This form confirms your understanding of the program requirements and policies in the Special Education Administrator program. Please read carefully, sign below, and return to the graduate admissions department with your completed application in order to enroll in classes.

Coursework Requirements:
- The MSED graduate program in administrator of special education is a 36 credit degree program. The EdS graduate program is a 39 credit degree program and must include the course SPE 540.
- Once the 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 the 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 result in an automatic withdrawal from the program.
- A graduate student is not allowed to audit graduate courses.
- EXT 099 (0 credits) needs to be completed prior to enrolling in an online or hybrid course.
- All courses need to be completed by the time the student completes the last practicum.
- The online courses are asynchronous; the practicum seminar is synchronous with dates and times TBD by the instructor.
- Unless otherwise noted, all courses are three credits; practicum is one credit.
- **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.

Practicum Requirements:
- Please note that the BPU practicum requirement is above and beyond those set by DESE.
- The student must complete his or her practicum with every course except the capstone course and SEA 617. **There are no exceptions.**
- The student must complete a CORI (Criminal Offense Records Investigation) and any other requirements as mandated by a school district. The student is responsible for any required expenses associated with his or her 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 the student is withdrawn from the university before the practicum is completed, the student will need to be withdrawn from the entire practicum experience for that semester and repeat the entire practicum experience for that semester if admitted back to the university.
- To complete the SEA licensure program a student must earn a B or better in all the practicum courses. A student who earns a B- or less in the practicum course(s) may request to retake the course(s) with permission from the Program Director and Assistant Dean of Education and Licensure Programs provided that the student has made Satisfactory Academic Progress according to BPU policy.
- The student is responsible for choosing and arranging his or her own practicum. Program faculty will assist with this process, but the student has the primary responsibility for securing placement.

MTEL Information:
- The student must pass the Communication and Literacy section of the Massachusetts Tests for Educator Licensure (MTEL) prior to entering the program.
- Classes may be held on computer testing MTEL dates. Students are not exempt from BPU classes on computer based testing dates. Please plan your test dates accordingly.

Licensure:
- There is no guarantee that the student will be recommended for licensure or will pass requirement exams and/or reviews.
- It is the student’s responsibility to remain informed and compliant with all Massachusetts requirements for licensure.
- It is the student’s responsibility to work with MA DESE to ensure all prerequisite requirements (including employment requirements) are acceptable by DESE and that the student will meet the requirements set by MA DESE to be able to attain licensure. Bay Path University cannot verify that the prerequisite experience has been met. Therefore, for initial licensure, the student needs to work directly with MA DESE and have MA DESE confirm back to the student that he/she meets the following criteria for initial licensure.
  - **Prerequisite Experience**
    - Possession of at least an Initial license in special education, or as a school guidance counselor, school principal/assistant school principal, school psychologist, school social worker/school adjustment counselor, or speech, language and hearing disorders teacher and completion of three full years of employment in a district-wide, school-based, or other educational setting, or
    - Completion of at least three full years of employment in law, public policy, higher education, or other related fields accepted by the Department.

Non-Licensure:
- A student in the non-licensure program does NOT earn a license as a special education administrator as issued by the Massachusetts Department of Elementary and Secondary Education.

Financial Aid:
● It is the student’s responsibility to monitor their financial aid. Grades, changes to programs, etc. could have financial aid implications that the student is required to monitor.
● Please know the federal financial aid guidelines limit the number of classes the student can complete within a program. For example, if the student is switching between program options and/or degrees, adding certificates to the program of study, or repeating a course, 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.
● To qualify for a Stafford loan, a student must take at least three credits every semester.

General Program Information:
● Each student must check their BPU Google mail account on a daily basis. All information about the School (as well as MTEL information) is posted in the School of Education (SOE) Canvas site. The student is responsible for checking the SOE Canvas Group weekly. The student must check the graduate catalog for additional university/program policies.
● The student needs to follow all university policies stated in the online graduate catalog. The student is responsible for making sure the correct audit is posted and for completing the required courses listed on the audit.
● If you are enrolled in a combined MEd/EdS degree program, you must be accepted in both degree programs and enrolled in courses every semester if you are combining courses and degrees. Please see admissions for additional information.
● To participate in commencement the student must complete all coursework and requirements by the end of the semester in which he or she will be graduating.
● Requirements in the Special Education Administrator graduate program are subject to modification due to changes as stipulated by BPU and/or recommendations from the Massachusetts Department of Elementary and Secondary Education.
● The start and end dates of courses in the program cannot be more than five years apart.
● Please see graduate catalog for refund policy and all university/program policies.
● The BPU tuition rate is determined by the Board of Trustees every spring and goes into effect as of the summer semester.

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.

**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 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.

**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.

### 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 Autism Specialist Endorsement practicum is a total of 150-hours (75 hours in an inclusive setting with students with Autism AND 75 hours in any type of school setting working with students with Autism). The practicum experience also includes a seminar component.
- 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.

### ASD 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).

### ASD Endorsement Program: Initial next to the appropriate option below.

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Student’s Signature: ___________________________ Date: ___________________________

Student’s Name (Print): ___________________________