictate. There is no guarantee that any listed course will be offered in any given semester.

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