

Program Requirements for Graduate Early Childhood & Elementary Education Students

Initial Licensure & Non-Licensure Programs including requirements for:

Language and Literacy Certificate (optional)
Autism Spectrum Disorder Certificate (optional)

This form confirms your understanding of the program requirements and policies in Early Childhood & 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:

- Once a student begins their graduate program, courses cannot be transferred into the graduate program. Transfer courses are evaluated at the point of admission.
- 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.
- Education Programs are **NOT offered in an asynchronous format**. Students who enroll in Education Programs will be required to participate in synchronous Zoom meetings scheduled during evenings and/or weekends (Eastern Standard Time); attendance and participation in the Zoom course meetings are part of the final course grade.
- 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.

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.

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

- The student must adhere to the BPU MTEL policy prior to entering Practicum. All MTELS are required in order to receive endorsement.

Requirements	Early Childhood	Elementary
MTEL Exams	<input type="checkbox"/> Communication <input type="checkbox"/> Literacy <input type="checkbox"/> Early Childhood <input type="checkbox"/> Foundations of Reading	<input type="checkbox"/> Communication <input type="checkbox"/> Literacy <input type="checkbox"/> GC 1: ELA/HIS <input type="checkbox"/> GC 2: STEM <input type="checkbox"/> 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 <input type="checkbox"/> Communication <input type="checkbox"/> Literacy EDU 506, SPE 510, or SPE 520 <input type="checkbox"/> Early Childhood SPE 525 & EDU 563 <input type="checkbox"/> Foundations of Reading	Upon Entering Program <input type="checkbox"/> Communication <input type="checkbox"/> Literacy EDU 545 <input type="checkbox"/> GC 2: STEM EDU 567 <input type="checkbox"/> GC 1: ELA/HIS SPE 525 & EDU 563 <input type="checkbox"/> Foundations of Reading

*** ALL MTEL exams (ONE approved waiver permitted per the policy), MUST be passed by the stated deadlines to enroll in Practicum Courses.**

- The Education Department has an internal MTEL policy which allows for one outstanding MTEL (one test *or* one subtest) *or* a DESE approved waiver for C&L. Students may discuss this with their advisor and obtain the internal waiver form if needed. Endorsement for licensure is given when all program requirements are met, including MTEL requirements.

Practicum requirements continued...

- It is the student's responsibility to register for all the MTELS 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.
- A student will be eligible for a pre-practicum/practicum placement when they have passed all required components of the BPU MTEL policy, 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:

- A provisional 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 provisional licenses.
- There is no guarantee that you will be recommended for licensure or will pass the required exams.
- 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:

- At the time of application, it is the student's responsibility to request in writing any courses to be considered for transfer into the program. Once a student begins their graduate program, courses cannot be transferred in.
- SPE 548 (SEI course) must be taken at Bay Path University unless a student already holds DESE SEI endorsement. Documentation must be provided at the time of application.
- 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.

Non-Licensure:

- A student enrolled in the non-licensure program does NOT have to pass the MTELS. A student in this program does NOT earn an initial license as an 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.
- 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.

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 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.
- 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.

Optional 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 financial aid related to degree programs or certificates.
- Initial your understanding of the program requirements below if you're completing any of the certificates listed.

Certificate Options (Standalone and Add-On)	Credits	Courses	Practicum?	Initial your understanding, <u>if</u> <u>applicable.</u>
Language and Literacy Instruction Certificate	12	SPE 547, SPE 543, SPE 525, SPE 548	No	
Autism Spectrum Disorders Certificate (No Endorsement)	12	SPE 510, SPE 546, SPE 552, SPE 556	No	

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*): _____