

**Program Requirements for Graduate Students in Special Education Programs:**  
Initial Licensure & Non-Licensure Programs in Special Education  
Language and Literacy Certificate  
Autism Spectrum Disorders Certificate / Autism Spectrum Disorders Endorsement  
Transition Specialist Certificate / Transition Specialist Endorsement

**This form confirms your understanding of the program requirements and policies in special 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 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.
- A student enrolled in the non-licensure special education program does NOT have to pass the MTEs. A student in this program does NOT earn a license as a special 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.
- Do know that SPE 555 has special conditions. Please see advisor for details.
- All courses need to be completed by the time the student completes the practicum.
- 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 the course syllabi, and for every hour of ZOOM class missed, two points will be subtracted from a student's final course grade.

**Synchronous Zoom Etiquette and Expectations:**

- Camera View:
  - Full Face Camera View
  - The camera must be on at all times unless a break is included
  - No sidebar conversations
  - Phone calls and texting are not allowed
  - The student must be fully engaged
  - No on-screen distractions such as children, pets, or background and no audio distractions.
- Breakout Room:
  - Breakout Rooms are not meant for bathroom breaks, snacking, phone calls, or texting.
  - Students must be present and engage within the breakout room session and demonstrate collaborative learning

**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.

**MTEL Information:** The student must pass the Massachusetts Tests for Educator Licensure (MTEL) in order to be endorsed for licensure by Bay Path University. Students may have 1 outstanding MTEL Subtest or Full MTEL prior to entering the pre-practicum and practicum experiences. Program Director pre-approval is required.

Teacher Licensure Area	Grade Level	Required MTEs for Endorsement
Moderate Disabilities	PreK-2	<input type="checkbox"/> Communication & Literacy Subtests (101/201) <input type="checkbox"/> Early Childhood (72) <input type="checkbox"/> Foundations of Reading (190)
	PreK-8	<input type="checkbox"/> Communication & Literacy Subtests (101/201) <input type="checkbox"/> General Curriculum Subtests (178/278) <input type="checkbox"/> Foundations of Reading (190)
	5-12	<input type="checkbox"/> Communication & Literacy Subtests (101/201) <input type="checkbox"/> General Curriculum Subtests (178/278) -or- Certain <a href="#">Approved Substitutions for the General Curriculum Subtests</a> . Ask your advisor for details. <input type="checkbox"/> Foundations of Reading (190)
Severe Disabilities	PreK-2	<input type="checkbox"/> Communication & Literacy Subtests (101/201) <input type="checkbox"/> Early Childhood (72)
	PreK-12	<input type="checkbox"/> Communication & Literacy Subtests (101/201) <input type="checkbox"/> General Curriculum Subtests (178/278) -or- Certain <a href="#">Approved Substitutions for the General Curriculum Subtests</a> . Ask your advisor for details.

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

- A student will be eligible for a pre-practicum/practicum placement when s/he has 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 has completed the required core coursework. There is an option to delay practicum (pending no DESE regulation changes) or to complete the non-licensure program if these requirements are not met.
- A passing grade in SPE 555 is required before beginning the practicum. **PLEASE NOTE:** A student needs to have enrolled and completed SPE 555 (spring-only course) in sequence in order to enroll in a practicum. In order to enroll in SPE 555, a student MUST have all required MTEs, for the license they are seeking, completed and passed. A student must earn a passing grade in the pre-practicum course to enroll in the practicum. Students begin collecting pre-practicum hours in their spring semester.
- The practicum is a full-time (September-June) field-based experience beginning at the end of August/first week of September; no other day jobs are possible during this time period. *There are no exceptions.*
- 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 who are completing fieldwork or practicum experiences in districts that require medical documentation services will be responsible for the cost of the service.
- If a student is withdrawn from the university before the practicum experience is completed, 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 make sure you meet these requirements. 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 requirement exams.
- It is the student's responsibility to remain informed and comply with all Massachusetts licensure requirements, including 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.

**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 Bay Path-related correspondence must be from the student’s BPU Google email account. All information about the School (including MTEL information) is posted in the School of Education Group (SOE) on Canvas. The student is 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. The student is responsible for ensuring the correct audit is posted and completing the required courses listed on it.
- Requirements in the special education graduate program 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:**
  - 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 & 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 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	
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	

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

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student’s Name: \_\_\_\_\_