



Department of Special Education, Rehabilitation and Counseling

## Special Education Program New Student Orientation

### **Special Education Program**

Phone: (909) 537-7406 or (760) 341-2883 ext. 77406

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### **College of Education Student Services (COESS)**

(909) 537-5609 or (760) 341-2883 ext.75609

California State University, San Bernardino (CSUSB)  
5500 University Parkway, San Bernardino, CA 92407  
(909) 537-5000

CSUSB, Palm Desert Campus (PDC)  
35700 Cook Street, Palm Desert, CA 92211  
(760) 341-2883 x7810

## College of Education Conceptual Framework

### The Wise Professional Educator

- Possesses rich subject matter knowledge
- Applies sound judgment to professional practice and conduct
- Applies a practical knowledge of context
- Respects multiple viewpoints
- Reflects on professional practices and follows up with appropriate action

### College of Education Mission Statement

Through compassion and collegiality, we are committed to inspire students and serve our communities.

Vision & Mission statements were adopted by the College faculty and staff and approved by the Dean's Cabinet March 2019.

Our core beliefs in

- the dignity and inherent worth of all people,
- diversity and multiple perspectives as essential, treasured assets,
- a collaborative teaching/learning community,
- the crucial leadership role of education professionals in promoting positive social change fostering human development, achieving social justice, and promoting human rights form the foundation for our work.
- In collaboration with university and P-12 colleagues, clients, students, alumni and the community-at-large, we apply our values and beliefs in responding to evolving needs and priorities in the schools, agencies and communities of the region we serve.

As outlined in our Conceptual Framework, we accomplish our mission through our personal and professional commitment to practice the following behaviors, which we model for and encourage in our students:

- develop and maintain knowledge, skills and expertise in our fields through scholarship and reflection;
- behave ethically, responsibly and professionally;
- comprehend the specific contexts experienced by our students and use that understanding to make instructional decisions;
- respect the experiences of various groups with whom we interact and make concerted efforts to incorporate knowledge of and sensitivity to those experiences in (a) professional decisions and (b) interactions with students, colleagues and members of the broader community;
- reflect on the outcomes of our actions and make adaptations as necessary.

*Adopted by the College faculty and staff and approved by Dean Patricia Arlin April 22, 2008*

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# Program Information

## Special Education Program Staff

The program staff members are available during regularly scheduled hours to assist students.  
***All program and course advisement must be referred to a faculty advisor.***

### Special Education Program

*Provides general program information to candidates and applicants;  
schedules appointments with Program Director*

Administrative Support Coordinators

Lola Cromwell

Janet Miller

Special Education, Rehabilitation and Counseling—CE 243

Phone: (909) 537-7406 or (760) 341-2883 x7406

Fax: (909) 537-5456

E-mail: [specialeducation@csusb.edu](mailto:specialeducation@csusb.edu)

### Recruitment & Admissions Advisement

*Provides information on the admissions process to applicants; runs Information Sessions  
required for applicants; facilitates New Student Orientation Sessions with faculty*

Program Admissions Advisor

Shelia Braggs

College of Education Student Services (COESS)-CE-102

Phone: (909) 537-5621 or (760) 341-2883 x75621

Fax: (909) 537-5456

E-mail: [sbraggs@csusb.edu](mailto:sbraggs@csusb.edu)

### Special Education Coordinators

*Provides supports for New and Current CSUSB students, Fieldwork Supervision, and Program  
Advisement for the Masters Program.*

Special Education Program Coordinator

Dr. Shannon Sparks

phone: (909) 537-7328

Email: [Shannon.sparks@csusb.edu](mailto:Shannon.sparks@csusb.edu)

Special Education Graduate Coordinator

Dr. Jemma Kim

Phone: (909) 537-7237

E-mail: [jemma.kim@csusb.edu](mailto:jemma.kim@csusb.edu)

### **Special Education Internship Programs**

*Provides support for Internship Seminars and professional development events;  
facilitates communication with the Internship Coordinators;  
provides general information to candidates with internship credentials*

Intern Administrative Support Coordinator

Tamara Patterson

Phone: (909) 537-5352

Email: [tamara.patterson@csusb.edu](mailto:tamara.patterson@csusb.edu)

Mild to Moderate Support Needs, Extensive Support Needs & Early Childhood  
Special Education Intern Program Coordinator

Dr. Shannon Sparks

Phone: (909) 537-7328

E-mail: [Shannon.sparks@csusb.edu](mailto:Shannon.sparks@csusb.edu)

## Special Education Program Faculty

Faculty members teach courses and supervise field experiences in the program. Each semester, faculty post their regularly scheduled office hours in their course syllabi, on a sign outside their faculty office, and with their department and program office staff. Faculty advisors are available during regularly scheduled office hours. Faculty members work with students who are admitted to the credential and/or master's degree programs in the following areas:

- support and information regarding the course that students are enrolled in with the faculty member
- preparation of program plans
- recommendations for course substitutions from other colleges and universities for required program coursework

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Dr. Stanley Swartz  
Department of Special Education, Rehabilitation, and Counseling: CE 362  
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Email: [sswartz@csusb.edu](mailto:sswartz@csusb.edu)

## Navigating the Institution: College of Education (COE)

The following is provided to aid you in locating the various faculty and staff that you will encounter while completing your Education Specialist Credential at CSUSB. The College of Education is located in the College of Education Building (CE) and is organized into four academic departments:

- Educational Leadership & Technology—CE 374, (909 ) 537-7404
- Special Education, Rehabilitation & Counseling—CE 243, (909) 537-7406/ (909)537-5606
- Teacher Education & Foundations—CE 261, (909) 537-7405

The faculty members who teach your classes are members of one of the academic departments listed above. Each department clusters faculty according to their professional disciplines, areas of specialization, and scholarship. Each department supports courses in the Education Specialist Credential Programs. In addition, there is the Division of Teacher Education (see below). Within this organization, the College of Education offers multiple credential programs, 11 masters programs; 19 specialist and service credential programs; 7 certificate programs; 1 specialist certificate program, and 1 doctorate in Educational Leadership. The College of Education Dean's office is located in CE 221, (909) 537-5600.

### Student Services Office

This office includes the following staff members (a) program admissions advisors (c) credential admissions and processing staff, (d) supervision staff, and (f) masters and advanced credentials program staff. The staff members in the Teacher Education Office at the Palm Desert Campus provide advisement and facilitate communication between Teacher Education faculty and staff and students at the Palm Desert Campus.

**Program Admissions Advisors** assist candidates in applying to the University and Special Education Program:

Multiple and Single Subject Programs

Arlena Allende, Program Admissions Advisors

Special Education Programs

Tamara Patterson, Intern Administrative Support Program

Credential Programs Admissions Staff accepts applications to credential programs in the College of Education and assists candidates in the admission process.

(909) 537-5609 or (760) 341-2883 x78109  
Jennifer Arreola, Credential Analyst  
Monica Rodriguez, Credential Analyst  
[credrec@csusb.edu](mailto:credrec@csusb.edu)



**Supervision Staff.** Serve candidates in the supervision portion of their credential program. In consultation with the Program Director and cooperating school districts, the Director of Supervision arranges for the placement of student teachers and assigns university supervisors to candidates in the Student Teaching Option in the Education Specialist Credential Programs.

**(909) 537-5698**

Tamara Patterson

Email: [Tamara.patterson@csusb.edu](mailto:Tamara.patterson@csusb.edu)

**Credential Processing Staff.** Upon successfully completion of a credential program, the credential staff accepts applications for California teaching credentials and makes recommendations to the California Commission on Teacher Credentialing in Sacramento.

**(909) 537-5609**

Monica Rodriguez, Credential Analyst

Jennifer Aerola, Credential Analyst

Email: [credrec@csusb.edu](mailto:credrec@csusb.edu)

**Masters and Advanced Credentials Program Admissions Staff** accept applications to Masters and Advanced Credentials programs within the College of Education.

**(909) 537-7403**

Candice Hrdlicka, Administrative Support Coordinator

Email: [hrdlickc@csusb.edu](mailto:hrdlickc@csusb.edu)

**(909) 537-3617**

Ami Thomas, Program Admissions Technician

Email: [ami.thomas@csusb.edu](mailto:ami.thomas@csusb.edu)

# Special Education Program Procedures

## E-mail Policy

The structure of the campus email system has evolved over the years as different servers have been utilized to handle campus email. The usage of email communications to students has increased and will continue to increase. This policy addresses issues related to proper usage, and the standardization of email addresses. The revised policy also addresses the responsibility regarding emails from the university as official communication.

The purpose of this statement of structure is to provide a consistent procedure by which email accounts will be established and administered for all campus constituents. In addition, this policy makes email communications an official and binding means of communication. (Note: This policy does not prohibit the use of USPS mail.)

The University intends to replace many of the letters sent to students via the U.S. Postal Service with email communications. As a result, it is strongly recommended that students check their email accounts daily. The consequences of not checking email are the same as those for not checking a U.S. Postal mailbox. Some of these consequences include missing payment deadlines, missing registration deadlines, missing immunization deadlines, missing out on opportunities for financial aid, and missing requirements and deadlines for graduation.

Students are responsible for the consequences of not reading university-related communications sent to their email account. Students have the responsibility to recognize that certain communications may be time-critical. Errors in forwarding email to a personal email address or failure to read emails regularly are not acceptable reasons for missing university deadlines.

Students have the responsibility to monitor their email accounts and avoid emails being rejected due to limited space in their account.

### Students

Student email accounts will be established and maintained for new applicants, students who are eligible to enroll for the subsequent term, and graduates for one year following graduation.

1. Student email addresses will be created according to the campus email standard.
2. Students will be assigned an email address once they submit an admission application; this will be recorded in the university student information system. Students will be notified of their official CSUSB email address as part of the campus acknowledging the receipt of the application for admission.
3. As with all other student directory information, FERPA (the Family Educational Rights and Privacy Act of 1974) regulations will be followed and requests for student email addresses will be handled in the same manner as requests for home addresses. Procedures for obtaining this information can be obtained from the Office of the Registrar.

4. All email sent to students should include the name, title, email address and telephone number of the person sending the email so that the student may verify the integrity of the email.
5. Emails sent to students should not include non-directory information as defined in the University Bulletin Catalog under the section entitled 'Privacy Rights'.

## Coursework Plan

The Coursework Plan is a tool used for advising. It goes into the Navigation (i.e. formerly EAB/Campus) for review at critical points in the credential program. It is used by you to monitor your own progression through the program requirements. It is used by Supervision to determine when you are eligible for Supervision based on the courses you have completed. It is used by the Credential Services to determine if you have satisfied the coursework requirements to be recommended for a credential. It is used by the Special Education Program to schedule the appropriate number of sections of each course each semester. In order to complete the program within the intended time frame, courses must be completed in the sequence as advised.

Be aware that you must earn a grade of B- or better for each course (with the exception of ESPE 5530, and 5531, which require a passing grade of B or better).

## Changing Program Option

If for any reason you need to change your program option (e.g., Early Childhood Special Education to Mild-Moderate Support Needs), you must submit a Request for Change of Program Option form to Program Admissions in the College of Education Student Services. This form is available online at:

[https://coe.csusb.edu/sites/csusb\\_coe/files/Request%20for%20Change%20of%20Program%20Option.pdf](https://coe.csusb.edu/sites/csusb_coe/files/Request%20for%20Change%20of%20Program%20Option.pdf)

\*It is important to note that when changing from ECSE to either MMSN or ESN, a minimum of 2/3 CSET exams must be passed.

## Program Advisement

Students must take responsibility for the decisions which affect their academic progress. Faculty and staff at the university are available to assist students by providing academic advisement during their office hours or by appointment. However, before a student meets with an advisor, the following steps are highly recommended:

1. Become knowledgeable about university policies, procedures and requirements.
2. Bring a copy of the Coursework Plan and unofficial transcripts printed from My Coyote to the advising appointment.
3. Gather all relevant decision-making information such as work schedules or other time commitments.

4. Prepare a list of questions or topics to discuss with the advisor. This is a good opportunity to discuss educational and career goals.

## Course Substitutions

Candidates who have completed teacher preparation coursework at another institution may petition to have a maximum of three courses substituted. All courses submitted as substitutes must have completed with a B or better. The substitution request form may be obtained from COE Student Services (CE-102) or from the Credential Services web pages at:

[https://coe.csusb.edu/sites/csusb\\_coe/files/coe-course-sub.pdf](https://coe.csusb.edu/sites/csusb_coe/files/coe-course-sub.pdf)

The following documentation must be included: 1) A course description (that is consistent with the year that course was/will be completed) from the college/university catalog (if the course description is vague, it is recommended that a copy of the course syllabus also be attached); 2) Verification of grade (i.e., transcript or grade card); 3) Submit to [specialeducation@csusb.edu](mailto:specialeducation@csusb.edu).

**\*Disclaimer- due to the new credential structure we are not accepting course substitutions at this time\***

## Department Consent to Register

The only courses for which students need department consent are ESPE 6601, ESPE 6602, ESPE 6665, ESPE 6960, ESPE 6980, and EDUC 6990. These are specific to the Master's Program. Please obtain departmental consent at: [specialeducation@csusb.edu](mailto:specialeducation@csusb.edu)

## Closed Courses (Waiting List)

Students who want to be a wait list will need to complete the following steps via MyCoyote.

Step 1: Select the "Student Center" tile.

Step 2: Select the "Enroll" tab.

Step 3: Select the term you are planning to enroll.

Step 4: Select the "Search" button

Step 5: Select the "Subject" drop-down menu and choose the subject. Enter the course number in the "Course Number" field. Uncheck the box for "Show Open Classes Only." Lastly, select the "Search" button (e.g., Communication Studies 1006).

Step 6: Select the course with a Wait List status.

Step 7: Check the box for "Wait List if class is full." Then select the "Next" button.

Step 8: Select the "Proceed to step 2 of 3 button".

Step 9: Select the "Finish Enrolling" button

Step 10: If enrollment is successful, you will receive a message regarding your enrollment on the wait list and position number.

## Course Overload

To enroll in more than 15 units or more in any one semester, a student must have approval of the Program Coordinator or Internship Coordinator of his/her program. To obtain this approval, Course Overload Permit Cards are available at the College of Education Student Services, CE-102, Records, Registration and Evaluations Information Center, UH-171, and from the department office. To obtain this approval, Course Overload Permit Cards are available in the SRC Department Office, CE-243. Completed cards should be emailed to [specialeducation@csusb.edu](mailto:specialeducation@csusb.edu). In lieu of completing a card, requests can be made via email to: [specialeducation@csusb.edu](mailto:specialeducation@csusb.edu). Overloads may also be requested by sending an email that includes the student's name, ID#, course name and number, and a brief statement of permission to process the course overload. Students will be notified when the overload has been processed. Once "Late Registration" begins and if classes remain open and the overload is approved, additional units may be added.

# University Policies

There are several University Policies that may impact you during your credential program. Please become familiar with the Financial Aid requirements and the Graduate Studies requirements by regularly checking the web pages on the CSUSB website. All petitions and waivers must be submitted to the Special Education Program in COE Student Services for the signature of the Graduate Program Coordinator. These forms will be forwarded to Graduate Studies for the final decision and candidates will be contacted by their Coyote e-mail when a decision is made.

## Payment Policy

Payment must be received by the Bursar's Office before the designated due date to prevent an administrative drop of your courses. The university will not be responsible for cash payments sent by mail or deposited at drop boxes. Postmarks will be disregarded.

Registration fees paid by check or credit card are not considered valid until the bank has cleared the payment. Checks and credit cards not cleared by the bank, including "stop payment" checks, may cancel your registration. It is each student's responsibility to formally withdraw from classes prior to the refund deadline dates. Failure to withdraw will result in a "balance due" on your account and prevent you from registering in future quarters. For more information, see the Bursars web page at: <http://sfs.csusb.edu/paymentMethods.html#paymentPolicy> .

### Payment by Mail

Payment must be received by Student Financial Services before the designated due date to prevent an administrative drop of all courses for that term. The University is not responsible for cash payments sent by mail. Postmarks are disregarded.

Registration Tuition Fees paid by check or credit card are not considered valid until the bank has cleared the payment. Checks and credit cards not cleared by the bank, including 'stop payment' checks, may cancel your registration. It is each student's responsibility to formally withdraw from classes prior to the refund deadline dates. Failure to withdraw by the full refund deadline will result in a 'balance due' on your account and may prevent you from registering in future terms.

### Payment by Credit Card

Credit/Debit Card payments (MasterCard, VISA, American Express) are only accepted online through the university's third-party provider.

A non-refundable service fee of 2.75% for each credit/debit card transaction will be added to the total payment amount. Service fees are retained by the vendor.

The cardholder, student and/or parent, will see two transactions on their statement, one for the university payment transaction and one for the service fee. **This service fee is nonrefundable.** There is no service fee for selecting the Electronic Check (ACH) option when making payments.

## **Dishonored Checks and Credit Cards**

A \$25.00 service fee will be charged for a first offense dishonored check/credit card; all subsequent dishonored checks/credit cards will result in a \$35.00 service fee per offense. It is the student's responsibility to ensure adequate funds are available to cover checks written to the University and it is the bank's responsibility to notify students of their NSF checks. Therefore, without written notification to the student, the University will automatically apply a dishonored check fee to the student's account. For more information, see the Student and Financial Services web page at: <http://sfs.csusb.edu/paymentMethods.html#paymentPolicy> .

## **Standards for Graduate Studies**

In general, Graduate Studies deals with more complex ideas and demands more sophisticated techniques, searching analysis and creative thinking than undergraduate study. Extensive research is required in both primary and secondary sources, and high-quality writing is expected. The student is advised to consider these factors when deciding the amount of course work to be undertaken during any one quarter. Postbaccalaureate students will be held to all prerequisites for all courses. All students are required to maintain a 3.0 ("B") grade-point average in all courses taken to satisfy the requirements for the degree, except that a course in which no letter grade is assigned shall not be used in computing the grade point average. In addition, the education specialist teaching credential, accepts no grade lower than a "B-" in all work attempted (ESPE 5530, ESPE 5531 must be a B or better).

### **Academic Probation**

Failure to maintain the appropriate grade point average will result in the student's being placed on probation. Students on probation must rectify their grade point deficiencies by the end of the semester of notification of probationary status, or they automatically will be disqualified and dismissed. To apply for reinstatement to a graduate degree or credential program after disqualification, the student must petition the appropriate program graduate committee. A student who has been disqualified from a master's degree program may be admitted to another program only on the recommendation of the department to which the student has applied and with the approval of the Dean of Graduate Studies. Students who are dismissed from the University for failure to maintain these standards must petition the Dean of Graduate Studies for readmission to the university.

### **Readmission of Previously Disqualified Students**

After receiving notice of disqualification, a student may petition the graduate coordinator for readmission to the university on probation. Contact the Dean of Graduate Studies for format. All petitions for readmission must be submitted to the graduate coordinator.

## **Administrative Academic Disqualification**

A graduate student may also be placed on probation or may be disqualified by appropriate campus authorities for unsatisfactory scholastic progress regardless of cumulative grade point average or progress in the program.

Such action shall be limited to those arising from repeated withdrawal, failure to progress toward an educational objective and noncompliance with an academic requirement and shall be consistent with guidelines issued by the chancellor.

## **Administrative Drop**

Faculty members may initiate an administrative drop of a student in their courses based on any one of the following criteria.

### **Lack of attendance**

Students who fail to attend two consecutive class meetings during the first four weeks of the semester without contacting the faculty member or making special arrangements may be dropped. Students in on-line or hybrid classes who fail to make contact with the instructor either in person or electronically (via email or CANVAS) within the first four days of the start of the semester may also be dropped during the first four weeks of the semester.

### **Prerequisites not met**

Students who are unable to show completion of required courses or do not have the background needed to succeed in the course may be dropped.

## **Withdrawal from a Course after the Census Date**

Please keep in mind that permission is rarely given to withdraw from a course after the census date has passed. Extenuating circumstances must have prevented course withdrawal in a more timely manner. Reasons, which must be documented, include accident, illness (physical or mental), serious personal or family problems, or military transfer. Employment-related withdrawals are valid only when the waiver is filed before the end of the term in question. Lack of awareness of withdrawal procedures is not a valid reason. Official transcripts will indicate a "W" for this dropped class.

The Drop After Census Form is available at the following website: <https://live-csusb.pantheonsite.io/sites/default/files/upload/file/Petition%20to%20Drop%20a%20Course%20After%20Census%20%5BPDF%20format%5D.pdf>

## **Retroactive Withdrawal**

Requests for withdrawal following the close of the term will be considered only for: accident or illness (physical or mental), serious personal or family problems, or military transfer.

Documentation is required. In addition, extenuating circumstances must be shown to have prevented withdrawal in a timely fashion. The student must list each course number and obtain the instructor's signature for all courses they are attempting to withdraw from. Partial withdrawal of grades during a term is not permissible for any reason. All courses must be withdrawn and will



be noted with a “W” on the official transcript. Lack of awareness of the withdrawal procedures is not an extenuating circumstance.

Employment-related reasons are acceptable only for withdrawals processed during the term in question. This withdrawal would be completed by filling out a “Drop After the Census Date” form.

## **Repeat of a Course (Discount of Grade)**

Classified and conditionally classified graduate students may be permitted to repeat one course at CSUSB that was taken for graduate credit (i.e., that is applied towards a master's degree) one time only by petition to and approval of the college or department graduate committee. The petition requesting permission includes an automatic request to discount the first attempt. When approved, the original course grade on the student's permanent record will be discounted. Only the second grade earned shall apply to the student's cumulative postbaccalaureate grade point average. The first attempt will appear on the transcript with the repeat (discount) noted. Subsequent repeats of course will be averaged.

Classified postbaccalaureate students (for example, students officially admitted to teaching credential programs) may be permitted to repeat a course taken for postbaccalaureate credit by petition to and approval of the appropriate college or department committee.

The petition requesting permission includes an automatic request to discount the first attempt. When approved, the original course grade on the student's permanent record will be discounted. Only the second grade earned shall apply to the student's cumulative postbaccalaureate grade point average. The first attempt will appear on the transcript with the repeat (discount) noted. Courses taken for subsequent repeats of course will be averaged. The petition for a Discount of Grade is available at the following website:

<http://gradstudies.csusb.edu/currentstudents/forms.html> The Discount of Grade form must be completed and submitted to the Special Education Program for preliminary approval (Email to: [specialeducation@csusb.edu](mailto:specialeducation@csusb.edu)). It will then be forwarded to Graduate Studies for final approval.

## **Grade Grievance/Complaint Procedures**

<http://studentaffairs.csusb.edu/policies.html>

Information concerning academic or nonacademic matters may be obtained from the Office of Advising and Academic Services, University Hall, Room 380, 909-537-5034, or email at [advising@csusb.edu](mailto:advising@csusb.edu). Generally, a grade grievance must be initiated by the student within no more than 40 calendar days after the grade is recorded. The complete policy statement is available from the Associate Dean of Undergraduate Studies, AD-183.

Information concerning non-academic grievances and discrimination complaints against the university and its employees by a student may be obtained from:

<https://www.csusb.edu/policies/student-non-academic-grievance-policy-and-procedures>

A grievance or complaint must be filed within no more than 20 works days after the of the academic semester student learned or reasonably should have learned of the occurrence of the grievance/complaint event.

## Leave of Absence Policy

Advanced degree (master's, doctorate) and credential seeking students who plan to be absent from the university for one term or more must file a leave of absence to preserve their current catalog rights (Title 5, Article 5, Sec. 40401). A petition, available through the Office of the Dean of Graduate Studies, CE 156, (909) 537-5058, must be filed and approved:

<https://www.csusb.edu/graduate-studies/policies-and-procedures>

With an approved leave of absence, the student may be absent from the campus without losing rights to the specific degree requirements for the catalog year in which they were admitted (Title 5, Article 5, Sec. 40401). Students who discontinue their studies without an approved leave must reapply to the university when they return and may lose their catalog rights.

The leave of absence policy covers interruptions which are involuntary (medical) or voluntary (military, personal or planned educational leave). Petitions for leaves of absence should be filed in advance of the interruption in enrollment. Medical and military leaves may be considered retroactively if supported by individual circumstances, but those leaves must be filed no later than census date of the first regular term of non-attendance. Personal and planned educational leaves cannot be retroactive since they constitute an agreement or "contract" which must be set in advance. The maximum duration for any leave is two calendar years.

Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action. Other students ineligible for leaves of absence are those who are not completing any degree applicable course work, those who are enrolling only in extension courses, those who are only auditing courses, and those who have not completed their first term in their current program.

Students who do not return to CSU, San Bernardino at the conclusion of their planned leaves and those who enroll elsewhere without permission of the Office of the Registrar will be considered to have withdrawn from the university at the end of their last term of regular enrollment.

## Types of Leaves and Requirements

**Medical Leave:** Requests must be accompanied by a statement from a medical doctor verifying the reason for the leave and the length of recuperation. The statement should be on the doctor's letterhead. Leaves for pregnancy are restricted to the term of delivery unless verified medical circumstances indicate a longer time is required for recuperation. Exceptions to the two-year limit may be granted under extenuating circumstances.

**Military Leave:** CSUSB supports students called to active duty in the U.S. Military. The Military Leave Policy and forms are available from the Veterans Success Center.

**Planned Education Leave:** Since students usually maintain their catalog rights, courses completed at other institutions must have received prior approval in order to count toward the degree program at CSU, San Bernardino. Therefore, a student must also file a concurrent enrollment form with the Office of Graduate Studies to obtain that approval. Failure to file a concurrent enrollment form may result in coursework not being accepted. Upon return, transcripts must be submitted showing the courses taken. A maximum of 4 consecutive semesters may be approved. (Summer does not count as a term.)

**Personal Leave:** This option allows time to address personal matters and thus enhance the prospect of successful completion of the academic program. When completing the form, students should briefly describe the reasons for the proposed leave of absence.

#### **Instructions:**

1. Submit the form using the Adobe Sign software in your MyCoyote Portal. Step-by-step instructions are below.\*
2. Be sure to include your graduate coordinator in the approval flow for review and signature. Your graduate coordinator must review your request. If approved, the form will then be sent to the Office of Graduate Studies for review and final approval
3. You will be able to review the process through the Adobe Sign software.
4. Return to the university by the end of your leave. Students returning from a leave of absence earlier than the date approved must complete a "Readmission from a Leave of Absence" form and submit it to the Office of the Registrar. Students who do not return by the end of the approved leave will be discontinued. If you need to extend your leave, you will need to complete a new leave of absence request. Contact the Office of Graduate Studies at (909) 537-5058 if you have questions or need additional information.

## **Financial Aid Eligibility (Satisfactory Academic Progress)**

Students pursuing a degree or credential at the postbaccalaureate level are limited up to a maximum of nine quarters. Read more about financial aid policy and procedures on the Financial Aid website at <http://finaid.csusb.edu/>. Lack of Satisfactory Academic Progress may affect Financial Aid Eligibility. Many credential candidates take longer than the 6 semesters allotted to complete all of the requirements for credentials and the Master's degree so they come under review by the Financial Aid Office. To comply with federal and state requirements, California State University, San Bernardino established an Annual Satisfactory Academic Progress (SAP) Policy. This policy applies reasonable standards for measuring whether a student, who is otherwise eligible for financial aid, is maintaining SAP toward the completion of his/her educational objective.

During this review, which is conducted every summer, your academic progress will be reviewed in the following areas:

- **Qualitative Standard:** students must maintain good academic standing by meeting the GPA requirements as they are outlined in the Office of Financial Aid and Scholarships

Satisfactory Academic Progress Policy (see link below in the box for Undergraduates and Post-Baccalaureates policy) and

- **Quantitative Standard:** comparing the number of units attempted versus the number of units earned on an annual basis and within time limits to complete a degree on a cumulative basis (see Eligibility and Duration of Eligibility using the link below in the box for Undergraduates and Post-Baccalaureates policy).

Withdrawn courses also count towards qualitative/quantitative standards and are used in the SAP calculation. Failure to meet SAP standards in these areas will constitute ineligibility to receive financial aid. Students who fail to make satisfactory academic progress will be notified via their CSUSB e-mail and by a ToDo item in MyCoyote.

To view the policy, please see the following web page: <https://www.csusb.edu/financial-aid/current-students/eligibility-requirements/satisfactory-academic-progress>

# Supervision

Supervision is the term for supervised fieldwork or student teaching. The special education fieldwork program coordinator receives all applications, verifies credential admission requirements and completion of required coursework. Supervision staff arranges placements with qualified resident teachers in appropriate settings. The Department of Special Education, Rehabilitation and Counseling gives permission for enrollment in the appropriate fieldwork course and assigns a university supervisor. During *Supervised Student Teaching in Special Education*, candidates should participate in both general and special education activities

## How to Apply for Student Teaching Supervision

Student teachers are required to successfully complete one (1) semester of student teaching in order to be eligible for the Preliminary Education Specialist credential. Candidates who already hold a valid Multiple or Single Subject teaching credential are still required to successfully complete one (1) semester of student teaching prior to being recommended for an Education Specialist Credential. Student Teaching candidates must apply for supervision by the 5<sup>th</sup> week of the semester before they plan to enroll in the supervised fieldwork course. The **application** for supervision can be found online or at the attached link:

<http://www.surveymzmo.com/s3/1678079/SPED-Student-Teaching-Fieldwork-Application-Placement-Request>

## Supervision Orientation – MANDATORY

Prior to beginning of the semester in which candidates will student teach, students are expected to attend a supervision orientation. Information on the exact date and the time of the orientation will be emailed. Candidates will be notified when fieldwork placements are secured. The orientation is mandatory. Candidates who do not attend the orientation may be administratively dropped from student teaching. If there are extenuating circumstances, a written statement explaining why attendance was not possible is required.

## Student Teaching Expectations

Candidates are required to student teach full-time for 15 weeks (non-paid) under the guidance of a master teacher who holds the same credential option. Candidates are expected to be professional in every aspect of student teaching, to be on time each morning, and to stay for the entire contract day. It is expected that candidates act as members of the learning and teaching community at the school, classroom, department, and school site level. Clear and open communication with the university supervisor and resident teacher is expected. Professional dress is mandatory. Vacations and/or absences during student teaching assignment are unacceptable. If you have a scheduling conflict with the district calendar, let the university supervisor know immediately.

# The University Supervisor

The university supervisor will conduct eight (8) observations over the course of the semester and there will be a midterm and a final competency evaluation. Evaluations will provide feedback on the teaching competencies that were mastered and those that need to be improved on during each observation. Following each visit, the university supervisor will provide feedback relative to the competencies. The university supervisor is the instructor of record and in addition to observing teaching responsibilities supervisors may require candidates to complete other relevant activities.

## How to Apply for your credential

During the final semester of student teaching, candidates must apply for a preliminary credential in COE Student Services (CE-102) through the Credential Processing staff. The forms and instructions to request a Pre-evaluation or to apply for the credential are available in the COE Student Services at <https://www.csusb.edu/teacher-education/credential-processing> Credential analysts can be emailed at the following address: [credrec@csusb.edu](mailto:credrec@csusb.edu)

## Special Education Intern Option

### Steps to becoming a Special Education Intern Option

The intern option is available for those who meet the minimum eligibility criteria. To be intern eligible, candidates must show successful completion of subject matter competency (e.g., CSET), have a clear program admission, and have earned a grade of a B or better in ESPE 5530 and 5531. Candidates must complete the program application: (<https://www.csusb.edu/sites/default/files/SPED%20Intern%20Program%20Application%20%20File%20table%202.pdf>).

Once students become intern eligible, they may apply for district/county teaching positions within the CSUSB service area (public school districts/county offices within San Bernardino and Riverside counties). Upon securing a teaching position, the candidate will meet with the intern coordinator to create an intern program plan. The Education Specialist Preliminary Credential Internship Program takes four (4) semesters or two academic years to complete. Those who possess a Single Subject or Multiple Subject Credential must still complete four (4) semesters (two academic years) of intern fieldwork.

## **How to Apply for the Special Education Internship**

Intern supervision is part of the intern program admission procedure. Interns are supervised each of the 4 semesters of the intern program and must enroll in the appropriate course for Intern Supervised Fieldwork that is to be provided by the Special Education Intern Coordinator. Please see the Special Education Intern Program Coordinator for more guidance and information. Special Education Intern Application:

<https://survey.alchemer.com/s3/5979615/Special-Education-Intern-Program-Application-October-2020>

Please allow 10 business days to process intern applications. Potential candidates can apply at anytime after meeting eligibility criteria. In order to ensure enrollment in the specified semester for Special Education Internship candidates must be enrolled in Supervised Teaching in Special Education before the census deadline.

## **Special Education Internship Deadlines and Enrollment after Census**

If candidates obtain employment after census, candidates may begin intern teaching but will not receive credit (CR) for the remainder of the semester. Special Education Interns can request to be supervised/supported during their initial semester of employment, but credit for supervision will not begin until the first full semester in which the candidate is enrolled in Intern Fieldwork. Special Education Interns will pay an 8% salary deduction (based on the year one, step one salary schedule from the district of hire) for the entire two year internship.

## **Internship Teaching Expectations**

Special Education Interns are expected to be professional in every aspect of the 2-year Special Education Internship. Candidates are expected to perform all duties as they will be the Special Education Teacher of Record. Interns are seen as respected faculty members at their school, at the classroom, grade, department, and school site level. Interns are expected to maintain clear and open communication with the university supervisor, district support provider, Special Education Internship Coordinator, and related professionals (i.e., Principal, Staff, Faculty, etc.). Interns are expected to perform all duties while employed and while enrolled in coursework at CSUSB.

## The University Supervisor

University supervisors conduct eight (8) observations each semester for 4 semesters. Interns will be evaluated based on CTC Standards/Competencies and Teaching Performance Expectations. Feedback will be provided on competencies that have been mastered, and areas that still require mastery.

Following each visit, the university Supervisor will provide feedback relative to the competencies. The university supervisor is the instructor of record and in addition to observing teaching responsibilities supervisors may require candidates to complete other relevant activities.

## Internship Supervision Courses

In *Supervised Intern Teaching in Special Education*, candidates participate in special education activities while employed at one of CSUSB's partnering districts. Along with academic coursework, candidates in the Early Childhood, Mild/Moderate Support Needs, and Extensive Support Needs credential programs are required to enroll in four (4) semesters of supervised internship teaching.

## How to Apply for your Preliminary Credential

During Special Education Interns' final semester, candidates will need to apply for their Preliminary Credential in COE Student Services (CE-102) through Credential Processing. The forms and instructions to request a Pre-evaluation and to apply for the credential are available in the COE Student Services at: <https://www.csusb.edu/teacher-education/credential-processing>. Additionally, credential analysts can be reached at the following email: [credrec@csusb.edu](mailto:credrec@csusb.edu)

## M.S. in Special Education

The MS in Special Education will provide students with advanced preparation in research methodologies and research-based practices that address contemporary topics and issues in the field of Special Education. Options for emphases in Early Childhood Special Education, Mild to Moderate Support Needs (MMSN), and Extensive Support Needs (ESN) are available. The Special Education program recommends that students pursuing the Master of Science degree in Special Education be concurrently enrolled in an Education Specialist credential program. Students who are pursuing the degree only must have permission from the Graduate Program Coordinator. Education Specialist Credential holders returning for the M.S. degree will be required to complete an approved program of study consisting of a minimum of 21.0 additional semester units and a culminating experience (i.e., the comprehensive exam or thesis).



## Admission to the Program

In preparation for admission to the basic program, applicants must review the Special Education Credential Program Admission Booklet which can be downloaded at CSU Special Education Program website and attend a mandatory Information Session. The schedule for Information Sessions may be obtained on the CSUSB Special Education webpage.

1. Original written verification of passing score for the California Basic Educational Skills Test (CBEST);
2. Two written recommendations by persons who can address scholastic performance;
3. Verification of a negative tuberculin examination within the last four years;
4. Academic achievement verified through official transcripts from ALL institutions of higher education attended. Applicants must possess a minimum undergraduate grade point average of at least 3.0 in all baccalaureate and post-baccalaureate coursework or at least 3.0 in the last 60 semester or 90 quarter units attempted;
5. Submission of an application for a certificate of clearance or evidence of a credential or permit authorizing public school teaching setting in California;
6. Satisfactory completion of prerequisite courses, ESPE 5530 ,ESPE 5531, and ESPE 5532 with a grade of "B" or better.

Students who do not meet these criteria may be admitted as conditionally classified graduate students. Students admitted in this category may be changed to classified standing with approval of the College of Education. No more than 12 semester units may be used to demonstrate fitness to complete the program

## Advancement to Candidacy

In addition to the above program admission requirements, master's degree candidates must successfully complete the following requirements in order to be advanced to candidacy:

1. Achieve full (classified) admission to the M.S. in Special Education program;
2. Secure approval of candidacy from the College of Education;
3. File an approved graduate program for completion of the degree. This must be prepared in consultation with an assigned advisor in the College of Education and approved by the coordinator of the Special Education program.

Note: Advancement to candidacy must be processed prior to completion of 12 semester units of master's degree course work. Candidates will not be permitted to take the comprehensive examination in the same semester they are advanced to candidacy.

## Change in Approved Graduate Program Plan

If during graduate study a master's candidate wishes to change the approved program by adding or removing a course, this may be done under certain circumstances. A request for such a change must be initiated by the student and approved by the graduate coordinator. Forms are available at the following weblink: [https://coe.csusb.edu/sites/csusb\\_coe/files/coe-course-sub.pdf](https://coe.csusb.edu/sites/csusb_coe/files/coe-course-sub.pdf).

Note: Note: Continuing credential or postbaccalaureate students who wish to add the Master of Science in Special Education will need to apply formally at <https://www.2calstate.edu/Apply>.

In accordance with Title V regulations, continuing credential candidates who are interested in adding the master's degree must be classified (admitted) in the M.S. degree program prior to the completion of 9.0 semester units. Prerequisites (ESPE 5530, ESPE 5531), practica (ESPE 6609/10 prior to new structure, ESPE 6633/34, ESPE 6635/36, ESPE 666637/38), and intern teaching courses (ESPE 6622, ESPE 6623, ESPE 6624) are excluded from the 9.0-units limit.

Continuing credential students who wish to add the master's degree but are not classified prior to the 9.0-units limit must complete the credential program before applying for admission.

Students who are newly admitted to the credential program (but have not begun their coursework) who wish to add the Master of Science in Special Education must contact the Office of Graduate Studies at (909) 537-5058.

## Graduation Requirements for M.S. Degree in Special Education

In addition to requirements listed in Graduate Degree and Program Requirements, candidates must meet the following requirements for graduation:

1. A minimum of 33 semester units of acceptable work, with a minimum of 23 semester units completed at this university. Note: The program may not include more than 9 semester units in approved CSUSB extension or transfer courses from other colleges/universities. CSUSB will not consider the transfer of course work from an institution which will not accept that work towards its own advanced degree program.
2. A grade point average of 3.0 ("B") in course work taken to satisfy the Master of Science degree requirements with no grade lower than a "B-" in all courses in the program;
3. The Graduate Writing Assessment requirement is met through successful completion of ESPE 6602;
4. Successful completion of the project/thesis and/or comprehensive examination.

Education Specialist Credential holders returning for the M.S. degree will be required to complete an approved program of study consisting of a minimum of 21.0 additional semester units and a culminating experience (i.e., the comprehensive exam or thesis).

## Continuous Enrollment

Students who have completed all course work and are working on the thesis/project must register for the thesis or project course required in their major discipline for the master's degree. Students register ONLY ONE TIME for the thesis/project course. If the thesis/project is not completed in the semester in which the student first registered for the thesis/project course, then the student will receive a grade of RP (Report in Progress) for the course for that semester. The RP grade in the course remains until the thesis/project is completed and approved by the student's thesis/project advisor and the Dean of Graduate Studies, at which time the student's professor will submit a "Change of Grade" form, replacing the RP grade with a letter grade.

In addition, students who have completed all course work and are enrolled in a thesis/project course must also register every semester for EDUC 6990 (Continuous Enrollment for Graduate Candidacy Standing).

## Thesis and Project Requirement

Students who choose to write a thesis or project as their master's degree culminating experience should consult, "A Guide to Graduate Studies: Policies, Procedures and Thesis and Project Format," copies of which are available in the university library for reference or for purchase from the Graduate Studies Office and Coyote Bookstore. It is also available on the web at <http://gradstudies.csusb.edu/>. It provides information about the following: procedures, regulations, and responsibilities governing the master's thesis or project; general requirements for thesis/project preparation and acceptance; and format requirements for the thesis/project.

A satisfactory project is one which must be reported in the form of a paper. The purpose of the project is for the student to communicate ideas gained in research, experimentation and creative endeavors; therefore, students should not feel bound to traditional forms. The project proposal and the project must be approved by the student's project advisor and one other professor in the College of Education and submitted in an approved format. Further information is available from the College of Education regarding an approved format for the project proposal and project. Students who elect to complete a project are not required to take a comprehensive examination.

## Comprehensive Exam

The exam is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination evidence independent thinking, appropriate organization, critical analysis and accuracy of documentation (Title 5, §40510, The Master's Requirements).

The comprehensive exam is of an integrative nature and is designed to test the student's knowledge of a specific field (M/M, M/S, or Early Childhood Special Education), rather than subject matter of courses taken. It is a culminating experience enrolled when their coursework is completed. The exam is offered once each semester.

## **Qualification to take the Exam**

Students must be advanced to Master's candidacy and either have completed all coursework to take the comprehensive exam or be in the last semester of their coursework. Students are not allowed to take more than a limit of units in the semester they enroll in ESPE 6980. Students also must file a Graduation Requirement Check with the Office of Admissions and Records before permission to take the examination can be granted.

## **Appeal Policy**

Students who do not receive a passing score may petition the College of Education to retake the exam or any part of it. Students who do not receive a passing score the second time must petition the Dean of Graduate Studies to take it again. Approval to retake the exam may be, at any time, contingent upon completion of additional designated courses. The petitions for a third retake will be considered only for accident or illness (physical or mental), serious personal or family problems, or military transfer.

## **Commencement**

### **Academic Affairs/Academic Resources Commencement Office (909) 537-7050**

Participation in commencement activities is voluntary. CSUSB has two commencement exercises, one in December and one in June. In order to participate in commencement, candidates completing a master's degree must file a grad check AND meet the eligibility requirements specified by their program. For the specific requirements, students should consult their program coordinator or go to <http://commencement.csusb.edu/>. Appropriate information will be sent to students.