

Program Requirements for Graduate Students in Special Education Programs:

Initial Licensure & Non-Licensure Programs in Special Education

Language and Literacy Certificate

Autism Spectrum Disorders Certificate

Autism Spectrum Disorders Endorsement

Transition Specialist Certificate

Transition Specialist Endorsement

This form confirms your understanding of the program requirements and policies in special 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:

- As of Spring 2014, the graduate degree programs in special education will be 36 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.
- 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 and complete an initial licensure program as well as pass SPE 548 or its equivalent.
- 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 permission of advisor. Please see advisor if would like to take courses outside of your program.
- A student enrolled in the non-licensure program in special education does NOT have to pass the MTELs. A student in this program does NOT earn a license as a special 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. Do know that SPE 555 has special conditions. Please see advisor for details.
- All courses need to be completed by the time the student completes the practicum.
- 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 must also complete the zero-credit pre-practicum seminar during the summer semester. Students seeking this option should connect with a program advisor to verify a planned schedule of courses. A student needs to be enrolled at the time of admission for this one year option.
- If you are 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 are combining courses and/or degree. Please see admissions for additional information. It is the student's responsibility to work with advisor each semester prior to registering for courses.
- As of July 1, 2015, Ed.S. students are required to successfully complete SPE 540 – Research in Education.
- **Attendance Policy from Academic Catalog:** Students are expected to 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 which they are enrolled in.

MTEL Information:

- The student must pass the **Massachusetts Tests for Educator Licensure (MTEL) prior to entering practicum.**
 - Generally to earn a first license in **Moderate Disabilities (PreK-8 and 5-12)**, there are three required MTEL sections:
 - **Communication & Literacy,**
 - **General Curriculum, and**
 - **Foundations of Reading.**
 - For **Moderate Disabilities (5-12)**, certain content areas approved by DESE can be substituted for General Curriculum. Please see the MTEL folder in the SPED Community Group.
 - To earn a first license in **Severe Disabilities (PreK-12)**, there are two required MTEL sections:
 - **Communication & Literacy and**
 - **General Curriculum.**
 - 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 special education (if not taken at an earlier time). This is a test of basic college-level reading and writing.
- For a fall practicum placement in the year-long practicum experience, the January MTEL administration is the last one that will be considered. Because of the lateness of the January administration score report date (mid February), September placement is NOT guaranteed, if all MTELs are not completed by the start of the spring semester prior.

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 passing grade in SPE 555 is required before beginning the practicum. **PLEASE NOTE:** A student needs to have enrolled and completed SPE 555 (spring course) in sequence in order to enroll in a practicum. IN order to enroll in SPE 555, a student MUST have all required MTETs, for the license they are seeking, completed and passed. A student needs a grade of pass in both courses in order to enroll in the practicum. Students begin collecting pre-practicum hours in their spring semester.
- The pre-practicum/practicum is a full-time (September-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). *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:

- Preliminary license is between you and the DESE. It is your responsibility to make sure you meet these requirements. The BPU program does not guarantee requirements for preliminary licenses.
- There is no guarantee that you will be recommended for licensure or will pass requirement exams.
- It is the student's responsibility to remain informed and compliant with all Massachusetts requirements for licensure; including MTET 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 his/her financial aid. Grades, changes to programs, etc. could have financial aid implications that students are required to monitor.
- Please know the federal financial aid guidelines limit the number of classes a student can complete within a program. If a student is switching between program options and/or degrees, or adding certificates to the program of study, 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 his/her BPU Google email account on a daily basis. All information about the School (as well as MTET information) is posted in the School of Education Group in Canvas. Student is responsible for checking SOE Canvas Group weekly. Student must check graduate catalog for additional university/program policies.
- Students need to follow all university policies stated in the online graduate catalog. Student is responsible for making sure the correct audit is posted and completing required courses listed on 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 special education graduate program are subject to modification due to changes as 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 that can occur with paper and pencil can also occur via the internet and online communications. One in particular is use of Private Shared Google Folders/Docs.
Therefore the following 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:

- It is your responsibility to contact 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. It is the student's responsibility to 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-ONLY

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-ONLY

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 endorsement from the Massachusetts Department of Elementary and Secondary Education.
- Required courses are SPE 546, SPE 552, SPE 556, 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.

AUTISM SPECTRUM DISORDERS ENDORSEMENT PROGRAM

Coursework Requirements:

- The Autism Endorsement Program is a total of 15 credits, including a 3-credit practicum experience.
- Required courses are SPE 546, SPE 552, SPE 511, SPE 556, and SPE 562. Each are 3 credits.
- 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.
- BPU can only endorse students for the Autism Endorsement if they are enrolled, successfully complete all required courses and practicum hours, and hold an initial license in one of the following areas: Moderate Disabilities (PreK-8 or 5-12), Severe Disabilities (All Levels), Teacher of the Deaf or Hard of Hearing, or Teacher of the Visually Impaired.
- All courses need to be completed by the time the student completes the practicum and their program.
- The Autism Spectrum Disorders Endorsement at Bay Path University meets the requirements for the endorsement from the Massachusetts Department of Elementary and Secondary Education.

TRANSITION SPECIALIST CERTIFICATE-ONLY

Coursework Requirements:

- As of Spring 2023, the graduate certificate in Transition Specialist will be 12 credits.
- This Transition Specialist Certificate does not lead to endorsement from the Massachusetts Department of Elementary and Secondary Education.
- Required courses are SPE 572, SPE 573, SPE 574, and SPE 575. 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.

TRANSITION SPECIALIST ENDORSEMENT PROGRAM

Coursework Requirements:

- The Transition Specialist Endorsement Program is a total of 15 credits, including a 3-credit practicum experience.
- Required courses are SPE 572, SPE 573, SPE 574, SPE 575, and SPE 576. Each are 3 credits.
- 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.
- The Transition Specialist Endorsement Program requires the successful completion of 150-hour field-based experience that includes providing transition services for transition-age students with disabilities with IEPs (ages 14-18 and 18-22), in collaboration with their families, community members, and other relevant professionals 603 CMR 7.14(4)(c)
- BPU can only endorse students for the Transition Specialist Endorsement, once the has a **minimum of two years of experience** under one of the following licenses 603 CMR 7.14(4)(a)(1)&(2): An Initial or Professional license as a Teacher of Students with Moderate Disabilities, Teacher of Students with Severe Disabilities, Teacher of the Visually Impaired, Teacher of the Deaf and Hard of Hearing, School Guidance Counselor, or School Social Worker/School Adjustment Counselor.
- All courses need to be completed by the time the student completes the practicum and their program.
- The Transition Specialist Endorsement at Bay Path University meets the requirements for the endorsement from the Massachusetts Department of Elementary and Secondary Education.

MTEL Information

- If a student is concurrently enrolled in a special education licensure track program with the University, they must adhere to the requirements outlined in the MTEL section on page 1.

Practicum Requirements:

- The Transition Specialist Endorsement Program requires the successful completion of 150-hour field-based experience that includes providing transition services for transition-age students with disabilities with IEPs (ages 14-18 and 18-22), in collaboration with their families, community members, and other relevant professionals 603 CMR 7.14(4)(c)
- 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.

- 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.
- Students who are completing fieldwork or practicum experiences in districts which require medical documentation services will be responsible for the cost of the service.

Transition Specialist Endorsement:

- Upon successful completion of all required coursework and practicum hours, BPU will recommend the student for endorsement through the Massachusetts Department of Elementary and Secondary Education. (*for students completing their initial license in any special education track, the recommendation for endorsement will be completed at the same time as their recommendation for licensure).
- BPU can only endorse students for the Transition Specialist Endorsement, once the has a **minimum of two years of experience** under one of the following licenses 603 CMR 7.14(4)(a)(1)&(2): An Initial or Professional license as a Teacher of Students with Moderate Disabilities, Teacher of Students with Severe Disabilities, Teacher of the Visually Impaired, Teacher of the Deaf and Hard of Hearing, School Guidance Counselor, or School Social Worker/School Adjustment Counselor.

ASD Endorsement AND/OR Transition Specialist-Endorsement Program: Initial next to the appropriate option below.

	Autism Endorsement WITH Degree Option		Autism Endorsement Program ONLY (no degree)
	Transition Specialist Endorsement WITH Degree Option		Transition Specialist Endorsement ONLY (no degree)
	None		

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

Student's Signature: _____ Date: _____

Student's Name (*Print*): _____