

Program Requirements for Special Education Administrator Graduate Students
Initial Licensure and Non-Licensure in Special Education Administrator Program

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:

- 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 program, courses cannot be transferred into the graduate program.
- The student must earn a grade of B or better in all program courses. 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 lower will result in automatic withdrawal from the program.
- EXT 099 (0 credits) needs to be completed prior to enrolling in an online or hybrid course.
- EdS. students are required to successfully complete SPE 540 – Research in Education.
- The SEA online courses are synchronous.

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 SEA course syllabi and that for every hour of ZOOM class missed, 1 point will be subtracted from a student's final course grade.

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

- The student must complete their practicum course with every content course except SEA 630 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 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 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.
- The student is responsible for choosing and arranging their own practicum. Program faculty will assist with this process, but the student has the primary responsibility for securing placement.

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.
- Required 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 is posted in the School of Education (SOE) Canvas site. The student is responsible for checking the SOE Canvas Group weekly.
- 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.

- 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 the graduate catalog for refund policy and all university/program policies.

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.

Optional Certificate Programs/Concentrations:

- It is your responsibility to contact the registrar’s office and 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, if applicable.
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	
Autism Spectrum Disorders Endorsement* Program <i>*Specific endorsement pre-requirements apply. Ask your advisor for details.</i>	15	SPE 510, SPE 546, SPE 552, SPE 556, SPE 562.	Yes, 150-hours	
Transition Specialist Certificate (No Endorsement)	12	SPE 572, SPE 573, SPE 574, SPE 575.	No	
Transition Specialist Endorsement* Program <i>*Specific endorsement pre-requirements apply. Ask your advisor for details.</i>	15	SPE 572, SPE 573, SPE 574, SPE 575, SPE 576	Yes, 150-hours	

Please sign and return to the Graduate Admissions Department

Student’s Signature: _____ Date: _____

Student’s Name (Print): _____