

**Program Requirements for Graduate Elementary Education Students**  
**Initial Licensure & Non-Licensure Programs in Elementary Education including requirements for:**  
Language and Literacy Certificate  
Autism Spectrum Disorder Certificate

**This form confirms your understanding of the program requirements and policies in Elementary Education.**

*Please read carefully, sign below, and return this form to the graduate admissions department with your completed application in order to enroll in classes.*

**Coursework Requirements:**

- The graduate program in Elementary Education is 39 credits.
- It is the student's responsibility to request in writing courses to be considered for transfer into the program. Once a student begins the graduate program, courses cannot be transferred into the graduate program.
- The student must earn grades of B or better in all courses in the program. If a student earns a B- in a course, the student must pay and retake this course and receive a B or better. A grade of C+ or below will cause an automatic withdrawal from the program.
- Students will be exposed to content across the various subject areas above and below grade levels for the licensure programs in which they are enrolled.
- As of July 1, 2014, each student in an initial licensure program will be required to complete SPE 548 or its equivalent in order to seek licensure and be SEI endorsed.
- BPU can only endorse students for SEI if they are enrolled, complete an initial licensure program, and pass SPE 548 or its equivalent.
- If a student enrolls in a non-licensure program or switches to a non-licensure program and elects to take SPE 548, Bay Path University cannot endorse the student for SEI through DESE.
- If students switch from non-licensure to initial licensure, they will be required to take SPE 548.
- SPE 548 requires fieldwork experience hours working with English Language Learners in a Public School setting.
- Students can take up to two courses outside of their academic program with the permission of an advisor. Please see your advisor if you want to take courses outside your program.
- A student enrolled in the non-licensure program in early childhood education does NOT have to pass the MTELs. A student in this program does NOT earn an initial license as an early childhood education public school teacher issued by MA DESE. A non-licensure student can take any EDU/SPE/RDG/ESL/SEA 500 level class as long as the course does not have the words practicum, pre-practicum, or seminar in the title.
- Graduate students are not allowed to audit graduate courses.
- All courses must be completed by the time the student completes the practicum.
- Pre-practicum seminar I and II and Practicum seminar are conducted virtually.
- A student may opt to complete the program in one year; however, a student completing the program in one year must complete 15 credits in the summer and 12 credits in both the fall and spring semesters. To be eligible for a practicum placement in the fall of a one-year program of study, the student must pass all required MTELs prior to starting the practicum and complete the two zero-credit pre-practicum seminars during the spring and summer semesters. Students seeking this option should connect with a program advisor to verify a planned schedule of courses. A student needs to be enrolled for this one-year option at the time of admission; all coursework must be completed by the end of that fall semester.
- If enrolled in a combined M.S.Ed/Ed.S. Degree Program, you must be accepted in both degree programs and enrolled in courses every semester if you combine courses and/or degrees. Please see admissions for additional information. It is the student's responsibility to work with an advisor each semester prior to registering for courses.
- As of July 1, 2015, Ed.S students must successfully complete SPE-540 –Research in Education.
- Attendance Policy from Academic Catalog: Students must attend all scheduled classes as outlined in the course syllabi. Absences and lack of participation significantly affect a student's learning and, therefore, their final grade. Specific absence policies are determined by each course instructor, announced at the beginning of each course, and presented in the course syllabus. The syllabus includes course learning outcomes, assignments, grading information, and policies for attendance, make-up work, late work, and related issues. Faculty will take attendance and will notify the Registrar's Office in writing of the last date of attendance of any student who stops attending classes.
- Students will be exposed to content across the various subject areas above and below grade levels for the licensure programs in which they are enrolled.

**MTEL Information:**

- The student must pass the **Massachusetts Tests for Educator Licensure (MTEL) prior to entering practicum.**
- Generally, to earn an initial license in Elementary Education, there are three required MTEL sections:
  - **Communication & Literacy,**
  - **General Curriculum, and**
  - **Foundations of Reading.**
- It is the student's responsibility to register for all the tests and to be aware of registration deadlines, appropriate and required tests needed, and rules of test participation. Classes may be held on computer-based testing MTEL dates. Students are not exempt from BPU classes on computer-based testing MTEL dates. Please plan your test dates accordingly.
- The Communication and Literacy MTEL should be taken upon admission into all licensure programs in the graduate program in early childhood education (if not taken earlier). This is a test of basic college-level reading and writing.
- For the fall practicum placement, June's last score report date will be the last one considered.

**Practicum Requirements:** *Please note that BPU practicum goes above and beyond requirements set by DESE.*

- A student will be eligible for a pre-practicum/practicum placement when s/he has passed all required components of the MTEL, holds a 3.0 cum grade point average, has a grade of **B** or better in every course, and has completed the required coursework. There is an option to delay practicum (pending no DESE regulation changes) or to complete the non-licensure program if these requirements are not met.
- A student needs to have enrolled and completed EDU 554 (spring course) and EDU 555 (summer course) in sequential order to enroll in a practicum. Even if you took EDU 554 in a previous semester, you must retake EDU 554 if you did not sequence it with EDU 555. Both of these

courses are for 0 credit and a grade is either pass or fail. A student needs a grade of pass in both courses in order to enroll in the practicum. NO EXCEPTIONS.

- A student cannot begin EDU 555 without successfully completing all required MTELs. EDU 555 is taken the summer semester prior to beginning the fall practicum.
- There are two practicum options. Option 1: The pre-practicum/practicum/internship is a full-time (August-June) assignment and no other day jobs are possible during this time period. Students must begin this experience at the end of August/first week of September (the first day of the school year for teachers). Option 2: The pre-practicum/practicum is a full-time assignment only for the fall semester and no other day jobs are possible during this time period. Students must begin this experience at the end of August/first week of September (the first day of the school year for teachers). See program advisor for specific start and end date. Once a student begins either practicum/internship option the student cannot switch to the other practicum option. There are no exceptions.
- Students must complete a CORI (Criminal Offense Records Investigation) and any other requirements as mandated by a school district. Students are responsible for any required expenses associated with their placements including fingerprinting.
- Students who are completing fieldwork or practicum experiences in districts which require medical documentation services will be responsible for the cost of the service.
- If a student is withdrawn from the university before the practicum experience is completed, the student will need to be withdrawn from the entire practicum experience and repeat the entire practicum experience if admitted back into the university.
- A student who fails the practicum experience will not be allowed to return to BPU to complete another practicum experience.

#### ***Licensure:***

- The preliminary license is between you and the DESE. It is your responsibility to ensure you meet these requirements, and the BPU program does not guarantee requirements for preliminary licenses.
- There is no guarantee that you will be recommended for licensure or will pass the required exams.
- Please note that BPU goes above and beyond the requirements set by DESE.
- To seek or advance a license, the student must remain informed and compliant with all the Massachusetts requirements, including all MTEL test requirements.
- Students cannot request to have courses that have been transferred or waived to count toward preliminary licensure.

#### ***Financial Aid:***

- It is the student's responsibility to monitor their financial aid. Grades, changes to programs, etc., could have financial aid implications.
- Please know the federal financial aid guidelines limit the number of classes a student can complete within a program. Suppose a student is switching between program options and/or degrees or adding certificates to the program of study. In that case, it is the student's responsibility if seeking financial aid to work with the Office of Student Services to make sure all coursework will be covered.

#### ***General Program Information:***

- Each student must check their BPU Google email account daily. All information about the School (as well as MTEL information) is posted in the School of Education Group in Canvas. Students are responsible for checking the SOE Canvas Group weekly. Students must check the graduate catalog for additional university/program policies.
- Students need to follow all university policies stated in the online graduate catalog. Students are responsible for ensuring the correct audit is posted and completing the required courses listed on the audit.
- To participate in commencement, a student must complete all coursework and requirements by the end of the semester in which they will be graduating.
- Requirements in the early childhood education graduate program are subject to modification due to changes stipulated by Bay Path University and/or recommendations from the Massachusetts Department of Elementary and Secondary Education.

#### ***Shared Google Docs:***

- Online communication in academic life presents opportunities for academic dishonesty. The same instances of academic dishonesty occurring with paper and pencil can also happen via the internet and online. One, using Private Shared Google Folders/Docs, **is not allowed:**
  - o Downloading assignments, papers, or portions of papers and assignments from a colleague's Google drive sources and presenting the assignments/papers as the student's own work.
  - o Sharing your work so others can copy all or part of it.

#### ***Academic Dishonesty as it relates to Shared Google Docs:***

- **Students may not engage in the following:**
  - o A student submitting work that is not original.
  - o A student allowing someone else to submit the student's work or a modification of that work.
  - o A student submitting someone else's work, or a modification of that work, with or without that person's knowledge, regardless of the circumstances under which it was obtained, copied, or modified.
  - o Students solving as a group a problem in which group work is prohibited, and submitting multiple copies, each as individual work.
  - o A student using someone else's work, including segments without proper attribution.
  - o A student using another student's work without the latter's consent or collaboration.
  - o A student contracting coursework out to others.
  - o A student planning or executing with another student a cooperative subterfuge during an exam.
  - o A student obtaining any privileged course-related information from the instructor's accounts.
  - o A student making use of unauthorized material during an exam.

#### ***Certificate Programs/Concentrations:***

- You are responsible for contacting the registrar's office & your program advisor if you're interested in adding a certificate or changing your program concentration. Please note that certificates should be added at the start of your program. The student must contact the Office of Financial Services with questions and/or concerns regarding aid related to degree programs or certificates.

- All certificate program requirements are listed below.

**LANGUAGE AND LITERACY CERTIFICATE**

***Coursework Requirements:***

- As of Spring 2014, the graduate certificate in Language and Literacy will be 12 credits.
- Required courses are SPE 547, SPE 543, SPE 525, and SPE 548. Each are 3 credits.
- Once a student begins the graduate program, courses cannot be transferred into the graduate program.
- The student must earn grades of B or better in all courses in the program. If a student earns a B- in a course, the student must pay and retake this course and receive a B or better. A grade of C+ or below will cause an automatic withdrawal from the program.

**AUTISM SPECTRUM DISORDERS CERTIFICATE**

***Coursework Requirements:***

- As of Spring 2014, the graduate certificate in Autism Spectrum Disorders will be 12 credits.
- This Autism Spectrum Disorders Certificate does not lead to an endorsement from the Massachusetts Department of Elementary and Secondary Education.
- Required courses are SPE 546, SPE 552, SPE 560, and SPE 511. Each are 3 credits.
- Once a student begins the graduate program courses cannot be transferred into the graduate program.
- The student must earn grades of B or better in all courses in the program. If a student earns a B- in a course, the student must pay and retake this course and receive a B or better. A grade of C+ or below will cause an automatic withdrawal from the program.

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Sign below to indicate acceptance of the policies as described above.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name (*Print*): \_\_\_\_\_