

Students are guided through the advisement process by faculty knowledgeable of procedures. Faculty provide a structured procedure for students to follow to assist them in completing all requirements for graduation. The following checklist is one tool used in this process.

### **Sequential Checklist for Special Education Graduate Students**

Students should follow a particular sequence in planning a program of study for the Master in Education degree in Special Education.

1. Apply for admissions to the graduate program in special education.
2. Take Praxis I and post a passing score.
3. Take the GRE or MAT and meet admission requirements, including successfully completing background check.
4. If not employed as a full-time teacher, student must provide proof of insurance (available for around \$10.00 through various student organizations).
5. Only 3 courses (9 semester hours) will transfer from post-baccalaureate status or from another university.
6. Meet with advisor. Bring copies of transcripts, letter of admission, transcripts to the College of Education. Following are faculty advising assignments:

Graduate EBD – Prof. Evans

Graduate ID - Dr. Pollingue

Graduate Interrelated A-L - Dr. Cadle

Graduate Interrelated M-Z – Prof. Evans

Graduate LD - Dr. Cadle

Post Baccalaureate A-L – Dr. Cadle

Post Baccalaureate M-Z – Prof. Evans

Undergraduate Interrelated - Dr. Pollingue

7. The first semester of official enrollment, meet with advisor to develop program of study. **Schedule advisement meetings each semester prior to registration.** (Self-advising often results in getting courses out of sequence or missing a course. This may cause a delay of a semester or more in meeting requirements for graduation.)
8. Each course will have an electronic component as well as print requirements. **Save information, syllabi, and assignments (print and disks) from all courses.** Representative samples of the completed work will be included in the portfolio, the culminating activity of the program. See the section on Electronic Portfolio for more information.
9. **If admitted on Provisional status, after successful completion of the first three graduate courses (grade of A or B), petition to change from Provisional to Graduate status.** The form is available from the Department secretary and requires the signatures of advisor, the Department Chair and the Dean of Education. Keep a copy for personal file and turn a copy into the Department secretary. Walk the original to the Registrar's office.

10. If a change in the certification area (area of concentration) is desired, a request for change of major form must be completed and submitted to the Registrar.
11. If courses are to be transferred from another institution, or courses have been taken as a transient student, documentation must be presented to the advisor and the appropriate forms completed and signed. **This must be completed prior to applying for candidacy.**
12. **At the beginning of the second semester prior to expected graduation, complete the Application for Candidacy.** Take the original to the Registrar, signed by the advisor, department chair, and dean.
13. **By midterm of the second semester prior to expected graduation, complete the Application for Graduation Form and obtain the required signatures of advisor and chair.** Verify that the courses taken correspond to the courses listed on the Program of Study. Get the required signatures of advisor, chair, and dean on a completed Program of Study sheet, as well. Make copies of all forms for personal files. Put a copy of each in the secretary's filing box to be filed in the department permanent folder. Walk the originals of all documents to the Registrar and to the Comptroller's office.
14. Regalia (cap and gown) and optional graduation items (invitations, announcements, etc.) may be ordered from the bookstore the semester prior to graduation.
15. **During the last semester prior to expected graduation, students will complete the Capstone in Special Education course, the electronic portfolio, and the Graduate Research Project.** The Graduate Research Project is presented to faculty, staff, students, and other guests in PowerPoint format at a formal presentation session to be scheduled by the Capstone instructor. The research project and portfolio will be graded and serves in lieu of a thesis or a comprehensive written/oral examination.
16. Take Praxis II in the area of specialty before graduation. **This is not required for graduation, but is a certification requirement.** The University Certification Officer will meet with the Capstone class prior to graduation in order to complete necessary certification paperwork.
17. Present portfolio to faculty, staff, students, and guests.
18. Participate in graduation activities and ceremony.