

Relay Graduate School of Education's Guide to Satisfying Deficient Credit

NY MAT and NY SPED Advanced Certificate

Reference this guide if you were notified by Relay that you are credit deficient and must satisfy that credit in order to graduate from Relay and be eligible for the next level of certification.

What are my action steps?		
Step	Action	Detail
1	EMAIL ANY QUESTIONS for satisfying credit deficiencies to support@relay.edu	<ul style="list-style-type: none"> Sign up for a Credit Deficiency Office Hour appointment via calendly.com/relaynewyork
2	MAIL OR EMAIL PROOF OF CREDIT to the New York Dean's Office.	<ul style="list-style-type: none"> Relay 40 W. 20th St., 6th Floor, NY, NY 10011 support@relay.edu

What are my options for satisfying deficient credit?		
Option	Action	Detail
1	PASS A CLASS and send transcript to Relay.	<ul style="list-style-type: none"> You cannot take an exam or class for which you have already earned credit. If you passed a class that meets New York State guidelines for the subject area of your deficiency (detailed on page two of this document), Relay will re-evaluate it (must earn at least C for undergraduate level or B- for graduate level).
2	PASS AN EXAM and send score report to Relay.	
3	SUBMIT AP SCORE REPORT with a score of 3 or higher.	
4	EMAIL A SYLLABUS to support@relay.edu	

What is my timeline for satisfying deficient credit?	
When	Detail
Your first fall term at Relay	<ul style="list-style-type: none"> The New York Dean's Office analyzes all transcripts and documents and emails students their credit deficiency evaluations.
Your last term at Relay	<ul style="list-style-type: none"> <i>To graduate from Relay and to be eligible for the next level of certification, you must submit official proof to Relay that you satisfied all credit requirements by the date communicated by the New York Dean's Office.</i>
Important reminders	<ul style="list-style-type: none"> Plan to satisfy deficiencies as soon as possible in case you need to retake exams or courses. If you choose to submit proof of satisfying deficiencies after the deadline communicated to you by the New York Dean's Office, you will graduate at the end of the term that you ultimately submit proof of satisfying all your deficiencies (provided you satisfied all academic and financial responsibilities). Relay will recommend you for your Initial certificate after you satisfy all required credit and graduate.

Where can I direct my questions?	
Relay New York Dean's Office	<ul style="list-style-type: none"> support@relay.edu 212-228-1888 40 West 20th St., 6th Floor, NY, NY 100011
New York State TEACH website	<ul style="list-style-type: none"> http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do

What are New York State's criteria for which courses count towards satisfying each requirement?

NY MAT

- All NY MAT students must demonstrate at least 3 credits in each of the following: English, Math, Science (Physics, Biology, Chemistry, or Earth Science), and Social Science.
 - Students in the Adolescent Teaching Exceptional Learners (SPED 7-12) major must demonstrate 5, rather than 3, credits in each of those subjects.
 - Students in the Elementary Teaching Exceptional Learners (SPED 1-6) major only need to demonstrate 3 credits in each of those subjects.
- Students in content majors must show 30 credits in that subject. Of 30 credits, up to 12 may be satisfied via cognate courses (courses that apply the subject).

NY SPED Advanced Certificate

- All NY SPED Advanced Certificate students must demonstrate 5 credits in each of the following: English, Math, Science (Physics, Biology, Chemistry, or Earth Science) and Social Science.

Subject	Acceptable Courses	Additional Guidelines
Biology	<ul style="list-style-type: none"> • Cell biology and biochemistry, anatomy and physiology, genetics and evolution, biological diversity, human biology, and zoology 	<ul style="list-style-type: none"> • Courses in nutrition are only acceptable if they are in cell nutrition
Chemistry	<ul style="list-style-type: none"> • Matter and atomic structure, energy, chemical bonds and molecular structure, chemical reactions, and quantitative relationships 	<ul style="list-style-type: none"> • Not acceptable: Geochemistry
Earth Science	<ul style="list-style-type: none"> • Scientific methods, space systems, atmospheric systems, geological systems, and water systems 	<ul style="list-style-type: none"> • Not acceptable: Environmental science, conservation and wildlife management, and agriculture
ELA	<ul style="list-style-type: none"> • Composition, English literature, poetry, playwriting, grammar, English linguistics, and courses offered by English department 	<ul style="list-style-type: none"> • May use a maximum of 6 credits in speech, drama, theater, and journalism towards 30 credit requirement
Math	<ul style="list-style-type: none"> • Mathematical reasoning, quantitative methods, number theory and concepts, algebra, analytic geometry, calculus, geometry, trigonometry, data analysis, probability, and discrete mathematics 	<ul style="list-style-type: none"> • Not acceptable: Courses in computer science, accounting, finance, and studies in which math is applied to solving problems (like engineering)
Physics	<ul style="list-style-type: none"> • Mechanics and heat, electricity and magnetism, waves, sound and light, and quantum theory and the atom 	<ul style="list-style-type: none"> • Not acceptable: Applied science courses, like engineering
Social Sciences	<ul style="list-style-type: none"> • Economics, government, U.S. history, world history, geography, sociology, anthropology, and political science 	
Social Studies	<ul style="list-style-type: none"> • Economics, government, U.S. history, world history, geography, sociology, anthropology, and political science 	<ul style="list-style-type: none"> • Must demonstrate 3 credits in each of the following: U.S. History, World History, and Geography

What COURSE options exist for satisfying deficient credit?

Below is a list of Relay recommended online and in-person courses. You may take coursework at any degree-granting, accredited institution.

Online			
School	Link	Cost	Contact
American Museum of Natural History (NYC) – Seminars in Science	http://www.amnh.org/learn/Grad_Credit	<ul style="list-style-type: none"> • Each course costs \$495 + one-time \$25 registration fee • Pay additional \$200-\$600 to earn credit from one of AMNH's partner institutions. Relay is not a partner. 	<ul style="list-style-type: none"> • 800-649-6715 or sosinfo@amnh.org
American Public University	http://catalog.apus.edu/2014/undergraduate/academic-programs/descriptions/	<ul style="list-style-type: none"> • \$250 per credit 	<ul style="list-style-type: none"> • 1-877-755-2787
Grantham University	http://www.grantham.edu/online-education-resources/g_rantham-university-catalog/	<ul style="list-style-type: none"> • \$265 per credit 	<ul style="list-style-type: none"> • 1-888-947-2684
Oregon State E-campus	http://ecampus.oregonstate.edu/soc/ecatalog/	<ul style="list-style-type: none"> • \$271 per credit + \$30 non-degree fee 	<ul style="list-style-type: none"> • 541-737-8634 or ecampus.ess@oregonstate.edu
Penn Foster	https://www.pennfoster.edu/college/all-programs/college-courses	<ul style="list-style-type: none"> • Varies per course. Has an average of \$79 per credit 	<ul style="list-style-type: none"> • 1-800-275-4410
SUNY Empire State College	http://www.esc.edu/distance-learning/cdl-prospective-students/	<ul style="list-style-type: none"> • Tuition is impacted by NY residency status • Typically \$257 per credit 	<ul style="list-style-type: none"> • 800-847-3000, ext. 2300 or cdl@esc.edu
University of Missouri Online	Catalog: http://online.missouri.edu/course-search/ Register: LINK	<ul style="list-style-type: none"> • \$274 per credit + \$25 administrative fee per class 	<ul style="list-style-type: none"> • 1-800-609-3727

In-Person			
CUNY	http://www.cuny.edu/admissions/apply/visiting.html	• Typically \$385 per credit for NY residents + \$55 application fee	• 212-650-6977

What EXAM options exist for satisfying deficient credit?					
Provider	Link	How it Works	Cost	Scoring	Contact
CLEP	http://clep.collegeboard.org/	<ul style="list-style-type: none"> Register Contact testing center to schedule: http://clep.collegeboard.org/search/test-centers 	• \$80	• Passing: 50	<ul style="list-style-type: none"> 800-257-9558 clep@collegeboard.org
UExcel	http://www.excelsior.edu/exams/uexcel-home	<ul style="list-style-type: none"> Register Schedule exam at Pearson test center: http://www.excelsior.edu/exams/schedule 	• Varies	• Passing: C or higher	<ul style="list-style-type: none"> 888-647-2388, ext. 166 testadm@excelsior.edu
DSST	http://getcollegecredit.com/	<ul style="list-style-type: none"> Schedule exam at test center: http://getcollegecredit.com/institutions/search 	• \$80	• Passing: 400	<ul style="list-style-type: none"> 1-877-471-9860 getcollegecredit@prometric.com
TECEP	http://www.tesc.edu/degree-completion/Testing.cfm	<ul style="list-style-type: none"> Register: http://www.tesc.edu/degree-completion/Testing-Arrangements.cfm Receive confirmation email 	• \$37	• Passing: Varies by exam	<ul style="list-style-type: none"> 888 442-8372 testing@tesc.edu

How much CREDIT will Relay honor for exams taken?					
Subject	Exams	CLEP	UExcel	DSST	TECEP
Biology	Biology	6	-	-	-
	Anatomy and Physiology	-	6	-	-
	Microbiology	-	3	-	-
	Pathophysiology	-	3	-	-
	Science of Nutrition	-	3	-	3
	Basic Genetics	-	3	-	-
Chemistry	Chemistry	6	-	-	-
Earth Science	Earth Science	-	3	-	-
ELA	American Literature	6	-	-	-
	English Literature	6	-	-	-
	Analyzing and Interpreting Literature	6	-	-	-
	Humanities*	6	-	-	-
	College Composition	6	-	-	-
	College Composition Modular Without Essay	3	-	-	-
General Science	English Composition	-	6	-	3
	Natural Science	6	-	-	-
Math	College Algebra	3	-	3	3
	College Mathematics	6	-	-	-
	Precalculus	3	3	-	-
	Calculus	4	4	-	-
	Statistics	-	3	3	3
Physics	Physics	-	6	-	-
Social Studies and Social Sciences	Human Growth and Development	3	-	-	-
	Principles of Macroeconomics	3	-	-	-
	Principles of Microeconomics	3	-	-	3
	American Government	3	-	-	-
	History of the United States I & II	3	-	-	-
	Introduction to Educational Psychology	3	3	-	-
	Introduction to Psychology	3	3	-	-
	Western Civilization I & II	3	-	-	-
	Social Science and History	6	-	-	-
	World Conflicts Since 1900	-	3	-	-
	World History from 1600 to Present	-	-	-	3
	Political Science	-	3	-	3