RETENTION REQUIREMENTS

Once admitted all are expected to demonstrate professional behaviors and dispositions that are consistent with (a) the Core Values of the Division of Education at Queens College of “promoting Equity, Excellence, and Ethics in urban schools and communities;” and (b) the code of ethics for special education professionals, as adopted by the Council for Exceptional Children Board of Directors, January 2010 (http://www.cec.sped.org/Standards/Ethical-Principles-and-Practice-Standards).

Additionally Candidates must:

• Receive a grade of B or better in ECPSE 720 and ECPSE 722 to register for ECPSE 725, Internship in Severe Disabilities. Candidates should meet with their faculty advisor if they receive a grade lower than B in these two courses.

• Maintain an overall 3.0 GPA to register for the internship course and the research courses.

• Maintain a 3.0 GPA and demonstrate professional dispositions and behavior to remain matriculated and to graduate.

• Meet with an advisor if they get a course grade lower than B- or if they demonstrate questionable professional dispositions or behavior. A candidate and his/her advisor will then make a plan to determine (a) how to rectify any academic or behavioral deficiencies, and (b) the conditions for continuing in the program.

• Receive a grade of B or better in ECPSE 725 Internship in Severe Disabilities.

• Purchase and maintain an electronic portfolio, Chalk & Wire account for the entire duration of the designated program (e.g. 3 years for MSED programs; 1 year for Post Master’s programs).

• Should an individualized plan be needed to address academic or behavioral deficiencies within an internship situation, a candidate may be required to participate in a guided internship experience. The candidate would then be required to register for Supervised Internship in Special Education (ECPSE 754) to fulfill the requirements of the individualized plan.

• As per Queens College graduate student governance policy, “a matriculated graduate student who is dismissed must remain out of the College for at least one semester. To return, the student must file a formal application for reentry and pay a non-refundable reentry fee by the appropriate deadline. The student must also petition the Office of Graduate Studies for permission to reenter. Requests for reentry will be reviewed on an individual basis. Permission to reenter following suspension may be granted one time only”. (Graduate Bulletin 2002—2004, p. 31)
REQUIREMENTS FOR PROGRAM COMPLETION

To graduate, all GPSE candidates are required to meet the following requirements:

- Maintain a 3.0 GPA and complete all coursework.
- Perform successfully on all program-level assessments.
- Apply for graduation in the spring of the semester they will graduate. (Deadline to apply for graduation is March 1st of every spring semester).

Candidates receiving MSED and MAT degrees must also:

- Successfully complete a research project developed with, supervised, and supported by a faculty member.

TEACHER CERTIFICATION REQUIREMENTS

Candidates who meet these requirements for graduation, and who have completed all required New York State seminars and have passed all New York State Education Department required tests, will be recommended to the New York State Education Department by the Queens College Office of Teacher Certification for extensions to their licenses in Teaching Students with Disabilities at the appropriate age/grade level.

CANDIDATE APPEAL PROCESS

Candidates have the right to appeal all decisions regarding academic performance, personal and/or professional behavior.

- A candidate should first attempt to successfully resolve any conflict or dispute with the course professor.
- The candidate should then put his or her grievance in writing and submit it to his/her advisor.
- Should these steps not result in a satisfactory resolution, candidates should make a formal written appeal to the Educational and Community Programs Scholastic Standards Committee through the Chair of the Department.
- Should the appeal need to continue beyond the Department, the candidate should submit a written appeal to the Dean of Graduate Studies and to the Graduate Scholastic Standards Committee.
ADVICEMENT & REGISTRATION

- All candidates in GPSE, with the exception of Post Master’s candidates, are assigned to a faculty advisor. During the regular semester, each full time faculty has weekly office hours. Candidates should set up an appointment with their advisors to discuss any program related issues.

- Course registration is completed online via CUNY first. The special education office will register for new students in their first semester.

- It is very important that students register for their classes during the prior semester and pay the bursar bill on time. Failure to pay the bursar will result in being dropped from courses. While re-enrollment is possible before the semester begins, being temporarily dropped from a course sometimes creates a situation where the course is under-enrolled and at risk for being cancelled. Please notify the program coordinator if you will be paying or registering late for a course or if you are dropped from a course but intend to take it. This will enable the actual enrollment to be accurately determined.

INCOMPLETE COURSEWORK

The college allows one year to complete the requirements for a course when a grade of “Incomplete” has been given (i.e., an incomplete from the Fall semester must be removed by the end of the following Fall semester). Candidates are responsible for ensuring that their transcripts have been adjusted once completed work has been submitted to instructor(s). This is especially important for graduating students since incompletes will delay issuance of diplomas and could lead to additional tuition fees.

GRADUATION

Candidates are responsible to file for graduation online with the Registrar’s Office (Jefferson Room 100) during their final semester and to ensure that all requirements have been met. It is advisable that students begin this process early in the last semester to allow for any delays. Incompletes must be resolved and ample time must be allowed for processing the Change of Grade forms. It is the candidate’s responsibility to follow up to ensure that all paperwork is processed in time for graduation.