CHIEF SCHOOL BUSINESS OFFICIAL (CSBO) ENDORSEMENT - PATHWAY 2: NON-DEGREE (24 HOURS)

Pathway 2: For those who have previously earned a degree other than a Master of Business Administration, Accounting, Finance or Public Administration seeking an endorsement program only — 24 semester hour endorsement program.

General Graduate Admission Requirements

All applicants must meet the general admission requirements for Concordia University Chicago graduate programs as published in the Concordia University Chicago academic catalog (https://catalog.cuchicago.edu/graduate/graduate-admission-student-services/).

New students are accepted into most graduate degree-seeking, certificate, endorsement and/or post-graduate programs for online and on-campus study in the fall, spring, or summer semesters. Students seeking to change programs may do so by submitting a Change-of-Program quick app (https://capp.cuchicago.edu/graduate/change-of-program/). Applicants must be in good academic standing according to Concordia University Chicago's satisfactory academic progress standards and meet published program admission requirements at the time of requesting a program change. Program changes will be processed and recorded for the subsequent semester.

Endorsement Requirements

Code	Title	Hours
EDL-6150	School District Financial Planning and Analytics [1]	3
EDL-6211	Principles of School Business Management [1]	3
EDL-6220	School Organization and Human Resources [1]	3
EDL-6310	School, Families and Community Partnerships [1]	3
EDL-6510	School Fund Accounting and Budgeting [1]	3
EDL-6520	School Finance Law [1]	3
EDL-6986	Internship in School Business Management I [1]	3
EDL-6987	Internship in School Business Management II [1]	3
Total Hours		**24**

[1] Required experiences for endorsement on the Illinois Professional Educator License (PEL).

Completion Requirements

- Have on file an application for this program.
- Complete, for the program being sought:
  - the credit hours and levels as designated,
  - within the specified time limit,
  - with course grades of C- or higher,
  - with a minimum cumulative GPA of 3.0.
  - Students completing multiple advanced programs or degrees at CUC must have a 3.0 GPA in each academic program in addition to a minimum cumulative GPA of 3.0.
- Have on file approved "Graduate Transfer Credit Approval" form(s), "Course Substitution" form(s), or evaluation(s), if applicable.
- Have on file the Intent to Graduate/Complete form with the Office of the Registrar by the published deadline.
- Approval of the faculty.
- All administrative obligations to CUC must be cleared in order to prompt the release of CUC transcripts.

Every attempt has been made to include information to aid the student with information about his/her program requirements. It is, however, the student's responsibility to complete all steps and meet all deadlines relevant to completion requirements.

This program leads to initial Illinois licensure, or an additional credential on an existing Illinois PEL, with direct University entitlement. The awarding of this Illinois licensure or credential will require the completion of your academic program, and may require an existing PEL, a passing score on the corresponding Illinois State Licensure Test(s), associated work experience, and/or a previous master's degree. For specific requirements regarding this credential please refer to ISBE (https://www.isbe.net/Pages/Professional-Educator-License.aspx)'s webpage or contact the Licensure Officer at licensure@cuchicago.edu.