



Applied Behavior Analysis Program
Department of Educational Leadership and Community Psychology

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Web: <http://www.stcloudstate.edu/elcp>

Faculty Email:

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Student Services Coordinator-
April Rapp, MS, BCBA alrapp@stcloudstate.edu 320.308.3873

Dear Prospective Student:

Thank you for your interest in the Behavior Analysis programs at St. Cloud State University. The Master of Science in Applied Behavior Analysis is one of 13 university programs accredited by the **Association for Behavior Analysis International** (1999- 2014). The Applied Behavior Analysis Program provides coursework to meet the educational requirements for the **Board Certified Behavior Analyst (BCBA) and Board Certified Assistant Behavior Analyst (BCaBA)** examinations (2002- present). The program has provided advanced academic and professional training in the application of behavior principles in applied and research settings for over 25 years.

Graduates of the M.S. in Applied Behavior Analysis program have found employment in a variety of settings including regional treatment centers, residential and vocational community based agencies, school districts, businesses, and programs that provide intensive behavioral services to children and adults with autism and their families. Graduates have also been accepted in and completed doctoral training programs at other universities.

Faculty in the Behavior Analysis program have expertise in autism, functional analysis, developmental disabilities, community integration strategies for persons with challenging behavior, fetal alcohol syndrome, staff training and development, program evaluation and organizational development, and other areas of Applied Behavior Analysis.

Please feel free to email or call with questions.

Sincerely,

Eric Rudrud
Kim Schulze
John Rapp
Chaturi Edrisinha

Information for Prospective Students

This document includes general information about our program, admissions and registration information, the BACB and BCaBA content grids, and course syllabi. Please refer to this information as you go through the admissions and registration processes.

St. Cloud State University offers the following programs in Applied Behavior Analysis

M.S. in Applied Behavior Analysis

BCBA coursework at the Graduate Level

BCaBA coursework at the Graduate or Undergraduate level.

The M.S. in Applied Behavior Analysis and BACB certification courses are offered either on-campus or via an on-line/distance format. The course requirements for distance and on campus students are the same. Each course has different requirements and the amount of discussion varies by course, with more discussion required in the advanced courses. The courses are academically rigorous and require significant time and commitment to complete successfully.

Distance Learning. Registration for all distance based courses is through the Center for Continuing Studies. Reported advantages of the distance format include: flexibility, ability to access coursework that isn't available near home community, opportunity to continue to work while going to school, and ability to interact with other students and faculty who are interested in applied behavior analysis. Reported disadvantage include: limited personal contact with faculty and students, difficulty in managing time and obligations to complete course requirements, and extended time to complete coursework (as opposed to being a full time on-campus student).

On Campus Program. The on campus courses provide students with opportunities not available to distance students. These may include

1. Graduate Assistantships – provides a stipend and tuition reimbursement
2. Scholarships – for tuition
3. Travel Scholarships – to support travel to ABA and other conferences
4. Personal contact with faculty and other students while taking courses.
5. Courses are typically scheduled to meet one day per week.
6. Internship opportunities with appropriate BACB supervision.

M.S. in Applied Behavior Analysis

We offer both distance based (online) and on campus course work options. All students must apply to the School of Graduate Studies by March 1st to be considered for admittance. Students must indicate if they are applying to the distance based or on campus programs. We review all completed applications and base our decision upon undergraduate and graduate GPA, GRE scores, letters of reference, relevant research and work experience, and a personal statement. Students may complete a Thesis Option (Plan A – 45 Credits) or the Comprehensive Option (Plan B – 42 Credits). Students must maintain a “B” average or better to graduate.

Research	Credits
CPSY 641 Single Case Design	3
CPSY 678 Graduate Statistics	3
CPSY 699 Thesis (Plan A only)	<u>6</u>
Total Plan A	12
Total Plan B	6
Major	
CPSY 630 Advanced Applied Behavior Analysis	3
CPSY 597 Practicum in Behavior Analysis	3
CPSY 633 Behavior Therapy I	3
CPSY 635 Behavior Therapy II	3
CPSY 634 Behavior Assessment	3
CPSY 643 Social Bases of Behavior	<u>3</u>
Total Plan A or B	18
Internship	
CPSY 697 Supervised Internship or CPSY 693 Intensive Practicum	<u>9</u>
Total Plan A or B	9
Electives	
CPSY 530 Seminar	3
CPSY 530 Seminar	3
CPSY 530 Seminar	<u>3</u>
Total Plan A	6
Total Plan B	9

Plan A, thesis option, students complete a research thesis with faculty supervision. Plan B, comprehensive option, students complete a written comprehensive examination their last semester. Distance students must come to St. Cloud State University for their final thesis defense. The comprehensive exam can be taken at a Professional Testing Center, an approved university testing center, or at St. Cloud State University.

Behavior Analysis Certification Board Coursework

Students must complete the required coursework with a grade of “C” or better, and obtain the necessary supervision stipulated by the Behavior Analysis Certification Board <http://www.bacb.com/> . Students who are applying for BACB coursework do not need to apply to the School of Graduate Studies but must register through the Center for Continuing Studies.

BCaBA – for persons with a bachelor’s degree

Undergraduate Option	CPSY 330 Principles of Behavior
	CPSY 433 Applied Behavior Analysis I
	CPSY 434 Applied Behavior Analysis II
Graduate Option*	CPSY 630 Advanced Behavior Analysis
	CPSY 634 Behavioral Assessment
	CPSY 530 Advanced ABA II

*the graduate option is suggested only if you have a strong background in applied behavior analysis.

BCBA – for persons with a Master’s degree

Graduate Option CPSY 630 Advanced Behavior Analysis
 CPSY 641 Single Case Design
 CPSY 634 Behavioral Assessment
 CPSY 530 Advanced ABA II

Choose one of the following

CPSY 530 Seminar: Autism
 CPSY 530 Functional Assessment
 CPSY 633 Behavior Therapy I

Applying for the M.S. in Applied Behavior Analysis

Students must apply to the SCSU School of Graduate Studies by March 1st.

School of Graduate Studies

<http://www.stcloudstate.edu/graduatestudies/>

Admission Requirements

<http://bulletin.stcloudstate.edu/gb/admission/default.asp>

Application materials for SCSU School of Graduate Studies

On Line

<https://www.applyweb.com/apply/cloud/menu.html>

Down Load pdf

<http://www.stcloudstate.edu/gradadmissions/forms/documents/gradapp.pdf>

Letters of Reference

<http://www.stcloudstate.edu/gradadmissions/forms/documents/gradRec.pdf>

Graduate Assistantship Application

<http://www.stcloudstate.edu/graduatestudies/current/documents/08GA-app.pdf>

Applying for BCBA and BCaBA Coursework

You do not need to apply to the School of Graduate Studies. However, you need to complete the following.

1. Department BCBA or BCaBA Applications

<http://www.stcloudstate.edu/elcp/applications.asp>

2. Center for Continuing Studies

a. First you must apply as a Non Degree Seeking Student

<https://www.stcloudstate.edu/registrar/students/registration/specialapplication.asp>

b. After you are accepted as a Non Degree Seeking Student can register for online classes by going to

<http://www.stcloudstate.edu/continuingstudies/distance/registration/default.asp>

Click on the “SCSU Online Schedule”, for the semester you want to register for, a list of courses will open up in a window. Scroll down the list until you find the specific course (Community Psychology, CPSY), click on permission required. A new window will open, fill out the registration form and submit.

For assistance with registration and application materials contact:

April Rapp, MS, BCBA
 Student Services Coordinator- Behavior Analysis Distance Learning
 Center for Continuing Studies
alrapp@stcloudstate.edu
 320.308.3873

After Acceptance by St. Cloud State University

1. It is necessary to create a HuskyNet Account (email and course access). HuskyNet is the official correspondence for St. Cloud State University. You can create your HuskyNet Account after you have registered for courses.

<http://huskynet.stcloudstate.edu/>

2. It is necessary to order your textbooks. You may use any vendor, however current textbooks are available through the SCSU bookstore (Husky Bookstore).

<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?langId=-1&storeId=10066&demoKey=d&catalogId=10001>

Husky Bookstore Express

<https://www5.stcloudstate.edu/BookStore/loginS.asp>

3. If you are a distance student, **all exams must be proctored by an Approved Proctor.** It is necessary to make arrangements prior to the beginning of the semester. Potential approved proctors include: other universities and colleges, professional testing centers, and public libraries. Proctors must agree to follow specific requirements for test administration and proctoring standards. Students must also sign a letter of understanding regarding appropriate test taking behaviors. Requirements are provided at the end of this document. Requests for proctors can be found at

<http://www.stcloudstate.edu/continuingstudies/distance/proctored.asp>

4. **Accessing Coursework and E Mail.** Coursework is offered on Desire2Learn, the online course management system, <http://huskynet.stcloudstate.edu/d2l/> In order to access coursework you need to activate your husky net account. After you are registered for courses go to <http://huskynet.stcloudstate.edu/> and click on activate your husky net account (left side of page).

If you have problems accessing d2l in internet explorer you may download and use Mozilla Firefox (<http://www.mozilla.com/firefox/>).

5. Distance M.S. students completing a thesis must come to St. Cloud State University for the final thesis defense.
6. Distance M.S. students must take the comprehensive examination at a Professional Testing Center (Sylvan, etc.), an approved University Testing Center, or at St. Cloud State University.
7. All students are expected to be familiar with academic policies, procedures, student code of conduct, and academic calendar.

Helpful web sites:

School of Graduate Studies:

<http://www.stcloudstate.edu/graduatestudies>

Center for Continuing Studies:

<http://www.stcloudstate.edu/continuingstudies/>

Applied Behavior Analysis Program:

<http://www.stcloudstate.edu/elcp/handbooks/distanced/default.asp>

Financial Aid: Full time M.S. students

<http://www.stcloudstate.edu/financialaid/>

Academic Calendar:

<http://www.stcloudstate.edu/events/academic.asp>

Tuition

distance students:

<http://www.stcloudstate.edu/continuingstudies/distance/tuition.asp>

on-campus students:

<http://www.stcloudstate.edu/billing/tuition/>

Students in the M.S. in Applied Behavior Analysis must complete the following:

8. **CPSY 597 Practicum** – you must identify a site to complete at least 5 to 6 hours per week of direct ABA services and make arrangements for onsite supervision. Appropriate supervision is defined as face to face, for a minimum of one hour per week, by a BCBA certified or doctorate level person. It is your responsibility to find appropriate supervision.
9. **CPSY 697 Internship** – 750 hours, up to 40 hours per week, supervised by a BCBA certified individual. It is your responsibility to find appropriate supervision. Several agencies partner with SCSU to accommodate internships for on-campus students.
10. **CPSY 693 Intensive Practicum** –SCSU faculty and local on-site agency supervisors may be able to provide more hours of intensive supervision. It may be possible for on campus students to satisfy the BCBA supervised experience requirements by taking CPSY 693 instead of CPSY 697.

Sample Syllabi are provided at <http://www.stcloudstate.edu/elcp/handbooks/distanced/default.asp>

BCBA Only Students - Program Sequence (Master's Degree Level)

You may take 1 to 2 courses per semester, but they must be in the following sequence.

1. CPSY 630 Advanced Behavior Analysis
2. CPSY 641 Single Case Design
3. CPSY 634 Behavioral Assessment
4. Choose One of the following (see below)
 - CPSY 530 Seminar: Autism
 - CPSY 530 Functional Assessment
 - CPSY 633: Behavior Therapy I
5. CPSY 530 Advanced Applied Behavior Analysis II

	Course 1	Course 2	Course 3	Course 4	Course 5	Course 6	Course 7	
CONTENT AREA AND REQUIRED NUMBER OF CLASSROOM HOURS	CPSY 630 Advanced Behavior Analysis	CPSY 641 Single Case Design	CPSY 634 Behavior Assessment	CPSY 530 Seminar: Advanced Applied Behavior Analysis II	CPSY 530 Seminar in Autism	CPSY 530 Seminar Functiona l Assesse ment	CPSY 633 Behavior Therapy I	Total Hours of Instruction for content area
a. 15 hours in ethical considerations in behavior analysis.		5	5	5				15
b. 45 hours in definitions and characteristics & principles, processes and concepts.	15	5	10	5	10	10	10	45
c. 35 hours in behavioral assessment & selecting intervention outcomes strategies.			20	5	10	10	10	35
d. 20 hours in experimental evaluation of interventions.		20						20
e. 20 hours in measurement of behavior & displaying and interpreting data.	5	5	5	2.5	2.5	2.5	2.5	20
f. 45 hours in behavior change procedures & systems support.	15	5		10	15	15	15	45
g. 45 hours – Discretionary. (May be used within any one or more of the 10 content areas above OR for any applications of behavior analysis*)	10	5	5	17.5	7.5	7.5	7.5	45
Total Hours of Instruction	45	45	45	45	45	45	45	TOTAL 225

BCaBA – Bachelor’s Level Examination.

To sit for the BCaBA examination you must have completed a bachelor’s degree. There are 2 course options, one is to take 3 undergraduate courses and the other is to take 3 graduate courses. Students may take only 1 course per semester.

For students who have a Bachelor’s Degree from another University you may take either the undergraduate or graduate sequence to meet the BCaBA examination requirements. Students who have not yet completed a Bachelor’s Degree must take the undergraduate course sequence. All courses are available on-line.

BCaBA Only Students - Program Sequence (Bachelor’s Degree Level)Graduate

CPSY 630 Advanced Behavior Analysis
 CPSY 634 Behavioral Assessment
 CPSY 530 Advanced ABA II

Undergraduate

CPSY 330 Principles of Behavior
 CPSY 433 Applied Behavior Analysis I
 CPSY 434 Applied Behavior Analysis II

Undergraduate Courses

	Course 1	Course 2	Course 3	
CONTENT AREA AND REQUIRED NUMBER OF CLASSROOM HOURS	CPSY 330 Principles of Behavior	CPSY 433 Applied Behavior Analysis I	CPSY 434 Applied Behavior Analysis II	Total Hours of Instruction for content area
a. 10 hours in ethical considerations in behavior analysis.	5		5	10
b. 40 hours in definitions and characteristics & principles, processes and concepts.	15	15	10	40
c. 25 hours in behavioral assessment & selecting intervention outcomes strategies.	10	10	5	25
d. 20 hours in experimental evaluation of interventions; measurement of behavior & displaying and interpreting data.	10	10		20
e. 40 hours in measurement of behavior & displaying and interpreting data.	5	10	25	40
Total Hours of Instruction	45	45	45	TOTAL 135

BCaBA – GRADUATE LEVEL Courses

	Course 1	Course 2	Course 3	
CONTENT AREA AND REQUIRED NUMBER OF CLASSROOM HOURS	CPSY 630 Advanced Applied Behavior Analysis	CPSY 634 Behavioral Assessment	CPSY 530 Seminar: Advanced Applied Behavior Analysis II	Total Hours of Instruction for content area
a. 10 hours in ethical considerations in behavior analysis		5	5	10
b. 40 hours in definitions and characteristics & principles, processes and concepts	20	10	10	40
c. 25 hours in behavioral assessment & selecting intervention outcomes strategies		20	5	25
d. 20 hours in experimental evaluation of interventions; measurement of behavior & interpreting data	5	5	10	20
e. 40 hours in behavior change procedures & systems support	20	5	15	40
Total Hours of Instruction	45	45	45	TOTAL 135

Behavior Analysis Course and Text Requirements

Current Textbooks are available from the SCSU Bookstore. Make sure you check to see if there are additions or substitutions for the course.

CPSY 330 Principles of learning.

Text: Miltenberger, R.G. (2007). Behavior Modification: Principles and Procedures. (4th Ed) Brooks/Cole Publishing Company.
 Requirements 8 Unit Tests

CPSY 433 Applied Behavior Analysis I

Text: Rudrud, E. (2009) Applied Behavior Analysis: Home grown from the field. 2nd Ed. Available from SCSU Bookstore
 Requirements: 8 Unit tests

CPSY 434 Applied Behavior Analysis II

Text: Available on-line: Behavior Analysis: Applications and Extensions (1968-1999). Edited by T.R. Vollmer, B.A. Iwata, A.J. Cuvo, W.L. Heward, R.G. Miltenberger, and N.A. Neef; Asst. Editors, J. Bourret and J.T. Rapp. 2000. JABA
 Requirements: 6 Unit tests, self-management project

CPSY 530 Seminar: Advanced Applied Behavior Analysis II

Text: Cooper, J.O., Heron, T.E., & Heward, W. L. (2007) Applied Behavior Analysis 2nd Ed. , Pearson Merrill Prentice Hall, Upper Saddle River, New Jersey
 Requirements: 5 Unit Tests

CPSY 530 Seminar – Autism

Text: Scheuermann, B. and Webber, J. (2002). *Autism: Teaching Does Make a Difference*. Belmont, CA: Wadsworth. (AU).
 On line readings
 Requirements: 5 Unit tests

CPSY 530 Seminar Functional Assessment

Text: Readings and other course materials are online.
 Requirements: Assignments include: (a) review of functional assessment literature, (b) biweekly exams and or weekly written critiques of reading assignments, and (c) student lead discussions.

CPSY 597 Practicum

Text: Text and materials on line
 Requirements: Complete readings and project that includes developing operational definition of behavior, development of appropriate data recording techniques, conduct inter rater reliability, review of literature, development and implementation of behavioral intervention program, write up of behavioral intervention, and on-line discussion with classmates.

CPSY 630 Advanced Behavior Analysis

Text: Rudrud, E. (2009) Applied Behavior Analysis: Home grown from the field. 2nd Ed. Available from SCSU Bookstore

Requirements: 8 Unit tests

CPSY 633 & 635 Behavior Therapy I & II

Text: Austin, J., & Carr, J.E. (2000). Handbook of applied behavior analysis. Reno, NV: Context Press.

Luiselli, J.K. (2006). Antecedent assessment and intervention: Supporting children and adults with developmental disabilities in community settings. Baltimore: Paul H. Brookes.

Requirements: Complete readings, article reviews, discussions, 5 tests.

CPSY 634 Behavioral Assessment

Text: Readings and other course materials are online.

Requirements: Assignments include: (a) review of behavioral assessment literature, (b) select and define target behaviors, select recording methods, construct/modify data sheets, observe and record behaviors using a variety of recording methods, and determine interobserver agreement, and (c) graph data using Excel. Pre and post test, 4 unit tests, 3 assignments, and student discussions.

CPSY 641 Single Case Design

Text: Barlow and Hersen (2009) Single Case Experimental Design 3rd Ed. Pearson/Allyn and Bacon

Requirements: 12 unit tests and completion of online tutorials

CPSY 643 Social Bases of Behavior

Text: assigned readings available on-line

Requirements: research proposal; weekly discussions of assigned articles; and biweekly essay exams

CEEP 678 Introduction to Graduate Statistics

Text: Jaccard, J., & Becker, M.A. (2002) Statistics for the Behavioral Sciences 4th Ed Wadsworth/ Thompson Learning, Belmont CA

Requirements: 4 tests

Program Sequence for Full-Time On-Campus Students**Fall Semester Year 1**

- CPSY 630. Advanced Applied Behavior Analysis, 3 Cr.
- CPSY 641. Single Case Design, 3 Cr.
- CPSY 530 Seminar, 3 Cr. (Plan A and Plan B)

Spring Semester Year 1

- CPSY 634. Behavior Assessment, 3 Cr.
- CPSY 597. Practicum in Behavior Analysis, 3 Cr.
- CEEP 678. Introduction to Graduate Statistics, 3 Cr.
- CPSY 530 Seminar, 3 Cr. (Plan A and Plan B)

Summer Year 1 – No classes or CEEP 678**Fall Semester Year 2**

- CPSY 697. Supervised Internship in Behavior Analysis, 6 Cr.
- CPSY 643. Social Bases of Behavior, 3 Cr.
- CPSY 633. Behavior Therapy I, 3 Cr.

Spring Semester Year 2

- CPSY 635. Behavior Therapy II, 3 Cr.
- CPSY 697. Supervised Internship in Behavior Analysis, 3 Cr.
- 530 Seminar: Advanced ABA II (required for BCBA)

Plan A students:

- CPSY 699. Thesis (Plan A only), 6 Cr.

Plan B students:

- CPSY 530 Seminar: Comp Prep, 3 Cr.

Summer Year 2

- Take comprehensive exam in June
- 530 Seminar: Advanced ABA II (required for BCBA)

Program Sequence for M.S. Distance Students

You may take one or two courses per semester. Most students are able to complete two courses; however, some students find the time commitment for two courses to be difficult. You need to consider your current work, family, and other commitments to decide how many courses you register for.

Program Sequence for Distance Students**Fall Semester Year 1**

- CPSY 630. Advanced Applied Behavior Analysis, 3 Cr.
- CPSY 641. Single Case Design, 3 Cr.

Spring Semester Year 1

- CPSY 634. Behavior Assessment, 3 Cr.
- CPSY 597. Practicum in Behavior Analysis, 3 Cr.

Summer Year 1

CPSY 530 Seminar, 3 Cr. (Plan A and Plan B)
CEEP 678. Introduction to Graduate Statistics, 3 Cr.

Fall Semester Year 2

CPSY 633. Behavior Therapy I, 3 Cr.
**CPSY 643. Social Bases of Behavior, 3 Cr.

Spring Semester Year 2

Plan A students:
530 Seminar: Advanced ABA II (required for BCBA)
**CPSY 635. Behavior Therapy II, 3 Cr.

Plan B students:
CPSY 530 Seminar: Comp Prep, 3 Cr.
**CPSY 635. Behavior Therapy II, 3 Cr.

Summer Year 2

Take comprehensive exam in June (Plan B)
**CPSY 697. Supervised Internship in Behavior Analysis, 6 Cr. (Plans A and B)

Fall Semester Year 3

Plan A students:
**CPSY 697. Supervised Internship in Behavior Analysis, 3 Cr.
**CPSY 699. Thesis, 6 Cr.

Plan B students:
**CPSY 697. Supervised Internship in Behavior Analysis, 3 Cr.
CPSY 530 Seminar: Advanced ABA II, 3 Cr. (required for BCBA)

**Denotes courses offered during the specified semester only

Thesis defense must take place at SCSU.

Comprehensive exam can be taken at a Professional Testing Center (Sylvan, Humbolt, etc), an approved university testing center, or at St. Cloud State University).



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Email:

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Kim Schulze kaschulze@stcloudstate.edu
 (320) 308-2258

John Rapp jtrapp@stcloudstate.edu
 (320) 308-2181

Chaturi Edrisinha cdedrisinha@stcloudstate.edu
 (320) 308-4178

Dear Distance Student:

As you begin your coursework we are providing a list of requirements you must meet while completing your tests through a proctored setting. Each course provides dates and timelines for each test and assignment. For each course you must make arrangements with your proctor to take the tests and you must be cognizant of dates, times, and places to complete the test within the prescribed time period, i.e., available hours, holidays, etc. If you do not complete the test within the window of opportunity, a grade of 0 (zero) will be entered.

It is the student's responsibility to find an acceptable test proctoring situation. Most of our students are able to make arrangements with a University Testing Service, Doctorate level faculty member, or testing center. Students are required to be supervised while taking the tests and may not use notes, cell phones, books, or other materials while taking the tests. The only exception is CEEP 678 Introduction to Graduate Statistics, where students are allowed to use notes, their books, and a calculator.

The requirements for a proctored setting are detailed below. Please thoroughly review them and contact April Rapp at alrapp@stcloudstate.edu or call 320.308.3873 if you have any questions. Monitor request forms are **due no later than the first day of class**.

The requirements for a proctored setting include:

1. The proctor may not be related to the student.
2. The proctor may not be a subordinate of the student, or employed by the student.
3. The proctor may not be a current or future student in the Behavior Analysis Program at St. Cloud State University, i.e. a proctor will not be admitted into courses offered by the Behavior Analysis Program at St. Cloud State University.
4. Acceptable Proctors include
 - a. Doctoral Level Practitioner
 - b. Faculty Member at a University
 - c. University/Accredited Testing Facility (Sylvan Learning Center)
 - d. Public Library that provides this service
5. Exams cannot be mailed to or taken at home.
6. Students may not use their personal computers to take exams.

7. Students must show a picture id to verify their identity.
8. Students must be supervised while they are taking the test.
9. Students must complete the tests on their own with no assistance from others.
10. Students may not use any materials while taking the tests, with the exception of
 - a. CPSY 630 Test 3a, may use a calculator
 - b. CEEP 678 Statistics, may use books, notes, calculators.
11. Students may not print, preview, or save any of the tests or test items At any time. Students may not email test items to the instructor, proctor, or other students.
12. Students may not discuss test items or test content with other students in the Behavior Analysis program at St. Cloud State University.
13. If there are any technical problems during the test, please contact the faculty member, or April Rapp and we will make arrangements to resolve the issue.
14. If you have any questions please contact the faculty member for the course or April Rapp.
- 15. Any report of improper test taking behavior, cheating, discussing tests, etc. will result in a failing grade and immediate dismissal from the program.**

Print three copies of this document: one copy for your personal records, one copy for your proctor to retain, and one copy to complete and return by mail or fax to:

April Rapp
Center for Continuing Studies
720 4th Ave South
St. Cloud, MN 56301
Fax 320.308.5041

Please be aware of the course requirements, assignment due dates, and when tests are available. We do not provide extensions or exceptions. If you have planned events and circumstances that will not allow you to take the tests within the prescribed timelines, drop the course and take it at a different time. Please budget your time and commitments accordingly and good studying!



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Kim Schulze kaschulze@stcloudstate.edu
 (320) 308-2258

John Rapp jtrapp@stcloudstate.edu
 (320) 308-2181

Chaturi Edrisinha cdedrisinha@stcloudstate.edu
 (320) 308-4178

Dear Proctor:

Thank you for serving as a test proctor for St. Cloud State University. Tests are taken on a computer by logging in to the SCSU Desire to Learn web site. Once the monitor request form has been approved you will be e-mailed or mailed the password and any other test materials. The student will access the on-line course, and then will click on Quizzes so that you can log on to the on-line test with the password. Do not give the password to the student or anyone else. If you suspect that the password is no longer secure or that the student is engaging in inappropriate testing behavior (i.e., using notes or other materials), please contact the instructor of the course.

For each course the student must make arrangements with you to take the required tests. Each test has a window of opportunity to be completed. Students are required to be supervised while taking the tests and may not use notes, cell phones, books, or other materials while taking the tests. The exceptions are:

CPSY 630 Advanced Applied Behavior Analysis Test 3a where students may use a calculator if needed a CEEP 678 Introduction to Graduate Statistics, where students are allowed to use notes, their books, and a calculator.

The requirements for a proctored setting include:

1. The proctor may not be related to the student.
2. The proctor may not be a subordinate of the student, or employed by the student.
3. The proctor may not be a current or future student in the Behavior Analysis Program at St. Cloud State University, i.e. a proctor will not be admitted into courses offered by the Behavior Analysis Program at St. Cloud State University.
4. Acceptable Proctors include
 - a. Doctoral Level Practitioner
 - b. Faculty Member at a 2 or 4 year University
 - c. University or Accredited Testing Facility (Sylvan Learning Center)
 - d. Public Library which provides this service
5. Students may not use their personal computers to take exams.
6. Exams may not be mailed to or proctored at the student's or proctor's home.
7. Students must show a picture id to verify their identity.

8. Students must be supervised while they are taking the test.
9. Students must complete the tests on their own with no assistance from others.
10. Students may not use any materials while taking the tests, with the exception of
 - a. CPSY 630 Test 3a, may use a calculator
 - b. CEEP 678 Intro to Graduate Statistics, may use books, notes, calculators for all exams.
11. Students may not print, preview, save any of the tests or test items, nor email the items to the instructor. Do not allow students to make any copy of the test items. If there is a problem the student may contact the faculty member.
12. Students may not discuss test items or test content with other students in the Behavior Analysis program at St. Cloud State University.
13. If there are any technical problems during the test, please contact the faculty member or April Rapp and we will make arrangements to resolve the issue.
14. If you have any questions please contact the faculty member for the course or April Rapp.
15. **Any instances of improper test taking behavior, cheating, discussing tests, etc. will result in a failing grade and/or dismissal from the program.**

We rely on proctors in providing a secure test site and testing procedures. We greatly appreciate your assistance in these matters.

April Rapp, MS, BCBA
Student Services Coordinator- Behavior Analysis Distance Learning
Center for Continuing Studies
alrapp@stcloudstate.edu
320.308.3873
Fax 320.308.5041

St. Cloud State University Center for Continuing Studies
MONITOR REQUEST FORM

Students are responsible for:

- **making sure the proctor form reaches the Continuing Studies Office, 720 4th Ave South, St. Cloud, MN 56301 Or Fax to 320-308-5041. It is **not** the proctor's responsibility to forward the information to our office.
- **paying any proctor fees incurred, which includes testing fees
- **providing the proctor with a postage paid envelope for mailing the exams back to our office.
- ** informing the proctor email will be the primary communication method and add alrapp and SCSU online to the "safe list"

Approval of your monitor is contingent upon the above monitor requirements. If the requirements are not met you will be notified to find a new monitor/proctor.

Monitor request forms are **due no later than the first day of class.**

****All information must be complete before our office will accept the form. If you leave any information blank it will delay your exams or passwords being mailed. Please print clearly.**

Student's Information	HuskyNet ID: _____
Student Name: _____	Student ID: _____
Address: _____	
Course Name/Course Number _____ (Please list all courses you need exams for)	
Semester/Year _____	Phone: _____
Student Signature/Date _____ / _____	

Monitor's Information (Please Print)	
Monitor Name _____	
Name of Testing Facility _____	
Job Title _____	
Address _____ _____	
(City, State, Zip)	
Monitor's Institutional Email Address: _____	
Monitor's Institutional Phone Number: _____	
Monitor Signature _____	Date _____

Office Use Only			
Date Received _____	Processed by _____	Date Mailed _____	Checked by _____
(From the Student)		(To the monitor)	

****Your exams or passwords should be mailed out within one week after our office receives the monitor form filled out completely. Please remember that if the form is missing any information or you do not follow the guidelines in selecting a monitor it will delay your request. Our office will email you on your HuskyNet account when the exams or passwords have been mailed to your monitor.**