

2023-2024 Program Requirements for Graduate Students in Professional Licensure Programs

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.

Coursework Requirements:

- Professional licensure courses are specific courses approved by the Department of Elementary and Secondary Education (SPE 543, SPE 547, RDG 530, RDG 532, RDG 534, RDG 538, RDG 548).
- At the time of enrollment, students enrolling in a professional licensure program may select a certificate program (12 credits), or a full degree program (MSEd or Ed.S., 36-39 credits each).
- Elective courses in the MSEd or Ed.S. Professional licensure programs must be taken from EDU/SPE/SEA/ESL/RDG graduate programs.
- Once a student begins the graduate 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.
- 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.
- Professional licensure students must already hold a valid MA Educator License, at the initial level, in the field being sought for Professional status.
- Graduate students are not allowed to audit graduate courses.
- Upon completion of a Professional licensure program, it is the student's responsibility to complete an application for Professional licensure 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.
- If you are enrolled in a combined MSEd/Ed.S. degree program, you must be accepted in both degree programs and enrolled in courses every semester if you are combining courses and/or degree. Please see admissions for additional information. It is the student's responsibility to work with an advisor each semester prior to registering for courses.
- **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.
- Students will be exposed to content across the various subject areas above and below grade levels for the licensure programs which they are enrolled in.

Licensure:

- There is no guarantee that you will be recommended for licensure or will pass requirement exams.
- It is the student's responsibility to remain informed and compliant with all Massachusetts requirements for licensure; including MTEL test requirements.
- Students cannot request to have courses that have been transferred or waived to count toward professional licensure.

Financial Aid:

- It is the student's responsibility to monitor his/her 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 information about the School is posted in the School of Education Group 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 required courses listed on 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.

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 aid related to degree programs or certificates.
- All certificate program requirements are listed below.

LANGUAGE AND LITERACY CERTIFICATE

Coursework Requirements:

- The graduate certificate in Language and Literacy will be 12 credits.
- Required courses are SPE 547, SPE 543, SPE 525, and SPE 548. Each are 3 credits.
- Once a student begins the graduate 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.

AUTISM SPECTRUM DISORDERS CERTIFICATE

Coursework Requirements:

- The graduate certificate in Autism Spectrum Disorders will be 12 credits.
- This Autism Spectrum Disorders Certificate does not lead to endorsement from the Massachusetts Department of Elementary and Secondary Education.
- Required courses are SPE 546, SPE 552, SPE 560, and SPE 511. Each are 3 credits.
- Once a student begins the graduate 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.

AUTISM SPECTRUM DISORDERS ENDORSEMENT PROGRAM

Coursework Requirements:

- The Autism Endorsement Program is a total of 15 credits, including a 3-credit practicum experience.
- Required courses are SPE 546, SPE 552, SPE 511, SPE 556, and SPE 562. Each are 3 credits.
- 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.
- BPU can only endorse students for the Autism Endorsement if they are enrolled, successfully complete all required courses and practicum hours, and hold an initial license in one of the following areas: Moderate Disabilities (PreK-8 or 5-12), Severe Disabilities (All Levels), Teacher of the Deaf or Hard of Hearing, or Teacher of the Visually Impaired.
- All courses need to be completed by the time the student completes the practicum and their program.
- The Autism Spectrum Disorders Endorsement at Bay Path University meets the requirements for the endorsement from the Massachusetts Department of Elementary and Secondary Education.

TRANSITION SPECIALIST CERTIFICATE-ONLY

Coursework Requirements:

- As of Spring 2023, the graduate certificate in Transition Specialist will be 12 credits.
- This Transition Specialist Certificate does not lead to endorsement from the Massachusetts Department of Elementary and Secondary Education.
- Required courses are SPE 572, SPE 573, SPE 574, and SPE 575. Each are 3 credits.
- Once a student begins the graduate 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.

TRANSITION SPECIALIST ENDORSEMENT PROGRAM

Coursework Requirements:

- The Transition Specialist Endorsement Program is a total of 15 credits, including a 3-credit practicum experience.
- Required courses are SPE 572, SPE 573, SPE 574, SPE 575, and SPE 576. Each are 3 credits.

- 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.
- The Transition Specialist Endorsement Program requires the successful completion of 150-hour field-based experience that includes providing transition services for transition-age students with disabilities with IEPs (ages 14-18 and 18-22), in collaboration with their families, community members, and other relevant professionals 603 CMR 7.14(4)(c)
- BPU can only endorse students for the Transition Specialist Endorsement, once the has a **minimum of two years of experience** under one of the following licenses 603 CMR 7.14(4)(a)(1)&(2): An Initial or Professional license as a Teacher of Students with Moderate Disabilities, Teacher of Students with Severe Disabilities, Teacher of the Visually Impaired, Teacher of the Deaf and Hard of Hearing, School Guidance Counselor, or School Social Worker/School Adjustment Counselor.
- All courses need to be completed by the time the student completes the practicum and their program.
- The Transition Specialist Endorsement at Bay Path University meets the requirements for the endorsement from the Massachusetts Department of Elementary and Secondary Education.

MTEL Information

- If a student is concurrently enrolled in a special education licensure track program with the University, they must adhere to the requirements outlined in the MTEL section on page 1.

Practicum Requirements:

- The Transition Specialist Endorsement Program requires the successful completion of 150-hour field-based experience that includes providing transition services for transition-age students with disabilities with IEPs (ages 14-18 and 18-22), in collaboration with their families, community members, and other relevant professionals 603 CMR 7.14(4)(c)
- 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.
- 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.
- Students who are completing fieldwork or practicum experiences in districts which require medical documentation services will be responsible for the cost of the service.

Transition Specialist Endorsement:

- Upon successful completion of all required coursework and practicum hours, BPU will recommend the student for endorsement through the Massachusetts Department of Elementary and Secondary Education. (*for students completing their initial license in any special education track, the recommendation for endorsement will be completed at the same time as their recommendation for licensure).
- BPU can only endorse students for the Transition Specialist Endorsement, once the has a **minimum of two years of experience** under one of the following licenses 603 CMR 7.14(4)(a)(1)&(2): An Initial or Professional license as a Teacher of Students with Moderate Disabilities, Teacher of Students with Severe Disabilities, Teacher of the Visually Impaired, Teacher of the Deaf and Hard of Hearing, School Guidance Counselor, or School Social Worker/School Adjustment Counselor.

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

Student's Signature: _____ Date: _____

Student's Name (*Print*): _____

SELECT YOUR PROFESSIONAL LICENSURE PROGRAM:

DEGREE PROGRAMS (39 credits):

____ MSEd **-or-** ____ EdS

-and-

____ Moderate Disabilities (PK-8)

____ Moderate Disabilities (5-12)

____ Severe Disabilities (All Levels)

____ Early Childhood Education (PK-2)

____ Elementary Education (1-6)

CERTIFICATE-ONLY PROGRAMS (12 credits):

____ Moderate Disabilities (PK-8)

____ Moderate Disabilities (5-12)

____ Severe Disabilities (All Levels)

____ Early Childhood Education (PK-2)

____ Elementary Education (1-6)