Program Requirements for Graduate Early Childhood & Elementary Education Students
Initial Licensure & Non-Licensure Programs in Early Childhood Education including requirements for:
Language and Literacy Certificate
Autism Spectrum Disorder Certificate
This form confirms your understanding of the program requirements and policies in Early Childhood 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 Early Childhood 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.
- **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**

INITIAL LICENSURE PROGRAMS:

- The student must pass the **Massachusetts Tests for Educator Licensure (MTEL) prior to entering Practicum.**

Requirements	Early Childhood	Elementary
MTEL Exams (**List of DESE Accepted Alternative Assessments for Communication & Literacy**)	☐ Communication ☐ Literacy ☐ Early Childhood ☐ Foundations of Reading	☐ Communication ☐ Literacy ☐ GC 1: ELA/HIS ☐ GC 2: STEM ☐ Foundations of Reading
Minimum GPA	3.0	3.0
Deadlines for Practicum Applications	May 15th- Fall October 15th- Spring	May 15th- Fall October 15th- Spring
Suggested Timing for Exams After Course Completion	Upon Entering Program ☐ Communication ☐ Literacy EDU 506, SPE 510, or SPE 520 ☐ Early Childhood SPE 525 & EDU 563 ☐ Foundations of Reading	Upon Entering Program ☐ Communication ☐ Literacy EDU 545 ☐ GC 2: STEM EDU 567 ☐ GC 1: ELA/HIS SPE 525 & EDU 563 ☐ Foundations of Reading
* ALL MTEL exams, BUT ONE subtest, MUST be passed by the stated deadlines to enroll in Practicum Courses.		

- 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.

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

- A student will be eligible for a pre-practicum/practicum placement when they have 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 have completed the required coursework. There is an option to delay the practicum (pending no DESE regulation changes) or to complete the non-licensure program if these requirements are not met.
- 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 completing fieldwork or practicum experiences in districts requiring medical documentation services will be responsible for the cost of the service.
- Students may have one remaining course when participating in practicum; their license will not be endorsed until all courses are completed.
- Suppose a student is withdrawn from the university before the practicum experience is completed. In that case, 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.

SEI Endorsement:
- 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.

Non-Licensure:
- 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.

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:
- Certificate in Language and Literacy is 12 credits (4 courses). Required courses are listed below:
    - SPE 547
    - SPE 543
    - SPE 525
    - SPE 548
- **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:
- Certificate in Autism Spectrum Disorders is 12 credits (4 courses). Required courses are listed below:
    - SPE 546
    - SPE 522
    - SPE 560
    - SPE 511
- **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**.

General Program Information:
- *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.
- 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 degree audit is posted and completing the required courses listed on the degree audit.
- It is the student's responsibility to work with an advisor each semester prior to registering for courses.
- 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.
- To participate in commencement, a student must complete all coursework and requirements by the end of the semester in which they will be graduating.
- Graduate students are not allowed to audit graduate courses.
- Requirements in the Early Childhood and Elementary 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.

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.

Please sign and return to the Graduate Admissions Department

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

Student's Signature: _____ Date: _____

Student's Name *(Print)*: _____