

Masters Graduate Programs

Special Education Master's Degree Programs



COLLEGE OF
EDUCATION

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Special Education Program
Department of Counseling, Higher Education, and Special Education
3214 Benjamin Building
University of Maryland
College Park, MD 20742
TEL: 301.405.8384
FAX: 301.314.9995
General Inquiries Email: edsgrad@deans.umd.edu

For additional information, visit the EDSP website:
<http://www.education.umd.edu/edsp>

Visit the UMD Graduate School website:
<http://www.gradschool.umd.edu/>

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MASTER'S DEGREE PROGRAMS IN SPECIAL EDUCATION

Department of Counseling, Higher Education, and Special Education
College of Education
University of Maryland

Introduction

The Special Education program is part of the Department of Counseling, Higher Education, and Special Education (CHSE). Graduate programs in special education are designed to prepare highly qualified teachers, to provide graduate level course content, and to prepare researchers, teacher educators, and leaders in the field of special education. We offer the following graduate program options:

- M.Ed. in Special Education with generic Age Base Certification in Elementary/Middle School (MCert 1 Year Program)
- M.Ed. in Special Education with generic Age Base in Elementary/Middle and Severe Disabilities Certification (MCert 2 Year Program)
- M.Ed. in Special Education with Severe Disabilities Certification Only (MSev - 30 credits)
- M.Ed. Specialty (Noncertification) Program (30 credits)
- M.A. in Special Education (36 credits)
- Advanced Graduate Specialist Certificate (30 credits beyond the master's degree)

The Special Education Program in the College of Education at the University of Maryland ranked #11 for 2016 in the US News and World Report. In addition, the university community, the state of Maryland, and the Washington, DC metropolitan area provide an unparalleled setting for graduate study. The program's proximity to the United States Congress, advocacy and professional organizations, and governmental agencies, including the US Department of Education - Office of Special Education Programs (OSEP), provides opportunities for on-site experiences for graduate students. Public and private schools in Maryland provide opportunities for graduate students to gain experience with a culturally and linguistically diverse student population in urban, suburban, and rural settings.

I. ADMISSION

Information on the University of Maryland's (UMD) *Admission Policies* for graduate programs can be found at <http://www.gradschool.umd.edu/>. The Graduate School has items for you to consider before you apply at: http://www.gradschool.umd.edu/welcome/before_you_apply.html

To be considered for admission to the Graduate School, each applicant must follow the Graduate School application procedures at http://www.education.umd.edu/studentinfo/graduate_info/Admissions.html and include the following:

- Completion of the University of Maryland Graduate Application (**online**)
- Payment of a non-refundable application fee (\$75)

- Submission of all official transcripts and supplementary application materials
- Submission of appropriate visa and financial documentation (for international applicants only)
- Fulfillment of all graduate program admissions requirements
- Adherence to published application deadlines: **MEd Cert programs – March 1; MEd/NonCert and AGS programs – June 15; MA program December 1**

Admission requirements for international students can be found at:

<http://globalmaryland.umd.edu/offices/international-students-scholar-services/graduate-admissions>

Application Materials

1. **One complete set of official transcripts** reflecting all undergraduate and graduate work completed or in progress. Each transcript must bear the signature of the registrar and the seal of the granting institution. If the applicant attended the University of Maryland, the Graduate School will obtain your records of courses completed at the College Park campus.
2. **Maryland In-State Status Form** must be completed to be eligible for Maryland resident in-state status; otherwise, you will be charged out-of-state tuition rates. For more information, visit the residency/classification office website at: <http://www.testudo.umd.edu/rco/>.
3. **A minimum of three (3) current letters of recommendation** from present and/or former professors, supervisors, or employers who can assess the quality of the applicant’s academic capabilities, work experience, and/or professional characteristics. Recommendation letters are sent to selected individuals and completed online.
4. **A statement of goals, relevant experiences, and research interests** approximately 1000-1500 words in length.
5. **Standardized Test Scores** are required for the following degrees/certificate:

Degree	Test^{1,4}	UM Code
MA	GRE or MAT ²	5814
MEd	Basic Skills Test ³	5814
AGS	GRE, MAT or Basic Skills Test ³	5814
	TOFEL ⁴	5814
	IELTS ⁴	5814

¹Applicant must request the testing authority to send examination scores to the University of Maryland: UM Code is 5814.

²The Miller’s Analogy Test (MAT) is given at the University of Maryland, Counseling Center on a walk-in basis on selected dates. Additional information is at the following website: http://counseling.umd.edu/TRU/srv_tgrd.php

³For those applying to the MEd programs, you must pass one of the follow MSDE Approved Basic Skills Tests. For MEd applicants who are seeking certification, there is no exception to

any test cut-off scores. For information on Praxis tests and test preparation materials go to: <http://www.ets.org/>

Basic Skills (Praxis Core, SAT, GRE, or ACT) for 2015-2016 Admits

All beginning teachers in all content areas must take <i>Praxis Core</i> , <i>SAT</i> , <i>GRE</i> , or <i>ACT</i> .	Praxis Core Academic Skills for Educators Reading (sr - 85 min.) and Writing (sr & cr - 100 min.) and Mathematics (sr - 85 min.)	Test Code	MD Score
		<u>5712</u>	156
		<u>5722</u>	162
		<u>5732</u>	150
	Praxis I: PPST/CPPST Prior to September 1, 2014 Reading Writing Mathematics	<u>5710</u> <u>5720</u> <u>5730</u>	527
	SAT (prior to April, 1995) (math and verbal)	-	1000
	SAT (after April, 1995) (math and verbal or math and critical reading)	-	1100
	GRE (prior to September 1, 2011) (math and verbal)	-	1000
	GRE (taken as of September 1, 2011) (math and verbal)	-	297
	ACT	-	24

Applicants may meet the testing requirement by submitting individual scores at or above the state qualifying scores on *Praxis: CORE (Reading, Writing, and Mathematics)* or a composite score that is at or above the state qualifying score on *Praxis I, SAT, GRE, or ACT*. The composite score on the *SAT* taken prior to April 1995 is 1000; the composite score on the *SAT* taken after April 1995 is 1100. The composite score on the *GRE* taken prior to September 1, 2011 is 1000; the composite score on the *GRE* taken as of September 1, 2011 is 297. The composite score on the *ACT* is 24. The composite score on the Praxis I (PPST/CPPST) taken prior to September 1, 2014 is 527. **NOTE:** Individuals who have presented qualifying scores on any of the Praxis I tests taken prior 9/1/14 can meet the certification basic skills requirement by completing the remaining requirement(s) through CORE. The chart below lists the possible combinations for the basic skills tests to meet certification requirements. The applicant can only present qualifying scores on each individual test within the Praxis I or CORE Battery as seen in the table below; there is NO composite score for Praxis CORE.

ACCEPTABILITY OF BASIC SKILLS: PRAXIS I AND PRAXIS CORE

Test takers must meet the criteria listed on www.mdcert.org for each test.

Presented qualifying scores on:	PRAXIS I RDG	PRAXIS I: WRITING	PRAXIS I: MATH	Needs to present qualifying scores on:	PRAXIS CORE RDG	PRAXIS CORE WRITING	PRAXIS CORE MATH
	X					X	X
		X			X		X
			X		X	X	
	X	X					X
	X		X			X	
		X	X		X		

⁴International students must demonstrate proficiency in the English language by taking the Test of English as a Foreign Language (TOEFL) <http://www.ets.org/toefl/> or the International English Language Testing System (IELTS) <http://www.ielts.org/default.aspx>

6. **International Applicants** can find information on the application process at Office of International Services <http://www.international.umd.edu/ies/> The IES office also assists international students with questions about immigration, housing, fees, orientation to university, and community life.

Admission Requirements for MEd, MA, and AGS

1. Grade point average of 3.0 or better (based on a 4.0 system) from an accredited undergraduate institution;
2. Grade point average of 3.5 or better (based on a 4.0 system) in any previous graduate work from an accredited institution;
3. Basic Skills Test scores for MEd and AGS applicants: See above.
4. Test scores for MA applicants: a score on the Miller Analogies Test (MAT) or the Graduate Record Exam (GRE) placing the student at or above the 40th percentile rank;
5. Three (3) letters of recommendation from present and/or former professors, supervisors, or employers who can assess the quality of the applicant's academic capabilities, work experience, and/or professional characteristics;
6. Statement of goals including: (a) reason for pursuing the Master's degree or AGS certificate; (b) a description of professional experience which include working with children, adolescents, and/or adults with disabilities; (c) if seeking certification, the applicant must indicate which teacher preparation (1 Year; 2 Year; or Severe Disability Certification) (d) other information the applicant feels is pertinent to the decision of the admissions committee, such as research interests and experiences;
7. Evidence of writing skills via the statement of goals;
8. An interview in person or by phone with a faculty and/or staff member from the Special Education program; the interview will be arranged by a faculty or staff member.

Graduate Admission Committee Review

When a Master's or AGS application is complete, the Special Education Graduate Admission Committee reviews it and recommends one of the following outcomes for the applicant:

- Admitted
- Provisionally admitted
- Rejected

If a recommendation for admit or provisionally admit is made, a faculty advisor is assigned. The recommendation is processed by both the CHSE Department as well as the University of Maryland Graduate School for a final decision. Once the process is complete, the applicant will receive notification of a decision from the Graduate School. If admission is recommended, the Graduate School sends a formal *Offer of Admission* letter. This letter serves as the student's permit to register. The chair of the Department of Counseling, Higher Education, and Special Education will inform accepted students of the recommendation for admission. In the letter is the Notification of Intent to Register. Please notify Ms. Carol Scott, the department's Graduate Studies Coordinator, of your intent to register by sending the second page via email to cscott18@umd.edu as soon as possible. It is the student's responsibility to contact the assigned advisor for an initial advising appointment to plan a Program of Study.

Provisional Admission

The EDSP Graduate Admissions Committee may recommend provisional admission for a limited

number of applicants. Provisional admission is offered when the applicant does not meet the grade point requirements, but the applicant's supporting credentials are strong. For MEd applicants who are seeking certification, there is no exception to any Praxis test cut-off scores. Stipulated conditions (e.g., fulfillment of prerequisite coursework, maintenance of a specific graduate GPA) accompany the offer of provisional admission.

Acceptance or Defer of Admission

An applicant who is offered admission must accept or decline the offer of admission by the date specified on the admission letter and **email your intent to register (second page of the Offer of Admission letter) to Ms. Carol Scott (cscott18@umd.edu), Coordinator of CHSE Graduate Programs**. In some cases, students may defer the date of admission; however, a written request must be made to the Director of Graduate Records, Admissions Office, Graduate School, University of Maryland, College Park, Maryland 20742. In addition, the student must notify his/her advisor of the request to defer and Ms. Carol Scott (cscott18@umd.edu).

For information on how to access UM resources and Testudo, see *Getting your Directory ID/Password for Registration and Access to Campus Resources in later sections*.

Note: All students are required to complete an Immunization Form to attend the University of Maryland. If you **do not** submit the immunization form, you will be **blocked from registering for classes**. Visit the UM Health Center website at:

<http://www.health.umd.edu/clinicalservices/allergimmuntravel/immunizations>.

III. MASTER'S OF EDUCATION CERTIFICATION (MCERT) PROGRAMS

All masters' programs must be completed in the 5-year timeframe per the University of Maryland Graduate School policy. Additionally, continuous registration is required for all students for the fall and spring semesters each year. If graduating in August, you must be registered for a summer session.

For exceptions to the continuous registration requirement, students complete a Petition for Waiver of Continuous Registration form found online. Newly admitted students are to register the semester of admission to validate admission. For additional information on Registration Policies go to the Graduate School website at:

http://www.gradschool.umd.edu/catalog/academic_policies.htm

There are three distinct MCert program options to obtain teacher certification in special education, all approved programs by the Maryland State Department of Education (MSDE) and accredited by the Council for the Accreditation of Educator Preparation (CAEP).

All MCert students must pass a MSDE Approved Basic Skills Test and the Praxis II test at designated cut-off scores. Students must progress timely through their program sequence and field placements. Additionally they must receive satisfactory evaluations from internship supervisors on the Performance Based Assessment and Foundational Competencies each semester of internship or they will not be eligible to continue in the special education certification program.

EDSP Certification Program Sequences can be found at the CHSE website:

http://education.umd.edu/CHSE/SE_overview.html

MCert students are assigned a faculty advisor when admitted. They must attend an advising session each semester to ensure registration is continuous and they are registered for the required courses in their certification sequence.

MCert Option 1: MEd in Special Education with Generic Elementary/Middle Age Base Certification (1 Year; Full time; 39-42 credit hours)

The MEd with generic age base certification is completed in one summer (enrolling in both summer sessions) and one academic year full time. Students selecting this option MUST begin the program in Summer Session I prior to their internship year. Summer coursework is followed by a full time, academic year that includes a yearlong internship in the public schools along with sequenced coursework and graduation is in May. If needed, coursework is taken in the summer session following the internship and graduation is in August.

Students earn a Master’s of Education (MEd) degree and are recommended for Maryland special education certification in the following age base, generic certification area:

Elementary/Middle (EL/M) Special Education Grades 1-8 (MSDE: Elementary/Middle)

The one year MCert program focuses on the following:

- Instruction for students with Autism Spectrum Disorders, Learning Disabilities, Behaviors Disorders, Physical Disabilities, Intellectual Disabilities, ADHD/ADD, etc.
- Rigorous and relevant coursework to develop the knowledge, skills, and dispositions necessary for successful teaching careers in special education
- Instruction on evidence based instructional practices and decision making
- Year Long Internship (Field Experience) in inclusive, diverse classrooms

Graduates will be eligible for special education teacher certification in the state of Maryland, with certification reciprocity in 48 states, all U.S. territories, and the Department of Defense Schools.

Graduation requirements include: Maintain an overall 3.00 GPA or above completing all required course work and internship in EDSP program with a grade of “B-” or better; attain MD qualifying scores on Praxis II – Special Education (0354/5354) prior to Internship II; receive passing ratings on the Performance Based Assessment (PBA) in Internship I and II; receive favorable ratings on the College of Education Foundational Competencies; and pass the national edTPA assessment.

MCert Option 2: MEd in Special Education with Generic Elementary/Middle Age Base and Severe Disabilities Certification (2 Year; full time; 45 credit hours)

This MCert option is completed in two, full-time academic years. Students select preparation in one age base certification area (EL/M) and also earn certification in severe disabilities. This program includes field experiences during the first year of the program and a yearlong internship in the second year. Students earn a Master’s of Education (MEd) degree and are recommended for Maryland special education certification in the following age base, generic certification area and severe disabilities:

1. Elementary/Middle (EL/M) Special Education: Grades 1-8 (MSDE: Elementary/Middle)
2. Severe Disabilities (Birth to age 21)

The two year MCert program focuses on the following:

- Maryland Certification in Severe Disabilities (Birth to age 21)
- Instruction of students with Autism, Low Incidence Disabilities, Physical Disabilities, Intellectual Disabilities, etc.
- Rigorous and relevant coursework to develop the knowledge, skills, and dispositions necessary for successful teaching careers in special education
- Instruction on evidence based instructional practices and decision making
- Year Long Internship (Field Experience) in inclusive, diverse classrooms

Graduates will be eligible for special education teacher certification in the state of Maryland, with reciprocity in 48 states, all U.S. territories, and the Department of Defense Schools.

Graduation requirements include: Maintain an overall 3.00 GPA or above completing all required course work and internships in EDSP program with a grade of “B-” or better; attain MD qualifying scores on Praxis II – Special Education (0354/5354) prior to Internship II; receive passing ratings on the Performance Based Assessment (PBA) in Internship I and II; receive favorable ratings on the College of Education Foundational Competencies; and pass the national edTPA assessment.

MCert Option 3: MEd in Special Education with Certification in Severe Disabilities (Full or part time; 30 credit hours): This option is only for teachers who are already certified as a special educator in the state of Maryland. Coursework and field experiences to obtain certification in severe disabilities are offered. This option requires individualized advising by a faculty member in the Special Education Severe Disabilities area to determine the program of study. A copy of a valid MSDE Generic Special Education Certificate must be provided in the graduate application.

NOTE TO ADVISORS: All forms mentioned in this section can be found on the **Faculty/Staff EDSP Elms/Canvas** organization site.

Master’s of Education (MEd) MCert Program Requirements for Students and Advisors

1. Attend Annual Red Folder Meeting/Orientation: Information regarding certification, accreditation, foundational competencies, and graduate information is presented. All teacher candidates must attend in May or November.
2. Attend Positive Behavior Support Meetings: Information on managing behavior is presented in the fall semester; all teacher candidates must attend both meetings.
3. Continuous Registration: Registration and advising is required <u>every semester</u> (including the summer session if graduating in the summer).
4. Praxis II: The Praxis II 0354 Special Education: Core Knowledge and Application test must be passed at the cut-off score of 151 prior to the final semester of the yearlong internship. Information is found at the following website: http://www.ets.org
5. Submit Program of Study: A Program of Study is developed with the advisor and must include all required coursework (graduate credit is NOT given for coursework below the 400 level). The Program of Study form must be submitted to the College of Education Graduate Office and is found at the following Graduation School website: http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html

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| 6. Transfer Credit: Up to six credits of graduate coursework may be transferred into the master's program with the advisor's approval. If applicable, complete the Transfer or Inclusion of Credit Form, available on the Graduate School webpage:
http://www.gradschool.umd.edu/catalog/academic_policies.htm |
| 7. GPA: Maintain a minimum grade point average of 3.0 in courses approved for graduation and satisfactorily complete all required course work in the EDSP certification program with a grade of "B-" or better. Any "D" or "F" grade on record may be repeated with the second grade counting toward the cumulative GPA. If the course is repeated, the first course registration remains on the transcript. If courses with "D" or "F" grades are not repeated, they will be computed in the grade point average the same as an "F" (zero quality points). In such cases, however, the "D" and "F" grades will not be counted as a part of graduation requirements and additional coursework must be taken. |
| 8. Submit Application for Graduation: Published deadlines each semester for submitting the Application for Graduation are found in <i>Important Dates for All Graduating Graduate Students</i> found at: http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html
Apply for graduation at the following website: http://www.testudo.umd.edu/apps/candapp
Note: Students must be registered the semester of graduation. |

IV. MASTER'S OF EDUCATION (MEd) SPECIALTY PROGRAM

All masters' programs must be completed in the 5-year timeframe per the University of Maryland Graduate School policy. Additionally, continuous registration is required for all students for the fall and spring semesters each year. If graduating in August, you must be registered for a summer session.

For exceptions to the continuous registration requirement, students complete a Petition for Waiver of Continuous Registration form found online. Newly admitted students are to register the semester of admission to validate admission.

The MEd Specialty Program (30 credit hours) is for individuals with the following backgrounds:

- Certified special educators who graduated from the UMD Special Education Program
- Certified special educators who graduated from other programs
- Allied professions such as occupational therapy, physical therapy, or speech therapy; these individuals do not wish to obtain special education certification
- Early childhood, elementary, or secondary general educators

In the State of Maryland, teachers with initial certification in a general education area can take the Special Education **PRAXIS II** test 0354/5354 (<http://www.ets.org>) to obtain special education certification through the Maryland State Department of Education, Division of Certification and Accreditation. For more information, visit MSDE's website at:
http://www.marylandpublicschools.org/MSDE/divisions/certification/certification_branch/.

EDSP BS Double Count Program: Undergraduates in the Special Education Teacher Preparation Program can apply to the UMD Graduate School in their junior year to participate in the EDSP Double Count Program their senior year. If accepted into the graduate school, teacher candidates enroll in four specified classes at the graduate level. The four courses (12 credits) double count as

12 credits in their Master's of Education Specialty program. The teacher candidates accepted into the double count program are assigned a faculty advisor and complete the requirements of MEd Specialty Program. For more information on the Double Count Program, contact:

Office of Student Services
 College of Education
 1204 Benjamin Building
 University of Maryland
 College Park, Maryland 20742
 Phone: 301.405.2364 or E-mail: ed-advising@umd.edu
 Monday through Friday - 8:30am to 4:30pm

Master's of Education (M.Ed.) Specialty Program Requirements for Students and Advisors

<p>1. Continuous Registration and Time Frame: Registration and advising is required every semester (including the summer session if graduating). The MEd degree must be completed in five years.</p>
<p>2. Required Coursework (as of 1/22/15): The following coursework is required:</p> <ul style="list-style-type: none"> • Two of the following research methods courses: EDMS 645 Quantitative Research Methods I EDSP 670 Single Subject Research in Special Education EDSP 671 Qualitative Methodologies in Special Education • One of the following: EDSP 673 Evaluating Evidence-Based Practices in Special Education EDSP 625 Seminar on Severe Disabilities • EDSP 600 Issues and Trends in Educating Individuals with Disabilities
<p>3. Submit Program of Study: A Program of Study is developed with the advisor and must include all required coursework (graduate credit is NOT given for coursework below the 400 level). The form is found at the following Graduation School website: http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html</p>
<p>4. Transfer Credit: Up to six credits of graduate coursework may be transferred into the master's program with the advisor's approval. If applicable, complete the Transfer or Inclusion of Credit Form, available on the Graduate School webpage: http://www.gradschool.umd.edu/catalog/academic_policies.htm</p>
<p>5. GPA: Maintain a minimum grade point average of 3.0 in courses approved for graduation. Any "D" or "F" grade on record may be repeated with the second grade counting toward the cumulative GPA. If the course is repeated, the first course registration remains on the transcript. If courses with "D" or "F" grades are not repeated, they will be computed in the grade point average the same as an "F" (zero quality points). In such cases, however, the "D" and "F" grades will not be counted as a part of graduation requirements and additional coursework must be taken.</p>
<p>6. Submit Application for Graduation: Published deadlines each semester for submitting the Application for Graduation are found in <i>Important Dates for All Graduating Graduate Students</i> found at: http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html Apply for graduation at the following website: http://www.testudo.umd.edu/apps/candapp Note: Students <u>must</u> be registered the semester of graduation.</p>

V. MASTER'S OF ARTS (MA) PROGRAM

Students selecting the MA program (**36 credit hours**) must conduct research and defend a thesis.

Master's of Arts (MA) Program Requirements for Students and Advisors

1. Continuous Registration and Time Frame: Registration and advising is required every semester (including the summer session if graduating). The MEd degree must be completed in five years.
7. Required Coursework (as of 1/22/15): The following coursework is required: <ul style="list-style-type: none">• Two of the following research methods courses: EDMS 645 Quantitative Research Methods I EDSP 670 Single Subject Research in Special Education EDSP 671 Qualitative Methodologies in Special Education• One of the following: EDSP 673 Evaluating Evidence-Based Practices in Special Education EDSP 625 Seminar on Severe Disabilities
2. EDSP 600 Issues and Trends in Educating Individuals with Disabilities
3. Research Courses: The student develops and implements a research study under the direction of the advisor and selects additional coursework aligned to the area of research.
4. Submit Program of Study: A Program of Study is developed with the advisor and must include 600 level coursework (graduate credit is NOT given for coursework below the 400 level). The form is found at the following Graduation School website: http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html
5. Transfer Credit: Up to six credits of graduate coursework may be transferred into the master's program with the advisor's approval. If applicable, complete the Transfer or Inclusion of Credit Form, available on the Graduate School webpage: http://www.gradschool.umd.edu/catalog/academic_policies.htm
6. GPA: Maintain a minimum grade point average of 3.0 in courses approved for graduation. Any "D" or "F" grade on record may be repeated with the second grade counting toward the cumulative GPA. If the course is repeated, the first course registration remains on the transcript. If courses with "D" or "F" grades are not repeated, they will be computed in the grade point average the same as an "F" (zero quality points). In such cases, however, the "D" and "F" grades will not be counted as a part of graduation requirements and additional coursework must be taken.
7. Comprehensive Examination: Three hours of written examinations are required. Procedures are presented below.
8. Submit Application for Graduation: Published deadlines each semester for submitting the Application for Graduation are found in <i>Important Dates for All Graduating Graduate Students</i> found at: http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html Apply for graduation at the following website: http://www.testudo.umd.edu/apps/candapp Note: Students <u>must</u> be registered the semester of graduation.
9. Thesis Requirements <ul style="list-style-type: none">• IRB: If students use human subjects as part of their thesis research, refer directly to the http://www.umresearch.umd.edu/IRB/index.htm for procedures and application

- Appointment of Thesis Committee: In the semester in which completion of the thesis is anticipated, the student requests the appointment of the oral defense committee by filing the *Nomination of Thesis or Dissertation Committee* form. This form must be submitted by the published deadline Important Dates for All Graduating Graduate Students found at: http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html
Thesis Committee makeup must be in compliance with Graduate School regulations and have three (3) members; two (2) must be regular tenured or tenured-track University of Maryland graduate faculty, the third may be a member of the University of Maryland graduate faculty from the following categories: regular tenured or tenure-track member, adjunct member, or special member. The student's advisor serves as Chair of the committee and must be a regular member of the UM graduate faculty. Adjunct members may not serve as chair unless the Graduate School grants special permission.
- Oral Defense: Student defends thesis research orally before an examining committee.
- The chair (advisor) of the committee and/or student selects the time and place for the oral examination and notifies the other members of the committee and the candidate. The candidate is obligated to see that each member of the committee has at least ten days to examine a copy of the thesis prior to the examination. A student will be admitted to final oral examination only if all other requirements for the degree have been met. The student takes a final oral examination of not less than one hour in defense of the thesis.
- Submit Thesis in Digital Format: Submit thesis and pay fee by the published deadline in *Important Dates for All Graduating Graduate Students* found at: http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html
- Guidelines for submitting the approved thesis are found at the following websites:
Thesis Electronic Publication Form: <http://www.gradschool.umd.edu/gss/forms>
Digital submission instructions: <http://www.gradschool.umd.edu/etd/>

**Procedures for Comprehensive Examinations
for MA and AGS Students**

The student's advisor is responsible for preparing the comprehensive examination in accordance with each student's program.

Applying for the Comprehensive Examination:

1. A Comprehensive Examination Application must be completed and returned by the specified date. One date each semester is designated for examinations by the Special Education program. However, arranged dates can be set up with your advisor and the CHSE Graduate Programs Coordinator, Ms. Carol Scott (cscott18@umd.edu), under special circumstances.
2. Ms. Carol Scott, Coordinator of CHSE Graduate Programs, notifies all graduate students of the dates selected each semester by email. The application for the examination is attached to the email.
3. The student meets with his/her advisor to prepare for the examination and to determine the number of questions and a second faculty evaluator. All MA and AGS students take 3 hours of

comprehensive examinations.
4. The advisor forwards a copy of the examination questions to the Coordinator at least one week before the date of the examination.
During the Day of Exam:
5. Each student receives a copy of the examination by a proctor and has three hours to complete the examination.
6. Upon completing the examination, students email their responses to the Coordinator.
7. The Coordinator posts the responses on the Faculty/Staff Special Education ELMS/Canvas organization site.
Evaluation of the Comprehensive Examination:
8. The advisor and the designated additional faculty member read the comprehensive examination responses. Each independently completes a rubric for each question and evaluates each question on a three-point scale: (1) fail; (2) pass; and (3) high pass. The student must average across readers a score of 2.0 or higher on each question to pass.
9. The advisor writes an electronic summary of the examination that is given to the Program Director via the Coordinator.
10. The Program Director notifies the student of the results in writing; a copy of this letter is sent to the College of Education Graduate Office and to the advisor.
11. A copy of the Program Director's letter, examination responses, and readers' evaluations are kept in the Coordinator's office.
12. Students who fail the examination must generate a remedial plan with their advisor. The examination can be retaken only once. After a second failure, the student may appeal in writing to his/her advisor and department chair for permission to take an examination a third time. This appeal is forwarded to the Associate Dean in Graduate Studies for final approval.

VI. ADVANCED GRADUATE SPECIALIST (AGS) CERTIFICATE

The Advanced Graduate Specialist (AGS) program is designed to promote a high level of professional competence in the field of special and enhances a student's professional portfolio of education coursework beyond the Master's degree. The AGS is *not a degree program, but a certificate* awarded by the College of Education. The candidate for the AGS must have a master's degree earned either at the University of Maryland or at another accredited institution. The minimum number of graduate credit hours for the AGS is 60, which includes 30 applicable credits from the student's Master's program. The core of the program consists of special education courses and other coursework within the University. More information on the AGS is found at the following website: <http://education.umd.edu/GraduatePrograms/Certificate/index.html>

AGS Program Requirements for Students and Advisors

<p>1. Continuous Registration and Time Line: Registration and advising is required every semester (including the summer session if graduating). The MEd degree must be completed in five years.</p>
<p>2. Required Coursework (as of 1/22/15): The following coursework is required:</p> <ul style="list-style-type: none"> • Two of the following research methods courses: EDMS 645 Quantitative Research Methods I EDSP 670 Single Subject Research in Special Education EDSP 671 Qualitative Methodologies in Special Education • One of the following: EDSP 673 Evaluating Evidence-Based Practices in Special Education EDSP 625 Seminar on Severe Disabilities • EDSP 600 Issues and Trends in Educating Individuals with Disabilities
<p>3. Submit AGS Program of Approval: A Program of Approval is developed with the advisor and must include 400 level or above coursework (graduate credit is NOT given for coursework below the 400 level). The form is found at the following website: http://education.umd.edu/studentinfo/graduate_info/forms/AGSProgram.pdf</p>
<p>4. Transfer Credit: Up to six credits of graduate coursework may be transferred into the master's program with the advisor's approval. If applicable, complete the <i>Transfer or Inclusion of Credit Form</i>, available on the Graduate School webpage: http://www.gradschool.umd.edu/catalog/academic_policies.htm</p>
<p>5. GPA: Maintain a minimum grade point average of 3.0 in courses approved for graduation. Any "D" or "F" grade on record may be repeated with the second grade counting toward the cumulative GPA. If the course is repeated, the first course registration remains on the transcript. If courses with "D" or "F" grades are not repeated, they will be computed in the grade point average the same as an "F" (zero quality points). In such cases, however, the "D" and "F" grades will not be counted as a part of graduation requirements and additional coursework must be taken.</p>
<p>6. Comprehensive Examination: Three hours of written examinations are required. Procedures are presented above.</p>
<p>7. Submit Application for Graduation: Published deadlines each semester for submitting the Application for Graduation are found in <i>Important Dates for All Graduating Graduate Students</i> found at: http://www.education.umd.edu/studentinfo/graduate_info/importantdates.html Apply for graduation at the following website: http://www.testudo.umd.edu/apps/candapp Note: Students <u>must</u> be registered the semester of graduation.</p>
<p>8. Additional AGS Graduation Forms: The student is responsible for submitting the <i>Advanced Graduate Specialist (A.G.S.) Certification of Completion</i> form found at: http://education.umd.edu/studentinfo/graduate_info/forms/AGSCert.pdf</p>

VII. GETTING A DIRECTORY ID/PASSWORD FOR REGISTRATION AND ACCESS TO CAMPUS RESOURCES

Please visit the following website to obtain your Directory ID and Password:
<http://www.it.umd.edu/new/student.html>

Before being able to access most online resources at the university, you must establish your online identifier, your *Directory ID*, and an associated *password*. Here are the steps to follow in order to establish your Directory ID and Password:

- Identity Proofing - We do not, at this time, require in-person identity verification, so, as an alternative, you must provide several facts that uniquely identify you. This information includes:
 - a portion of your Social Security Number,
 - your surname (last name),
 - your birth date, and
 - a phone number that you we have on file for you.
- Once we have verified your identity, you may select your Directory ID. An initial ID has been established that is based on your name. You may keep this pre-assigned ID or choose a different ID. **Please, carefully consider your choice, because this ID will define your email address and all login IDs at the university.**
- In order to **accept** your ID, either the pre-assigned one or the one you choose, you must review and agree to the [Policy on the Acceptable Use of Information Technology Resources](#), which applies to all members of the university community.
- Once you have established your Directory ID, you will be asked to establish your initial password to the system.
- Next, you will need to provide answers to several security questions. If you forget your password, your responses to these security questions may be used to establish a new password.
- Finally, you will be able to **activate** your Division of IT supported accounts, including your email account.

Note: All students are required to complete the [Immunization Form](#) to attend UM. Make sure your University ID number is on this form. For more information, please visit the UM Health Center website at <http://www.health.umd.edu/clinicalservices/allergimmuntravel/immunizations>. If you *do not* submit the immunization form, you will be *blocked/restricted from registering for courses*.

VIII. GENERAL GRADUATE FORMS AND GRADUATION INFORMATION

All outstanding accounts due to the University must be paid in full before the degree will be conferred. This includes such items as late registration fees, library fines, parking tickets, etc., as well as the diploma fee. Neither the diploma nor any transcripts will be issued until outstanding

bills are settled. If the student does not graduate as planned, s/he must apply for the diploma again when s/he is able to graduate.

The student is responsible for filing and completing all forms required throughout their respective degree program as well as for graduation. These forms can be found on the College of Education, Student Services website at: <http://education.umd.edu/studentinfo/> Forms can also be found at the UM Graduate School at http://www.gradschool.umd.edu/current_students/general_forms_for_graduate_students.html After completing forms, please have your advisor sign and submit to the Department Chair for signature, Room 3214.

To ensure each student as met the graduate degree requirements, a request for a graduation “AUDIT” can be retrieved from the **Student Services Office in the College of Education** (Room 1204 Benjamin). They also provide a **step by step graduation requirements** guide on the website at http://www.education.umd.edu/studentinfo/graduate_info/gradsteps.html

Academic regalia (robe and cap) are required for all candidates at graduation. Please see information on the University’s commencement webpage at http://www.commencement.umd.edu/graduate/graduate_regalia.cfm. Please make sure you place your order as soon as possible.