

2026-2027 Program Requirements for Graduate Reading and Literacy Instruction Students

Structured Literacy for Leaders Certificate

This form confirms your understanding of the program requirements and policies in Reading and Literacy Instruction that fulfill the requirements for the certificate, Structured Literacy for Leaders.

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 Reading and Literacy Instruction program, *Structured Literacy for Leaders*, affords participants a concentrated certificate of study (12 credits).
- Content Courses (See Catalogue Descriptions - 12 Credits/ 3 Credits each): RDG525, RDG547, RDG548, and RDG536.
- At the time of application, 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 certificate 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.
- Graduate students are not allowed to audit courses.
- All courses need to be completed as required before the certificate will be awarded.

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.

Zoom Attendance Policy:

- There is a Zoom attendance policy as outlined in course syllabi and that for every hour of ZOOM class missed, two points will be subtracted from a student's final course grade.

Late Work Policy:

- There is a late work policy as outlined in course syllabi. All assignments are expected to be completed and submitted in the learning management system, CANVAS, as assigned, on the due date, and with no exceptions. Missing assignments are recorded as a zero until submitted. Once submitted, late assignments will receive a five-point deduction for each day past the due date.

Financial Aid:

- It is the student's responsibility to monitor their 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 their BPU Google email account on a daily basis.** All information about the program (as well as MTEL information if applicable) is posted in the School of Education Group in Canvas. Students are responsible for checking the School of Education Canvas Group weekly. Students must check the **Graduate Academic Catalog** for additional university/program policies. The catalog is found on the BPU Portal under Academics

- Students need to follow all university policies stated in the online graduate catalog.
- Students are responsible for making sure the correct degree audit is posted and for completing the required courses listed on the degree audit. The degree audit is found on the BPU Portal under the heading, Students.
- Students must adhere to all syllabi requirements and policies.
- Online courses are different from face-to-face courses. There are certain skills that an online student should have (or develop) in order to be successful in online learning. **Before enrolling in a BPU online course, you must complete BPU's EXT 099 Student Self-Paced CANVAS Online Training.** It is critical for you to know what is expected from you and what is needed to be a competent online learner.
- Requirements in the reading graduate programs 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.
- The Structured Literacy for Leaders Certificate is not a DESE recognized endorsement.

Structured Literacy for Leaders Certificate Candidates: Please sign and return to the Graduate Admissions Department.

Student's Signature: _____ Date: _____

Student's Name (*Print*): _____