

**Program Requirements for Graduate Students in Special Education Professional Licensure Programs**

*Moderate PreK-8, 5-12 / Severe Disabilities PreK-12*

**This form confirms your understanding of the program requirements and policies in professional licensure.**

*Please read carefully, sign below, and return this form to the graduate admissions department with your completed application in order to enroll in classes.*

**Select the professional licensure program in which you are completing this form for:**

<b>Licensure Area:</b>	<b>Certificate - 12 credits</b>	<b>MSEd - 39 credits</b>	<b>EdS - 39 credits</b>
Moderate Disabilities (PreK-8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moderate Disabilities (5-12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Severe Disabilities (PreK-12)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Coursework Requirements:**

- Professional licensure courses are specific courses approved by the Department of Elementary and Secondary Education. Courses must be taken from EDU/SPE/SEA/ESL/RDG graduate programs. See your advisor for the current approved list.
- 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. Students cannot request to have courses that have been transferred or waived to count toward professional licensure.
- 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.

**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.

**Professional Disposition & Commitment Agreement:**

- As a teacher candidate in our graduate programs, you are preparing to enter a profession demanding the highest levels of integrity, accountability, and advocacy. Your behavior, communication, and attitude within this program directly reflect your readiness to serve diverse learners, their families, and the community. The core professional dispositions of our licensure programs, aligned to the Council for Exceptional Children, include:
  - Professional Competence & Integrity:** Commit to maintaining high standards of professional practice, exercising sound judgment, and demonstrating academic and personal honesty in all interactions.
  - Respect for Diversity & Culture:** Honor the dignity, culture, language, and unique backgrounds of all individuals, ensuring inclusive and asset-based practices for exceptional and multilingual learners.
  - Safety & Well-being:** Actively protect and support the physical, psychological, and emotional safety of students, refusing to engage in or tolerate any practices that cause harm.
  - Collaboration & Collegiality:** Practice collegially with peers, faculty, school partners, and families, establishing relationships rooted in mutual respect and shared decision-making.
  - Evidence-Based Practice:** Dedicate yourself to using data, research, and professional knowledge to continually improve instructional outcomes.
  - Legal & Ethical Responsibility:** Adhere to all institutional, state, and federal laws, regulations, and professional policies governing educational practices.
- Engagement in this program requires a shift from a student mindset to a professional educator mindset. It is the expectation that all teacher candidates will abide by these professional dispositions.

**Licensure:**

- There is no guarantee that you will be recommended for licensure.
- It is the student’s responsibility to remain informed and compliant with all Massachusetts requirements for licensure.
- Professional licensure students must already hold a valid MA Educator License, at the initial level, in the field being sought for Professional status.
- Upon completion of a Professional licensure program, it is the student’s responsibility to complete a request for Professional licensure endorsement as well as request official transcripts for the Field Placement Office at BPU; once this requirement has been completed, a student’s application is reviewed for recommendation for Professional licensure.

**SEI Endorsement:**

- It is expected that students entering a professional licensure program already hold SEI endorsement with their MA DESE Initial licensure.
- Students in a Professional licensure program may elect to take SPE 548 as an elective in a degree program.
- SPE 548 requires fieldwork experience hours working with English Language Learners in a public school setting.

**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 his/her BPU Google email account on a daily basis. All Bay Path-related correspondence must be from the student’s BPU Google email account. All Bay Path-related correspondence must be from the student’s BPU Google email account. All information about the School is posted in the School of Education Group (SOE) in Canvas. Students are responsible for checking 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 making sure the correct audit is posted and completing the required courses listed on the audit.
- To participate in commencement, a student must complete all coursework and requirements by the end of the semester in which they will be graduating.
- Requirements in all licensure education degree 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.

**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:**
  - 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.
  - 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:**
  - A student submitting work that is not original.
  - A student allowing someone else to submit the student’s work, or a modification of that work.
  - 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.
  - Students solving as a group a problem in which group work is prohibited, and submitting multiple copies, each as individual work.
  - A student using someone else’s work, including segments without proper attribution.
  - A student using another student’s work without the latter’s consent or collaboration.
  - A student contracting coursework out to others.
  - A student planning or executing with another student a cooperative subterfuge during an exam.
  - A student obtaining any privileged course-related information from the instructor’s accounts.
  - A student making use of unauthorized material during an exam.

**Optional Certificate Programs/Concentrations for Degree Recipients:**

- 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, 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 *Specific endorsement pre-requirements apply. Ask your advisor for details.	15	SPE 510, SPE 546, SPE 552, SPE 556, SPE 562.	Yes, 150-hours	
Transition Specialist Certificate	12	SPE 572, SPE 573, SPE 574, SPE 575.	No	

(No Endorsement)				
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	

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name (*Print*): \_\_\_\_\_