Hybrid MA Student Handbook

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Introduction to the Hybrid Program and Pursuing Your M.A. in Professional Behavior Analysis

The hybrid program combines online coursework from the ABA Online Professional Development Program with 1 year of in-residence instruction, including coursework, practicum, and a capstone research project. The in-residence portion of the program does not take place at Florida Tech, but rather at approved practicum sites around the world. These approved sites will combine on-site supervision with the supervision and guidance of FIT faculty.

The hybrid program consists of two stages:

- Stage 1: 24 credits of online coursework
- Stage 2: 21 credits of in-residency credits
  - Practicum
  - Coursework
  - Capstone Project

After coursework completion, all students must pass the comprehensive Final Program Exam. It is a 150 item multiple-choice exam that mimics what students will experience on the Behavior Analyst Certification Board’s exam for certification.

Our list of approved remote practicum is constantly growing! If a student does not already work at or live near an established site, or be willing/able to move to an area where there is an established site, it is possible for their site to be approved and added to our list of partners. To get a new site approved, a student would need to go through the site evaluation process (which involves uploading documents and a brief interview); the first step in the process is for the student to contact their Program Plan Advisor to get started with site evaluation. Please see page 18 for more information on our site evaluation process.

The hybrid program is approved by the Behavior Analyst Certification Board® and is currently moving towards accreditation by the Association for Behavior Analysis International. Successful completion of the program will allow a student to meet all the BACB® exam application requirements, including coursework, degree, and experience.

**New York students:** Unfortunately, we are unable to offer the Hybrid M.A. program to residents of New York.

**Florida students:** The Hybrid program is available in most of Florida. However, students that live in or near the Orlando or Melbourne areas are ineligible for the Hybrid M.A. and are encouraged to apply for the on-campus programs instead. Ineligible counties include Orange, Seminole, Osceola, Lake, and Brevard.
Hybrid Program at FIT

Academic Procedures Manual

School of Behavior Analysis Mission
The mission of the School of Behavior Analysis is to enhance the human condition through behavioral education, research, scholarship and service delivery by facilitating and reinforcing member actions that lead to these outcomes; and enhance the quality of life through outreach and dissemination of behavior scientists and services, based on the following beliefs and values:

- A behaviorally-based educational approach will maximize student potential by inducing high standards of academic behavior and a strong knowledge base from which they can grow professionally.

- As is the discipline of behavior analysis, each program within the school is accountable not only to its students and faculty, but also the local community and the global community at large. The school is committed to excellence both in how to educate and mentor students and the product of their and the faculty’s work.

- As the first school of behavior analysis, there is a unique opportunity to model how future schools and departments of behavior analysis should be created and managed. Through a time-tested training model and diverse faculty, the school has built a world renowned reputation for both excellence in research and clinical realms. It is the continued aim of the school to advance the science of behavior analysis in an effort to provide a comprehensive science of behavior that will allow society to increase quality of life and reduce human suffering.

PBA Mission
The mission of our M.A. Professional Behavior Analysis Hybrid Degree Program is to produce competent science-informed practitioners who are solidly grounded in basic principles derived from the experimental analysis of behavior, who approach problems in a conceptually systematic way tied to those basic principles, who will attain BCBA® certification, who adhere to best data-based and evidenced-based ABA practices, and who will continue to inform their practice with current research findings.

Degree Programs
The School of Behavior Analysis is a part of the College of Psychology and Liberal Arts. The School of Behavior Analysis currently offers multiple degree programs:

- Bachelor’s of Arts (BA) in Applied Behavior Analysis (On-Campus)
- Master’s of Arts (MA) in Professional Behavior Analysis (PBA) (Hybrid and On-Campus)
- Master’s of Science (MS) in Applied Behavior Analysis (ABA) (On-Campus)
- Master’s of Science in Organizational Behavior Management (OBM) (On-Campus)
- Master’s of Science in ABA and OBM (On-Campus)
- Doctor of Philosophy (PhD) in Behavior Analysis (BA) (On-Campus)
The School of Behavior Analysis also includes online certificate programs. Certificate programs are not degrees, but indicate completion of a short course sequence.

**Hybrid Faculty**

**Nicholas Weatherly, Ph.D., BCBA-D, Head of School, Associate Professor and Program Chair**

Dr. Nicholas Weatherly is an associate professor and chair of the Master of Arts program in Professional Behavior Analysis at Florida Institute of Technology’s School of Behavior Analysis. His areas of teaching, research, and practice focus on developing sustainable business solutions, coaching systems, organizational assessments, and training systems. Prior to joining Florida Tech, Dr. Weatherly was a management consultant with Aubrey Daniels International where he led their instructional systems projects and consulted in a number of areas of business and industry including manufacturing, energy, banking, health insurance, and clinical services.

Dr. Weatherly is the President of the Association of Professional Behavior Analysts and Past-President of both the Georgia Association for Behavior Analysis and the Kentucky Association for Behavior Analysis. He currently serves on the Editorial Board of the Journal of Organizational Behavior Management and continues to work on various workgroups and committees for the Behavior Analyst Certification Board. Recent efforts have included assisting in the draft of the new Professional and Ethical Compliance Code and in the development of the Code Compliance system. Dr. Weatherly has served as a member of the BACB® Disciplinary Review Committee and is currently a Code Section Specialist for the BACB’s Code Compliance Committee.

Dr. Weatherly has held advisory roles and served on the board of directors for a number of professional associations, advocacy groups, and service facilities including the New York State Association for Behavior Analysis, the Minnesota Northland Association for Behavior Analysis, and the Autism Treatment Association of Minnesota. He was the inaugural chair of the Kentucky Applied Behavior Analyst Licensing Board, one of the first stand-alone licensing boards for behavior analysis in the country, and continues to stay active in public policy efforts. He has also held full and part-time academic appointments with a number of universities including St. Cloud State University, Western Michigan University, and the MBA Program at Regis University. Dr. Weatherly received his Ph.D. from Western Michigan University’s Applied Behavior Analysis Program with concentrations on behavioral systems analysis, behavior-based safety, and programmed instruction. He is a Board-Certified Behavior Analyst-Doctoral.

For information on Stage 1 Co-Instructors, go here: [https://www.enrole.com/fit/jsp/instructorListing.jsp](https://www.enrole.com/fit/jsp/instructorListing.jsp)

For information on Stage 2 Professors, go here: [https://www.fit.edu/psychology-and-liberal-arts/schools/behavior-analysis/faculty-and-research/faculty/](https://www.fit.edu/psychology-and-liberal-arts/schools/behavior-analysis/faculty-and-research/faculty/)
Applying to the Program

Pre-Application Survey
The pre-application survey is a brief online survey that indicates a student is interested in the hybrid program and would like more information and updates. This survey also provides the hybrid program with a student’s background information, in order to best serve that student. This survey does not commit the student in any way to the program, nor does it require any form of payment. Students should complete the pre-application survey as early as possible, either before taking coursework, before formally applying to the program, or during their first class.

The Pre-Application Survey can be found here: [Survey](#).

Formal Program Application: **ALL STUDENTS MUST APPLY BEFORE NOV 15, 2019**

Students can complete the Stage 1 Core curriculum, 5011-5018, without having to apply to or be accepted in the program. However, students should have applied to the program to complete their Stage 1 Professional Development courses, and must have applied and been accepted into the program to register for any Stage 2 courses.

To formally apply to the program:
1. Go to [www.fit.edu/apply](#).
2. Click the Apply button under Main Campus: “Graduate”
3. Fill out the information on the right hand side under “Begin the Application Process Here”
4. Use your name/email and scroll down to degrees that start with “P” select degree: “MA-Professional Behavior Analysis”
5. Entry term is the term that you will begin your Stage 2 classes. If you aren’t sure, confirm by contacting your Program Plan Advisor before applying.
6. Choose appropriate response for “How did you first learn about Florida Tech?” then click on “Apply Online”
7. Click “Create Login ID and PIN” (Unless you already have an account from applying earlier)
   a. This is different from your TRACKS account used for coursework
8. Select Application Type: “Melb Graduate US Citizen” or “Melb Graduate International” and click continue.
9. When filling out the Application select “Planned Course of Study”.
10. Under “First Choice of Study” select “MA Professional Behavior Analysis, Melbourne Campus”
11. E-mail the following to [grad-admissions@fit.edu](mailto:grad-admissions@fit.edu) and CC [hybrid@fit.edu](mailto:hybrid@fit.edu):
   a. Official Transcript – This must be sent directly from the institution to FIT
   b. Resume
   c. Statement of Objectives
   d. 3 Letters of Recommendation

Our Graduate Admissions department requires any degrees obtained outside the US to be evaluated prior to submission for admission. A list of Credit Evaluation Services we currently accept can be found here: [http://www.naces.org/members.html](http://www.naces.org/members.html). Upon applying for official admission, please have transcripts submitted directly from Evaluators to FIT.
Program Overview and Costs

PROFESSIONAL BEHAVIOR ANALYSIS (PBA) – Major Code: 8146

Master of Arts in PBA Degree Requirements

A minimum of 45 semester credit hours is required. Requirements include completing the online core curriculum (24 credit hours), practical training courses (9 credits), intensive practicum (9 credit hours), a capstone project course, and a final program examination. All courses for a letter grade must be passed with a grade of B or better. Students will also be required to complete a final program examination and a guided review in order to graduate which consists of a multiple-choice examination simulating the Behavior Analyst Certification Board® certification examination at the behavior analyst (BCBA®) level and covers material from the Behavior Analysis Core. The examination will be offered near the end of the third practical training term.

All prices are based on the early registration rate and do not include cost of books. If the student registers during the Regular Registration, there are an additional $45/class, and $95/class during late registration.

### Stage 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEHP5011</td>
<td>Foundations, Concepts and Principles of Behavior Analysis</td>
<td>3</td>
<td>$850.00</td>
</tr>
<tr>
<td>BEHP5012</td>
<td>Basic Elements of Applied Behavior Analysis</td>
<td>3</td>
<td>$850.00</td>
</tr>
<tr>
<td>BEHP5013</td>
<td>Developing, Strengthening and Maintaining Behavior</td>
<td>3</td>
<td>$850.00</td>
</tr>
<tr>
<td>BEHP5014</td>
<td>Introduction to Ethical &amp; Professional Conduct of Behavior Analysts</td>
<td>1</td>
<td>$285.00</td>
</tr>
<tr>
<td>BEHP5015</td>
<td>Decreasing, Eliminating and Replacing Problem Behavior</td>
<td>2</td>
<td>$570.00</td>
</tr>
<tr>
<td>BEHP5016</td>
<td>Ethical &amp; Professional Conduct of Behavior Analysts</td>
<td>2</td>
<td>$635.00</td>
</tr>
<tr>
<td>BEHP5017</td>
<td>Targeted Topics in Behavior Analysis</td>
<td>1</td>
<td>$320.00</td>
</tr>
<tr>
<td>BEHP5018</td>
<td>Advanced Topics in Behavior Analysis</td>
<td>3</td>
<td>$950.00</td>
</tr>
<tr>
<td>BEHP5020</td>
<td>Current Topics in Behavior Analysis (1 credit each, five seminars*)</td>
<td>5</td>
<td>$1775.00</td>
</tr>
<tr>
<td>BEHP5021</td>
<td>Coordinating Behavior Analysis with Psychiatric &amp; Other Medical Services</td>
<td>1</td>
<td>$355.00</td>
</tr>
</tbody>
</table>

*Take a total of five times = 5 credits @ $355.00/credit  
Stage 1 Total: $7440

### Stage 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEH5022</td>
<td>Using Measurement, Graphs, and Single-Case Designs in ABA Practice</td>
<td>3</td>
<td>$2775.00</td>
</tr>
<tr>
<td>BEH5023</td>
<td>Introduction to the Experimental Analysis of Behavior</td>
<td>3</td>
<td>$2775.00</td>
</tr>
<tr>
<td>BEH5024</td>
<td>Conceptual Analysis of Behavior</td>
<td>3</td>
<td>$2775.00</td>
</tr>
<tr>
<td>BEH5025</td>
<td>Intensive Practicum in Professional Behavior Analysis*</td>
<td>9</td>
<td>$8325.00</td>
</tr>
<tr>
<td>BEH5028-5030</td>
<td>Capstone**</td>
<td>3</td>
<td>$2775.00</td>
</tr>
</tbody>
</table>

*Take 3 semesters for 3 credits each for a total of 9 credits  
**Take 3 semesters for 1 credit each for a total of 3 credits  
Stage 2 Total: $19425.00

Program Total: $26865.00
Important Notes

- The university's board of trustees has approved these tuition and fees for the academic year 2019–2020.
- Tuition and fees are subject to change without notice.
- Financial Aid:
  - The Stage 1 courses are eligible for Career Training or Private Student Loans only at these rates. They are not eligible for FAFSA or Federal student loans. They are only eligible for VA benefits if taken for graduate credit and paid for at the full Florida Tech graduate credit tuition rate.
  - The Stage 2 courses are eligible for FAFSA and Federal student loans and eligible VA benefits, as well as private student loans.
- Note: Except in the case of a private student loan, the financial aid for the two stages cannot be combined and must be applied for separately.
- Please be aware that due upcoming changes with the BACB Experience and Supervision Standards, the Hybrid program in its current form will be undergoing major changes starting Fall 2019. Unfortunately, we do not have more detailed information at this time as to how this will affect approved practicum sites, but more information will be forthcoming. Because of these upcoming changes, we are advising that any students that want to go through the current version of the Hybrid program begin their Stage 1 courses no later than the July 2019 term and plan to start their Stage 2 coursework no later than the Fall 2020 semester.
Course Descriptions

BEH 5011 FOUNDATIONS, CONCEPTS AND PRINCIPLES OF BEHAVIOR ANALYSIS
(3 credits). Covers concepts, principles and processes derived from the experimental analysis of behavior and how they relate to applied behavior analysis. Also covers foundational knowledge from the BACB® “Behavior Analyst Task List.”

BEH 5012 BASIC ELEMENTS OF APPLIED BEHAVIOR ANALYSIS
(3 credits). Covers philosophical foundations of behavior analysis, definitions and characteristics of applied behavior analysis, behavioral assessment, measurement of behavior, data display and interpretation, and experimental design. Introduces the experimental evaluation of interventions.

BEH 5013 DEVELOPING, STRENGTHENING AND MAINTAINING BEHAVIOR
(3 credits). Covers procedures for developing, strengthening and maintaining behavior. Also covers assessment, behavior change systems and supervision.

BEH 5014 INTRODUCTION TO ETHICAL AND PROFESSIONAL CONDUCT OF BEHAVIOR ANALYSTS (1 credit). Introduces ethical and professional considerations relevant in the professional practice of applied behavior analysis as well as the ethical and disciplinary standards of the profession. Emphasizes ethical and professional conduct and legal issues relevant to both BCaBA- and BCBA-level practitioners.

BEH 5015 DECREASING, ELIMINATING AND REPLACING PROBLEM BEHAVIOR

BEH 5016 ETHICAL AND PROFESSIONAL CONDUCT OF BEHAVIOR ANALYSTS (2 credits). Expands on ethical and professional issues introduced in BEH 5014. Emphasizes ethical, professional and conduct issues relevant to BCBA-level practitioners and supervisors.

BEH 5017 TARGETED TOPICS IN BEHAVIOR ANALYSIS (1 credit). Covers special topics in all content areas of behavior analysis, as needed for independent behavior analysis practitioners. Includes introduction of supervision in behavior analysis and organizational behavior management, and other areas of behavior analysis.

BEH 5018 ADVANCED TOPICS IN BEHAVIOR ANALYSIS (3 credits). Covers advanced topics in several content areas of behavior analysis needed by independent behavior analysis practitioners.
**BEH 5020 CURRENT TOPICS IN BEHAVIOR ANALYSIS** (1 credit). Covers current topics in behavior analysis not included in previous coursework. Includes organizations’ behavior management, performance management, behavioral systems analysis, behavior-based safety and behavior analysis supervision. May be repeated for a total of five credits, provided topics change (e.g., taking A and B would both count, but taking A twice would not count both times). Current 5020 Courses include:

**BEH 5020A BEHAVIOR-BASED SAFETY** (1 credit). This graduate-level 15-hour course covers Behavior-based safety (BBS). BBS is considered by most to be a sub-specialty of OBM designed to address the specific challenges of accidents at work. This course begins with an overview of the basic BBS procedures and then proceeds on to case examples and advanced topics and concludes with a lecture on pedestrian and driver safety. Note: This course runs during the first half of the term. Recommended preparation: BEHP5013, BEHP5017A

**BEH 5020B VERBAL BEHAVIOR** (1 credit). This graduate-level 15-hour course reviews B.F. Skinner's classic (1957) "Verbal Behavior" and includes more advanced topics of radical behaviorism. The behaviorally-based VB-MAPP (2008) using language acquisition milestones of typically developing children will be covered along with assessment and intervention procedures for children with autism and others with language delays. Note: This course runs during the first half of the term. Recommended preparation: BEHP5013

**BEH 5020C ADVANCED TOPICS IN AUTISM** (1 credit). This course presents multiple respected researchers and clinicians discussing topics related to autism. Topics covered include motivating operations, teaching, stimulus control, and social skills. Note: This course runs during the second half of the term. Recommended preparation: BEHP5011, BEHP5012, BEHP5013

**BEH 5020D BEHAVIORAL SYSTEMS ANALYSIS** (1 credit). The topic for this course is behavioral systems analysis (BSA). This course will present organizations as systems, and introduce the tools used to assess the levels of the system. This course will also provide examples of intervention strategies, as well as how to combine performance management and systems approaches using lecture and case examples. Note: This course runs during the second half of the term. Recommended preparation: BEHP5011, BEHP5012, BEHP5013, 5017A

**BEH 5020D INSTRUCTIONAL DESIGN** (1 credit). This graduate-level, 15-hour course will provide students with a foundation in instructional design by introducing the basics of the instructional design process. These basics of instructional design are relevant not only in academic settings, but are applicable across a wide range of settings and are relevant to teaching a broad array of skills. Topics will include analyzing instructional content, designing instruction, sequence evaluation, and strategies to motivate learners.
BEH 5021 COORDINATING BEHAVIOR ANALYSIS WITH PSYCHIATRIC AND OTHER MEDICAL SERVICES (1 credit). Teaches how to integrate behavioral and medical services. Discusses coordinating medication trials with behavioral intervention phases to reduce potential confounds while evaluating treatment effectiveness. Focuses on single-subject research designs. Reviews medications most commonly used to address problem behavior and their side effects. Note: This course runs during the first half of the term.

BEH 5022 USING MEASUREMENT, GRAPHS AND SINGLE-CASE DESIGN IN BEHAVIOR ANALYSIS PRACTICE (3 credits). Teaches the selection of correct measurement procedures based on target behavior and environmental factors in clinical or educational settings. Covers how to graph data and integrate graphs for ongoing data-based treatment decisions. Emphasizes how to incorporate single-subject designs to evaluate effectiveness of the behavior analysis practice.

BEH 5023 INTRODUCTION TO THE EXPERIMENTAL ANALYSIS OF BEHAVIOR (3 credits). Covers seminal research and current issues in the experimental analysis of behavior. Includes complex schedules of reinforcement, matching law, correlational law of effect, stimulus equivalence and behavioral economics.

BEH 5024 CONCEPTUAL ANALYSIS OF BEHAVIOR (3 credits). Focuses on how the conceptual analysis of behavior can inform the practice of behavior analysis and the importance of precise technical language. Covers the varieties of behaviorism and emphasizes radical behaviorism. Includes private events, verbal behavior, molecular versus molar analysis, and operant and cultural selectionism.

BEH 5025 INTENSIVE PRACTICUM IN PROFESSIONAL BEHAVIOR ANALYSIS (3 credits). Includes student-conducted assessments and development, implementation and evaluation of protocols. Covers how to train and monitor implementers. Includes intensive supervision provided by faculty members through direct observation, timely feedback and case discussions. Considered a full-load course. Requirement: this course is taken each semester for 3 consecutive semesters (i.e., 9 total credits of intensive practicum by graduation are required).

During Intensive Practicum you will need to accumulate 750 hours of supervised experience, 250 total hours each semester. This is regardless of the hours that you have accumulated prior to the onset of Intensive Practicum. You will receive group supervision as part of the course (up to 50% of your total weekly experience), but your approved site is responsible for providing weekly individual supervision (about 1.25-1.5 hours a week).

Additional information on supervision requirements can be found on at the BACB® website: http://bacb.com/wp-content/uploads/2016/11/161101-experience-standards-english.pdf

BEH 5028 - 30 CAPSTONE PROJECT IN PROFESSIONAL BEHAVIOR ANALYSIS (3 credits total). Includes conducting an individual project within the context of a clinical or educational setting. Also includes demonstrating mastery of a variety of professional behavior analytic skills. Requires judging by faculty supervisor using performance criteria set during proposal stage. One credit of Capstone is taken once per semester during Stage 2.
Course Availability and Calendar

Stage 1

During Stage 1, students will take a minimum of 1 course per term. Our ABA online courses, BEHP 5011-5021, are available in three-month terms which start in January, April, July, and October. These courses are split into the Core Curriculum, BEHP 5011-5018, and the Professional Development curriculum, BEHP 5020 A, B, C, D, ID and 5021. All Stage 1 courses are offered every term. Excluding the first two terms in which students can only take one course per term, students can take a maximum of 6 credits in subsequent terms upon receiving written permission.

Students can take BEHP 5011-5018 and the Professional Development courses without applying and being accepted into the hybrid program. Please realize that taking these courses does not guarantee that you will be offered admission to the Hybrid program.

Stage 1 courses will consist of a live weekly meeting with a co-instructor, weekly assigned readings from the course textbook, weekly interactive video lectures, and a weekly unit exam.

Stage 2

During Stage 2, students will take a minimum of 3 courses, for a total of 7 credits:

- A didactic, lecture-based course
- A practicum course that provides supervision
- A capstone course that provides guidance during the student’s research project

Students will take a different didactic course each term; the didactic courses should be taken in numerical order. Students will take practicum, BEH 5025, a total of 3 times across 3 consecutive semesters. Students will take Capstone each semester, with the Capstone course number changing to indicate when semester of Capstone the student is currently in (e.g., 5028 for the first, 5029 for the second, and 5030 for the third semester).

Stage 2 Capstone should be taken with the same faculty instructor however, the didactic and intensive practicum courses can be taken with any of our faculty members.

Stage 1 and Stage 2 operate on different calendars. Please refer to the table below to see the differences between Stage 1 and Stage 2.

<table>
<thead>
<tr>
<th></th>
<th>Stage 1</th>
<th>Stage 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Calendar</td>
<td>Accelerated Quarterly</td>
<td>Traditional Semesters</td>
</tr>
<tr>
<td># of Terms per Year</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Length of Terms</td>
<td>10 Weeks</td>
<td>15 Weeks</td>
</tr>
<tr>
<td>Term Start Dates</td>
<td>January, April, July,</td>
<td>January (Spring), May</td>
</tr>
<tr>
<td></td>
<td>February, September</td>
<td>(Summer)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>August/September (Fall)</td>
</tr>
</tbody>
</table>
Course Grades and Retake Policy

Courses are graded on a traditional letter system (e.g., A, B, C, etc.). There are no plus/minus grades in the program. For the specific criteria for each letter grade, please refer to your course syllabus, as it may differ from course to course.

A “B” or better is required to pass a course and have it count towards the degree requirements; grades of a “C” or below will require the student to retake the course. A course can only be retaken twice after the initial failure. If a student does not pass a required course after 3 attempts, they will be dismissed from the program.

Your Program Plan

The following is the program plan for the hybrid M.A. in Professional Behavior Analysis. Students should meet with their assigned Program Plan Advisor at least once during Stage 1, upon completing the pre-application survey or formal application. Students can request a revision to their Program Plan Advisor any time, and should email in the event that their plan needs to be revised or changed. You may request to have your program plan emailed to you at any time by contacting hybrid@fit.edu.

Below is a sample of what your emailed Program Plan will look like:

Site name and location (city,state). Approved or Not? [if not at potential site, then just say “still looking for site”]

** Stage 1 COURSES on the shorter academic 3 mo. term**:  
Jan-Mar term:

Apr-Jun term:

Jul-Sept term:

Oct-Dec term:

**Stage 2 COURSES (on the longer academic 4 mo. semester)** (note: all stage 1 courses must be completed at least 1 semester prior to the semester you plan to graduate or you may not graduate on time)

Spring semester (Jan-May):

Summer semester (May-Aug):

Fall semester (Sept-Dec):

Earliest BCBA Exam readiness: Aug. 2021
The Final Program Exam

In your final semester, you will take a comprehensive final exam as part of your graduation requirements. This may be done face-to-face if you are at a host site. If it is done remotely, you will use VSee for your final exam. The test itself will multiple-choice in Canvas. It consists of 150 questions, and you will need an 80% or higher to pass. If a student does not pass the final program examination, that student may not graduate, and will need to try again when the final program exam is offered again the following semester. An item task analysis will be done by the faculty when your test is completed.

If your test is being proctored face-to-face:

You will be provided a date, time, and testing location for your final exam via email. Please arrive 10-15 minutes early for your test. You will be allowed to take the following items with you for your test:

- Pen or pencil
- One sheet of paper
- Beverage (if desired)
- Driver’s license or government-issued ID card

If you need special accommodations for your test, please email your faculty at least two weeks in advance.

Your test will be in Canvas. You will follow the steps below when you arrive. You do not need to memorize them; your proctor will be happy to assist you:

1. Check in with your proctor. He/she will ask you for identification if they do not already know you and provide information you need to know before you start. You may go to them at any time during your test if you have issues or concerns.
2. Put away/secure all items aside from those allowed on your test
3. Log in to Canvas
4. Click on the Exam Module
5. When you are ready, click to start the test, and notify your proctor so he/she can enter your password. Alternately, your proctor may give you the password so you can enter it yourself in the password box.
6. Once your test has begun, make sure your microphone is muted so as not to disturb other testers.

If your test is being proctored remotely:

You will be notified of the date and time for your test. Your proctor will collect your VSee information ahead of time and call when your test is scheduled to begin. Please log in to VSee 5 minutes early. You will be allowed to take the following items with you for your test:

- Pen or pencil
- One sheet of paper
- Beverage (if desired)
- Driver’s license or government-issued ID card

If you need special accommodations for your test, please email your faculty at least two weeks in advance.
Your test will be in Canvas. You will follow the steps below when you arrive. You do not need to memorize them; your proctor will be happy to assist you:

1. Log in to VSee and Canvas
2. In Canvas, open your exam module
3. Accept when your proctor calls you through VSee. They will go over information you’ll need to know to take the test and will ask for identification.
4. He/she will give you the password when you and any other testers are ready to start.

Your proctor will turn off their camera and microphone after you begin the exam. However, they will be available through VSee chat if you need assistance after the test has begun.

**Automated Guided Review (AGR)**

As you prepare to sit for your FPE and BCBA Exam, don’t forget to take advantage of the Automated Guided Review (AGR) through Continuing Education.

For Access to the AGR:

1. Email abareg@fit.edu “My name is FirstName LastName. I am a Hybrid student and I would like access to the AGR.”
2. They will verify your status and email you log in information.
3. This access is only valid for 6 months

Students may email abareg@fit.edu or call (321) 674-8382 Option 2.

**Approved Remote Practicum Sites**

Students who are **not** already at a hybrid host site and cannot relocate, can reach out to their Program Plan Advisor to begin the approval process for their current site as an **approved remote practicum site (ARPS)**. These sites are approved based on our behaviorally anchored rating scale (BARS). Sites can request the latest version of the BARS by contacting hybrid@fit.edu. ARPS are required to provide at least 1 hour of individual, face-to-face supervision each week, both for approval as well as the intensive practicum course. Please note that approval can take up to 4 terms, and approval is not guaranteed.

**IMPORTANT NOTICE:** All students will need to complete and submit a Workplace Agreement Form (WPA), regardless of the type of site they are at and when it was approved. The WPA Form will outline the expectations for the student and their site for practicum, and verifies that the site is willing and able to provide supervision to the student. Students may not begin Stage 2 without a signed and completed WPA form. If a student’s site is already approved, they can submit the completed form with their application. If a student’s site is not approved, they can submit the form during the site evaluation and approval process. If you have any questions, please e-mail them to: hybrid@fit.edu.
Site Evaluation

Students who are currently working at a site that is not already an ARPS will be asked to complete a questionnaire and an interview with our site evaluation committee. In addition, students will be required to submit sample documents from their site including graphs, acquisition and reduction programs, supervision minutes, and behavior intervention plans. Please email your Program Plan Advisor for more information.

Rationale

Sites must be evaluated and approved as a hybrid program practicum site before a student can take Stage 2 classes, even if the student has already been admitted to the program and has completed Stage 1 coursework. This is to ensure that the student is able to meet the demands of intensive practicum and successfully complete the course. Intensive practicum is the most intense form of supervision, and there are sites that, while they provide excellent ABA services, won’t be able to meet the demands of that intense a level.

Process

If you would like to have your site evaluated as a possible practicum site, please email your program planning adviser or hybrid@fit.edu. To evaluate a site for approval, you will be added to the Site Evaluation program in Canvas. While this is in Canvas, it is not a course. You will not pay tuition or any other fees for this, and it will not count towards degree requirements nor have a final grade. In the site evaluation process, you will need to do the following:

- Complete an in-depth survey about your site and your experiences there
- Complete a 4-page checklist about your site and the 7 dimensions of ABA
- Review, complete, and sign a Workplace Agreement Form with your supervisor for your site
- Complete the BACB Pre-Experience Checklist
- Provide sample skill acquisition programs and graphs
- Provide sample behavior reduction programs and graphs
- Provide sample functional assessment procedures and graphs
- Provide sample supervision meeting minutes, including agenda, feedback, and training notes
- Provide a sample calendar of supervision meetings
- List the indirect/unrestricted activities your supervisor plans for you

Detailed instructions on how to complete and upload files, and details on what exactly to upload, will be provided in Canvas. Once your materials have been uploaded and reviewed, your program planning advisor will schedule a 1:1 online meeting with you to discuss the materials and ask follow-up questions about your site. Additional follow-up meetings may need to be scheduled. You will need to complete these steps during a term in order to receive approval at the end of the term.

Approval
The hybrid site BARS show the general areas of review for sites. Sites must score a 3 or better across categories to be approved. While this score doesn’t guarantee approval, a 3 or better across all areas indicates approval is highly likely.

After your materials have been reviewed and you’ve met with a program planning advisor, the hybrid team will discuss your site to determine approval. At the end of the term, you will receive an email report from your program planning adviser with the results of your site evaluation and the next steps to take. If your site is not approved, you will receive feedback on what to address to gain approval. Once those changes are made, you would complete the site evaluation again to demonstrate those changes have occurred.

1. Complete pre-application checklist.
2. Review site BARS with your supervisor to determine if your site is likely to be approved.
3. Email your Program Plan Advisor to be put in Canvas Site Evaluation program.
   - A – C contact Hallie Ertel (Hertel2015@my.fit.edu)
   - D – I contact Chad Kinney (CKinney@fit.edu)
   - J – P contact Nelmar Cruz (ncruz2016@my.fit.edu)
   - Q – Z contact Jackie Noto (jnoto2015@my.fit.edu)
4. Upload supporting site documentation for review:
   a. Survey
   b. Program Checklist
   c. BACB Pre-Experience Checklist
   d. WPA
   e. Programs
   f. Graphs
   g. Supervision Notes
5. Respond to mandatory individual meeting scheduling email with assigned instructor
6. Meet to review materials and answer follow-up questions about site
7. Wait
8. Receive site status report via email at the end of current term
9. Review feedback, if any, with supervisor
10. Repeat, if necessary

Registration Deadlines

<table>
<thead>
<tr>
<th>Evaluation Period</th>
<th>Start Date</th>
<th>End Date</th>
<th>Sign Up Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019 Evaluation Period</td>
<td>July 8 – September 22.</td>
<td>Last day to sign up: Jul 11</td>
<td></td>
</tr>
<tr>
<td>Winter 2019 Evaluation Period</td>
<td>October 7 – December 22.</td>
<td>Last day to sign up: Oct 10</td>
<td></td>
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</tbody>
</table>

To have your site evaluated you must email your assigned Program Plan Advisor and request to sign up for site evaluation. If you request to sign up for a site evaluation any day past the last day to sign up for the term, then you will be added to the sign up for the subsequent term. For example, if on Jan. 12th 2019 you request to sign up for site evaluation (2 days past the deadline for the spring 2019 evaluation period), then you will be added to the list of students who plan to have their site evaluated in the Summer of 2019 evaluation period: beginning April 8th.
Some frequently asked questions about the site evaluation program:

**Why can’t you pre-approve my practicum? I don’t want to start without knowing that where I work will qualify.**

We currently have over 100 sites which have asked us to approve them before any of their employees enroll as students. They are evaluated and approved during the evaluation process. The Behaviorally Anchored Rating Scale will guide this. If a site scores at least a 3 on each metric, then they are most likely to be approved. However, our instructors will be using the time during the site evaluation to assess the experience that our students are getting at each site to provide input into the final determination.

**Is there any way to get a site pre-approved?**

No. The site evaluation process does not start until the site has at least one student that is interested in getting the site approved.

**What happens if I get admitted, and my agency is not approved?**

Your standing in our degree program will not be impacted by a site approval. You would have a few options:

A. Our instructors will work with you to help find a site that will meet our minimum standards.
B. Our team can help you identify an already-approved site that you could relocate to for the practicum coursework (Note: we cannot guarantee employment or a paid or unpaid internship at the site as that is at the site’s discretion).
C. Our team can offer suggestions that would allow for it to meet our minimum standards.

If you didn’t exercise one of these options, then your practicum courses could be put on hold until you are able to find an approved practicum site. You could continue to take our Stage 2 Didactic courses (BEH 5022, 5023, 5024), but it is important to discuss with our team the impact this may have on your financial aid, as our intensive practicum courses (BEH 5025) automatically qualify you as a full-time student.

Nobody else requires this approval process, why do you?

We believe that your practical experience is paramount to becoming a proficient behavior analyst. We care very much that our students graduate with the appropriate skill set to effect positive change in their consumers' lives. While we have demonstrated that our didactic coursework will provide our students with the skill to pass the BCBA® exam, it is their practicum that will build the repertoire they'll use daily. Therefore, we need to ensure the practical training is on par with our didactic training. This minimum requirement is designed to help us accomplish this.

When can I start my supervision hours?

The first semester of stage 2, when you begin your intensive practicum course (5025) is when your supervision hours will begin toward your degree. All degree seeking hybrid students must complete all 9 credits of intensive practicum (which is equivalent to 750 hours of intensive practicum supervision, and sufficient to meet the BACBs 4th ed. supervision requirements toward sitting for the BCBA exam). Supervised hours that were not accrued through intensive practicum at Florida Tech can NOT be used to substitute for intensive practicum hours.

Students can accrue independent field work supervision hours as soon as they meet the requirements set by the BACB® for supervision, which include having started your first approved course in behavior analysis (BEHP 5011) and completing the Experience Standards training Module on the BACB® website. For more information on the experience requirements, please refer to the official website, www.bacb.com.

Independent fieldwork hours are strictly between a student and their site, and are not a part of the program or any coursework. Fieldwork hours that a student accrues may be applied towards the BCaBA/BCBA® exam requirements, but will not change the degree requirement for intensive practicum in Stage 2. All students, regardless of the number of hours they already have, will need to complete 750 hours of intensive practicum to pass the course and complete their degree.

Can my advisor assist with my research for my Capstone project?

The best person to go to for additional help with Capstone projects would be your assigned Capstone Faculty.

Your Advisor is the hybrid staff assigned to you for program planning. They will develop your program plan, answer your questions about the program, and provide important prompts and information. Program Plan Advisors are also instructors, you may have the same person for both your Program Plan Advisor and instructor, but these are separate roles.
How much time will I be spending per week while completing the Stage 2 courses? What structure can I expect per course?

You should plan on 2-3 hours of studying per week for each credit of coursework. Since you’ll have 7 credits at a minimum in stage 2, you should plan on 15 hours of work a week completing tasks and assignments and studying.

Didactic courses are typically one 3-hour meeting per week that consists of lecture, Interteach, and group activities. The didactic courses will not include BrainShark lectures to complete and will instead have a greater emphasis on reading, writing, and applying Behavior Analysis. The specifics of a course will vary between professors - some will have more papers than others, some will or won't have student presentations, etc.

For Intensive Practicum, you should expect a 1-hour meeting in a small group each week that will count as 1-hour of group supervision. This course will require a lot of reading and reviewing the literature as well, as well as case presentations, developing self-manage programs for yourself, and writing clinical papers such as skill acquisition programs and behavior reduction plans. You will need to track your hours each week and upload your experience forms and hour tracker regularly, as well as have your site do competency checks for various clinical skills.

For Capstone, the schedule will vary by professor. Some will schedule a single group meeting, 1:1 meetings, or 2-3 small groups. Plan on spending at least an hour a week in meetings for capstone. If you are completing a formal capstone project, you will typically do a literature review on the topic in your first semester and develop your methods for your project. In your second semester you will refine your methods and create necessary materials like treatment integrity sheets, data sheets, consent forms, etc. By the end of your second semester you will likely have started data collection. In your final semester you will finish data collection, write up your findings, and present your final manuscript. Capstone will involve a lot of writing and reading initially, and then require work at your site running the actual study. You should plan to present each term at least once.

Note that these are all general statements. Each professor does things a little differently - your best bet is to email the professor you wish to take the course with, or that you've had assigned to you, and ask them for information about how their class is structured.

Financial Aid

Financial Aid is a common concern for students. The hybrid program consists of two stages. Different types and amounts of financial aid are available depending on if the student is currently in Stage 1 or Stage 2 of the program.

Stage 1 - ABA Online Courses

Stage 1 courses include BEHP5011-5021

Stage 1 is considered professional development. Students completing this portion of coursework are considered non-degree seeking students and do not qualify for traditional financial aid options. For the online component, you can use the following options available:

Career Training Loan
If you are interested in obtaining a career training loan, please contact your local bank to request more information.

**Sallie Mae Smart Option Student Loan**

The Smart Option Student Loan provides competitive interest rates, choice of repayment options, and rewards for paying your loan while in school.

Please note that professional development courses do **not** qualify for federal student loans (FASFA).

**Stage 2 – Practical Training**

**Stage 2 Courses include BEH 5022-5027**

Traditional methods of financial aid are available for Stage 2 courses for those who qualify.

1. Submit your formal application for the hybrid master's program online through graduate admissions.
2. The term before you start your Stage 2 courses, you should complete the online FAFSA application. Enter FAFSA school code: 001469.
3. Then contact Florida Tech's **financial aid office:**

   Office of Financial Aid  
   Florida Institute of Technology  
   150 W. University Blvd.  
   Melbourne, FL 32901  
   Phone: (321) 674-8070  
   Message Line: (800) 666-4348  
   Fax: (321) 724-2778

Please note: If the FAFSA is completed before the application to the program, the financial aid department will not have a record to match to your FAFSA application and this will delay processing your financial aid application.

For more information, please visit: Financial Aid or the Federal Student Aid website. Students completing the practical training portion of the program are also eligible for Florida Tech’s Panther Payment Plan.

Please note that your financial aid is typically depending on your status as a full or part time student. Withdrawing from courses or failing to register for all 3 Stage 2 credits may impact your financial aid. If a student has too few Stage 2 credits, taking additional Stage 1 courses will not change their full or part time status.
Getting Started – A Walkthrough to Starting the Program

Once you have decided you would like to pursue your MA with us, here are steps you’ll take to begin the program!

1. Identify how you would like to complete your practicum experience:
   a. Work through an already approved Host or ARPS
   b. Go through the approval process with your current unapproved site
2. Complete the Pre-Application Survey for the program
   a. If you are already working at an ARPS, select it from the list.
   b. If you would like to go through the approval process for a new site, select Other.
   c. If you have no site, or would like to apply to work at an approved site, select I Would Like Assistance
3. Register for your first course in the program, BEHP5011 “Foundations, Concepts and Principles of Behavior Analysis.”
4. Meet with your Program Plan Advisor to develop a program plan, discuss your practicum site, and answer any questions you might have.
5. Complete 5011.
6. Register for 5012 (and inform Program Plan Advisor of interest in site evaluation, if applicable).
7. Complete 5012.
8. Once you are at an approved site, complete and submit your WPA Form.
9. Complete the BACB Supervised Experience Training Module® if you have not already done so.
10. Formally apply for official admission in the program.
   a. If your undergraduate GPA is below a 3.0, you’ll want to wait until you’ve completed BEHP 5011-5015 to apply. If you receive a 3.5 or higher cumulative GPA in our first five online courses, that may be used in place of your undergraduate one.
11. Upon acceptance into the program, meet with your Program Plan Advisor again to review requirements for Stage 2 and update your plan.

How to Register for Courses

Registering for Stage 1 Core Courses

1. Log onto the ABA Online Registration homepage
   (https://www.enrole.com/fit/jsp/index.jsp?categoryId=10068)
2. Click the name of the course you would like to register for (e.g., BEHP 5011 – Foundations)
3. Click the linked text under Available Sessions (e.g., July 8, 2019 to September 22, 2019, Canvas)
4. Check the subsection with the meeting day and time that you will be able to attend each week.
   a. Only check one subsection
5. Type in your coupon code (if applicable)
6. Review the information on the Refund Policy at the bottom of the page.
7. Check the “I have read the Refund Policy” to indicate this and continue.
8. Click the Add to Cart button.
9. Click the Sign In to Register
Registering for Stage 1 5020/21 Professional Development Courses

1. Email your Program Plan to abareg@fit.edu
2. Call ABA Online Registration (321-674-8382, option 2)
3. Ask to register for the 5020/21 courses
   a. You will then be given meeting day/times to choose from

Registering for Stage 2

1. Log onto Access (https://access.fit.edu/)
2. Click on PAWS
3. Select “Student”
4. Please verify your HOLD in PAWS under the STUDENT -> Student Records Tab.
5. Check for Holds
   *If the Hold Type is “Accept Financial Obligation” students must remove this hold by selecting
   STUDENT-> Statement of Financial Obligation in PAWS.
   *If you have a HOLD, please contact the department that placed the hold, they are the only ones
   who can remove it. Please refer to the directory for department contact information
   https://directory.fit.edu/
6. Select “Registration”
7. Select “Look Up Class to Add”
8. Select the appropriate semester
9. Select Behavior Analysis
10. Locate the classes listed you need to take in the Stage 2 portion of your program plan.
11. Click on the check box and then click register

Note: To allow adequate time for transfers to be processed, you must complete your Stage 1 courses at least one term before your petitioned graduation semester. For example, if you petitioned to graduate Summer, then your last/final Stage 1 course(s) must be completed in the April term. Otherwise, your graduation semester will be delayed which will require a new petition to graduate to be filed. Please see the “Petitioning to Graduate” section of this Handbook for more information.

Information on credit transfer: Stage 1 credits will be transferred in twice. The first time being when they enroll in their first Stage 2 class and the second time being the end of the term when they complete their last Stage 1 class. Graduation letters received during this time may be inaccurate due to the transfer schedule.

Verifying Stage 2 Class Schedule Enrollment

1. Log onto Access (https://access.fit.edu/)
2. Click on PAWS
3. Select “Student”
4. Select “Student Detail Schedule”
5. Select the appropriate semester
6. If you have correctly registered for Stage 2 courses, they should be listed here
Graduation

You will graduate with your M.A. in Professional Behavior Analysis when you have satisfied all course requirements listed on your program plan, successfully completed your capstone project, and passed the final program exam. Any questions about Graduation or Graduation Ceremony can be directed to graduation@fit.edu.

It is important to follow your program plan as laid out by your Program Plan Advisor to ensure you graduate on time. If you need to deviate from the plan, you should request to meet with them to discuss your needs and possibly change your anticipated graduation semester.

The Stage 1 courses are completed through Continuing Education, the online ABA program. This provides several benefits to the student, including lower costs and a shorter timeline. However, this also means your Stage 1 courses have to transfer from the online ABA program into your hybrid degree at Florida Tech. This transfer happens twice, once when you are initially accepted into the program, and once when you have completed your last Stage 1 course. This process can take up to a term and is completed by your program administrative assistant.

Because of this, it is important to complete your Stage 1 courses a term before your last Stage 2 semester. For example:

- If you are graduating in the Spring, your last Stage 1 course(s) should be completed in the January term.
- If you are graduating in the Summer, your last Stage 1 course(s) should be completed in the April term.
- If you are graduating in the Fall, your last Stage 1 course(s) should be completed in the July term.

Petitioning to Graduate

Students must petition to graduate their first semester of Stage 2, approximately a year before their anticipated graduation date. Students that petition late may incur a late fee, and could risk delaying graduation. Students that are unsure when they are expected to graduate, or when they are taking their first and last semester of Stage 2, should refer to their program plan and reach out to their Program Plan Advisor with any questions.

To complete your petition to graduate, follow these steps:

1. Complete a petition to graduate
   - PAWS → select the “Student” tab → “Student Records” → “Petition to Graduate”
     - Log in to ACCESS Florida Tech from www.fit.edu
     - Once in ACCESS, click on PAWS (located under “Student Launch Pad”)
     - Once in PAWS, select the “Student” tab and click on “Student Records”
     - Click on “Petition to Graduate” and follow the steps. (The first screen will ask you to select a term—select any term available, it is not the graduation term. You will be asked to select a graduation term later on in the process.)

2. Run a Degree Evaluation (CAPP) report - This report is for the Graduation office to know you have reviewed your degree plan.
o PAWS \rightarrow select the “Student” tab \rightarrow “Student Records” \rightarrow “Degree Evaluation (CAPP)”
o Generate New Evaluation
o Select MA PBA degree
o Select Current Term
o Click Generate Request

o Detail Requirements(Enhanced Version) should already be selected
o Click Submit
o You can review your CAPP report and run this report at any time.

Here is some helpful information for filling out the petition:
- Your campus is Melbourne
- You do not need to attend or participate in the commencement ceremony. If you would like to attend commencement, you will need to come to the ceremony held at the Melbourne campus, regardless of your or your site’s location.

Re-Petitioning
If for any reason, you are not able to satisfy all requirements by the anticipated semester, you will need to email graduation@fit.edu and cancel your original petition. Once it’s cancelled, complete a new Petition to Graduate online through PAWS under the Student tab just as you submitted your original Petition to Graduate.

Ordering Regalia
Students must purchase their own regalia, including caps and gowns for all degrees, and master’s and doctoral hoods. A link to purchasing regalia (caps, gowns, tassels, hoods) is available on the Florida Tech bookstore webpage. Please direct regalia questions to Ellie Turner, bookstore manager, at 321-674-8042 or by email to eturner@fit.edu.

Obtaining Certifications Using our Degree
One of the many benefits of pursuing our degree is that you can use our courses and practicum to obtain your BCaBA® and/or BCBA® certifications.

Experience Accrued in our practicum courses
After you have completed your necessary semesters of practicum (2 for BCaBA® and 3 for BCBA), the faculty of record will sign and submit an experience verification form. You will only need this form (do not submit each weekly meeting form). Save those forms in the event of an audit.

The BCaBA
The BCaBA® course sequence (BEHP 5011-5015) is built-in to our master’s degree. Some students complete the practicum for their BCaBA® separately, especially if they wish to become certified as soon as possible.
However, if you want to use our practicum to obtain your BCaBA, you will need to request a transcript immediately after the semester you complete the practicum training and before you begin the next semester. Otherwise, if you owe any payment plans, you will be unable to get your transcript.

**The BCBA**
Successful completion of the hybrid program will fulfill all 3 of the application requirements for the BCBA® exam.

Once you have graduated, you must request official transcripts which indicate that your degree has been conferred which you will submit along with your application to the BACB. Please see the section “Ordering your Transcript” on page 29 of this Handbook for detailed information concerning your official transcripts and how to order. Please be aware that it will take time for your degree to process and your official transcript to update. Please also note that it takes time for the Registrar to process transcript requests; rush services are not available, and calling/emailing the Registrar’s office will not change your place in the queue.

Your application for the Board exam must be submitted at least 30 days before the testing window opens, and must be submitted in its entirety (e.g., all of your documentation submitted together in a single packet).

### Applying for the BACB® exams

You’ve done the work, now it’s time to get certified! Chances are you have questions about the process for taking your exam.

**Taking the BCaBA® exam**
Taking the BCaBA® is entirely optional and up to the student’s discretion. However, there are benefits to taking the BCaBA® exam, including the practice experience with the exam itself, the resume boost of having the credential, and the potential extra career opportunities.

The semester in which you complete the BCaBA® course sequence portion of Stage 1 (BEHP 5011-5015) will determine when you will be able to take the BCaBA® exam. Here is a guide to show you which semester you’ll take the exam depending on the term when you complete the courses. Please keep in mind you will also need to satisfy your hours requirements before taking the exam – as the hybrid program does not provide supervision until Stage 2, students interested in taking the BCaBA® exam must collect Independent Fieldwork hours on their own if they wish to sit for the BCaBA® exam.

- If you finish the course sequence in the January term, you will take the May exam
- If you finish in April, you will the August exam
- If you finish in July, you will take the November exam
- If you finish the course sequence in October, you’ll take the February exam

**Taking the BCBA® exam**
The semester in which you graduate will determine when you will be able to take the BCBA® exam. Here is a guide to show you which semester you’ll take the exam depending on your graduating semester:

- Fall graduates will take the May exam
- Spring graduates will take the August exam
- Summer graduates will take the November exam
Note: if you graduate in Fall (i.e. Dec.), your paperwork/degree will not be processed until after the new BACB deadline (Jan. 1st) to sit for the February administration of the exam; thus, May would be the earliest a Fall graduate could take the BACB exam.

For information on how to start your application, please follow this link:
https://bacb.com/application-procedures/

When inputting coursework:
- Select: “Add Pre-Approved Course”
- The program is “4413 BCBA” when inputting courses from the 4th Edition Task List
- This will auto fill, you will not need to enter additional coursework information.

Library Resources

Students will be required to use the Evans Library to access articles for course reading assignments, capstone projects, and more.
Florida Tech’s Evans Library is your gateway to scholarly resources and services to support your research and academic needs. These include:
- Full-text journal articles, eBooks and Reference Sources.
- Databases
- Subject and Course Research Guides created by librarians
- Interlibrary Loan services for articles not available in the Evans Library
- Tutorials available for 24/7 assistance
- Research Assistance

They may be contacted at (321) 674-8766 or lib.fit.edu.

The Evans Library has a YouTube channel with tutorials and additional information, located here:
https://www.youtube.com/user/EvansLibrary

Florida Tech Policies

Students are expected to be familiar with university policies.
The Florida Tech Student Handbook can be found online here: http://web2.fit.edu/studenthandbook/

The Graduate Degree Policies can be found online here: http://web2.fit.edu/grad-programs/policies.php

Academic Honesty

When you cheat, you are cheating yourself of an education. Academic honesty and integrity will be taken extremely seriously in this program. Ignorance is not an excuse; students are expected to be familiar with university policies on academic honesty and integrity. Cheating includes but is not limited to plagiarism, giving or receiving information or assistance during quizzes (including from other people as well as via unauthorized materials), copying or sharing quiz materials, helping another student cheat, and ‘outsourcing’ your work or doing work for another student. Self-plagiarism, the re-use of one’s own material prepared for another purpose, is also considered cheating. Academic dishonesty in this program can result in consequences ranging from a zero on that assignment up to and including expulsion from the program. For additional information on plagiarism and academic honesty, see:
- http://libguides.lib.fit.edu/plagiarism
Disability Accommodations
If you have a disability that may require assistance or accommodations, or if you have questions related to any accommodations (e.g., note takers, testing, etc.), contact your course instructor as soon as possible. Students may also contact the Academic Support Center (321) 674-7111 regarding assistance or accommodation. For additional information, see http://www.fit.edu/disability/

Sexual Misconduct
Florida Tech adheres to the requirements of Title IX of the Educational Amendments Act of 1972. Any form of sexual misconduct, including sexual discrimination, harassment, or violence, is prohibited. Students are expected to be familiar with university policies regarding sexual misconduct, found in the student handbook. To report violations, please contact the Director of Security at extension 8111, or CAPS at extension 8050. For additional information and resources, see http://www.fit.edu/title-ix/

I Need Help!
If you have not found the answer you need in our handbook, or you need help regarding a case specific to you, please see below for the department who will be able to assist you.

Stage 1 Course Materials
Course Handbooks: http://www.fit.edu/bst/handbook.php
Course Textbooks: http://web2.fit.edu/bst/programs/aba/textbooks.php

Ordering your Transcript
Following your graduation, your degree will be posted on your transcript after 4-5 weeks. You may email transcripts@fit.edu for exact dates on degree conferment.

Hybrid students will be issued two separate transcripts:

Transcript #1
You will order Official Conferred Degree Transcript by following through www.access.fit.edu
PAWS>Student>Student Records>Official Transcript

If you order before your degree is conferred, you will want to order and select “After Degree is awarded.”
After completing the order take a screenshot or save the confirmation of the completed order.

Transcript #2
Email a screenshot/confirmation of the order, and the following completed form:
https://drive.google.com/file/d/1-ZipwOIG-zMAQPHkgdTGGiXyvFZfLBvF/view?usp=sharing to abarem@fit.edu (In Special Instructions type: Method of Payment: Hybrid)

• This Continuing Education transcript will be issued free of charge to students who have paid for the Official Transcript through Student Clearing House. A hard copy of this Continuing Education transcript will be mailed to you to include in your application package. It will not be mailed directly to the BACB.
Again, after ordering your official transcripts through the Continuing Education website link provided above, all hybrid program graduates will receive two separate transcripts, one will arrive from the Office of the Registrar showing graduate coursework and one will arrive from the Office of Continuing Education showing professional development coursework. Each transcript will have a stamp on the back so you will know the difference. You’ll need both transcripts to send along to BACB with your exam application. [https://www.bacb.com/application-procedures/](https://www.bacb.com/application-procedures/)

If you need additional assistance with transcript ordering from Continuing Education, you may visit this webpage: [https://www.enrole.com/fit/jsp/course.jsp?categoryId=ROOT&courseld=TRANSCRIPT](https://www.enrole.com/fit/jsp/course.jsp?categoryId=ROOT&courseld=TRANSCRIPT)

**Registering for Stage 1 courses**
Contact ABA Registration at (321) 674-8382.

**Registering for my Stage 2 courses**
If you are unsure of what course to register for, please contact your Program Plan Advisor.
If you encounter difficulties registering for courses, please contact your assigned administrative assistant directly, or at hybrid@fit.edu

**With my financial aid**
- If you are in Stage 1, or have a private loan for the entire program, contact ABA Registration at (321) 674-8382.
- If you are in Stage 2 and have FAFSA, please contact the University’s Financial Aid department:
  
  Phone: (321) 674-8070
  Message Line: (800) 666-4348

**Removing the hold I have on my account**
First, if you have not already, you can verify what is causing the hold. You may do this by following these steps:

1. Log onto Access ([https://access.fit.edu/](https://access.fit.edu/))
2. Click on PAWS
3. Select “Student”
4. Select “Student Records”
5. Select “View Holds” (on the far left at the top). You will then see a display of the hold(s) on your account.
   a. If the hold is tied to a department, you may contact them directly. Here are some departments which are frequently tied to particular holds:

   **Graduate Admissions** (321) 674-8027 or grad-admissions@fit.edu
   **Financial Aid** (321) 674-8070

   b. **PROGRAM PLAN HOLD: (2nd Semester students)** If the hold is tied to your program plan, contact your assigned Program Plan Advisor. If you are unsure of who your Program Plan Advisor is, contact hybrid@fit.edu.

**With something not listed here**
If you have a question or concern not addressed in the handbook or in the help section, you may contact your Program Plan Advisor directly, or the Hybrid office at hybrid@fit.edu