

Admission and Academic Policies and Requirements

Admission to the Master's Degree Programs

College of Education and Human Development graduate programs seek candidates whose baccalaureate degree program, scholastic achievement, interest, motivation, and personal recommendations are indicative of success in graduate studies and the chosen profession. To be eligible for admission to a graduate education program, an applicant must meet the following requirements:

- Hold a baccalaureate degree from an accredited institution;
- Have earned a cumulative grade point average of 2.5 (on a 4.0 scale) in a baccalaureate degree program;

Applicants who do not have a 2.5 overall GPA must enclose a letter asking for special consideration, in which they provide evidence of an ability to complete graduate studies successfully. Without such a letter, applicants who fail to meet eligibility requirements may be automatically denied.

- Submit standardized testing scores for graduate admission, based on individual program requirements.
- Submit official TOEFL scores of 550 or higher on the paper-based test, 79 or higher on the Internet-based test, or 213 or higher on the computer-based test if the applicant is an international student whose first language is not English. International students who have received their undergraduate degree from an English-speaking institution may apply for a waiver of this requirement.

Special admission requirements, including testing requirements and scores are listed under the Special Admission Requirements for each program. Please consult the specific CEHD section program pages for special admission requirements and details.

Candidates should submit all application materials to the USM Office of Graduate Admissions, 39 Exeter Street, Portland, ME 04104-9300 by the application deadline.

Application materials must include:

- a) Two completed copies of the Application for Admission to Graduate Study, including an essay on a topic specified by the program, and an application fee of \$50.00 (nonrefundable);
- b) Two copies of official transcripts of all previous college or university work sent directly from the awarding institution;
- c) Three letters of recommendation. These should be from persons in a position to judge the applicant's academic preparation and ability to pursue graduate and professional work. Recommendations must be received either directly from the recommender or forwarded by the applicant in sealed envelopes with the recommender's signature over the seal;
- d) Official scores on the MAT or the GRE, taken within five years of application sent directly from the testing service, if applicable. Please see Special Admission Requirements for each program;
- e) Additional or other special admission requirements specified by the program.

In extenuating circumstances, applications completed after the deadline may be reviewed for admission on a space-available basis.

Admission to Doctoral Program

Please see Psy.D. section for specific admission instructions and requirements.

Admission to Post-Master's Certificates of Advanced Study (CAS)

Criteria for admission include successful completion of a master's degree, strong recommendations, documentation of excellent written communication skills, and clarity and strength of professional goals.

Candidates for admission to the CAS programs must file the following materials with the College postmarked by the application deadline. All application materials should be submitted to the Office of Graduate Admissions, 39 Exeter Street, Portland, ME 04104-9300. Applications materials must include:

- a) Two completed copies of the Application for Admission to Graduate Study, including an essay (see below), and a \$50.00 nonrefundable application fee;

- b) Two copies of official transcripts from all previous college/university graduate coursework;
- c) Three letters of recommendation attesting to the applicant's knowledge of current scholarship, capacity to connect theory and practice in posing and solving educational problems, achievement of excellence in educational practice, and demonstrated capability and motivation to engage in advanced graduate study. Recommendations must be received either directly from the recommender or forwarded by the applicant in sealed envelopes with the recommender's signature over the seal;
- d) A brief essay (500-750 words) which includes the applicant's reason(s) for pursuing advanced graduate study; the proposed focus of the applicant's program, including specific courses if known; and an explanation of how the proposed program fits the applicant's personal and professional goals.
- e) Additional or other special admission requirements specified by the program.

Admission to Certificate of Graduate Study

Criteria for admission include successful completion of a bachelor's degree and relevant professional experience. To earn a certificate, students must complete 75 percent of the required coursework at USM, and earn a grade of B (3.0) or better in each course. Candidates must submit all application materials directly to the Office of Graduate Admissions, 39 Exeter Street, Portland, ME 04104-9300. Candidates for admission must submit:

- a) Application for Certificate Program, including a \$15.00 nonrefundable application fee;
- b) Official transcripts or copies of official transcripts from all colleges and universities from which you received a degree;
- c) Current resume;
- d) Personal statement;
- e) Additional or other special admission requirements specified by program.

Credits earned through enrollment in a certificate program are transferrable to the respective graduate programs under the transfer credit policies outlined below. However, acceptance to a certificate program does not constitute acceptance to a master's or post-master's certificate of advanced study program. Applications for degree status must be made under separate cover under the guidelines above.

Application Deadlines

Master's Degree Programs

Abilities and Disabilities Studies	Rolling with priority deadlines for intended semester of matriculation By Oct 1 for spring matriculation By May 1 for fall matriculation
Adult and Higher Education	Rolling with priority deadlines for intended semester of matriculation By Oct 1 for spring matriculation By March 15 for summer matriculation By May 1 for fall matriculation
Applied Literacy	Rolling
Counseling	February 1
Educational Leadership	Rolling with priority deadlines for intended semester of matriculation By Oct 1 for spring matriculation By March 15 for summer matriculation By May 1 for fall matriculation
Educational Psychology	Rolling with priority deadlines for intended semester of matriculation By Oct 1 for spring matriculation By March 15 for summer matriculation By May 1 for fall matriculation

Literacy Education	Rolling with priority deadlines for intended semester of matriculation By Oct 1 for spring matriculation By March 15 for summer matriculation By May 1 for fall matriculation
Professional Educator	Rolling with priority deadlines for intended semester of matriculation By Oct 1 for spring matriculation By March 15 for summer matriculation By May 1 for fall matriculation
Teaching and Learning (ETEP)	January 9 and March 8
Doctoral Programs	
School Psychology	December 1
Post-Master's Certificates of Advanced Study	
Adult Learning	Rolling with priority deadlines for intended semester of matriculation By Oct 1 for spring matriculation By March 15 for summer matriculation By May 1 for fall matriculation
Counseling	Rolling
Educational Leadership	Rolling with priority deadlines for intended semester of matriculation By Oct 1 for spring matriculation By March 15 for summer matriculation By May 1 for fall matriculation
English as a Second Language	Rolling with priority deadlines for intended semester of matriculation By Oct 1 for spring matriculation By March 15 for summer matriculation By May 1 for fall matriculation
Literacy Education	Rolling with priority deadlines for intended semester of matriculation By Oct 1 for spring matriculation By March 15 for summer matriculation By May 1 for fall matriculation
Certificates of Graduate Study	Rolling
Certificate in Applied Behavior Analysis	Rolling with priority deadlines for intended semester of matriculation By Oct 1 for spring matriculation By March 15 for summer matriculation By May 1 for fall matriculation

Please note: For those programs using priority deadlines, students must have submitted the completed admission application by the specified deadline to be considered for matriculation in the noted semester.

Admission and Academic Policies

In addition to the general policies described in the Academic Policies chapter of this catalog, specific policies for education programs are as follows:

Transfer Credit Please refer to the Special Admission Requirements section within each program to see the policy on transfer credits for that program. Graduate students in graduate-level programs at other universities may transfer into our programs, bringing some or all of their credits with them if the program from which they are transferring is an approved program from an accredited university. Requests

for transfer courses must be included on the graduate application, and will be considered on a course-by-course basis at the time of admission. Additional transfer policies may be listed under individual programs.

Admission Credit A maximum of six credits taken during the semester of application may be approved by the appropriate department chair for admission credit. These are in addition to transfer credits. In exceptional cases, students may petition to have additional credits accepted, upon admission to a program.

Admissions Appeals Applicants may appeal an admissions decision by submitting a written appeal to the department chair for the appropriate program within 30 days of notification of rejection. The appeal will be reviewed by the appropriate program faculty and the chair will notify the applicant of action taken on the appeal. Should the applicant wish to pursue the appeal process further, a written appeal should be submitted to the dean of the College of Education and Human Development. Further appeals may be made to the associate provost and dean of Graduate Studies.

Undergraduate Credits Graduate credit will not be given for courses taken to fulfill undergraduate degree requirements. Any other advanced undergraduate-level courses must be approved in advance by appropriate College of Education and Human Development graduate faculty if those credits are to be applied to fulfill graduate program requirements.

Course Waivers Should a student wish to waive course requirements or request course substitutions, he or she must contact his or her faculty advisor to work out program changes. No more than six hours of academic credit may be waived or substituted. Waived courses must be substituted with elective credits. Please see course waiver policy under Special Admission Requirements for individual programs.

Comprehensive Examination/Portfolio/Practicum/Capstone Project All degree students must complete a comprehensive examination/portfolio/practicum/capstone project that will assess the student's breadth and depth of knowledge of the program field. Please consult each program of study for specific information regarding comprehensives, portfolios, practica, or capstone projects.

Degree students will have an opportunity to receive an examination briefing at least two weeks prior to the examination date, and the criteria to be used in evaluating the examination will be available in written form. In addition, students have the right to receive an explanation of the examination results.

Master's Thesis A degree student may earn up to six credit hours for completing a master's thesis. Students are encouraged to consult with their faculty advisor regarding thesis requirements.

Teacher Education Program Policy The faculty of the College of Education and Human Development reserve the right to accept and retain only those students who, in the judgment of the faculty, satisfy the requirements of scholarship, maturity, and personal suitability for teaching. The program maintains the ability to change admission and/or program requirements as needed to meet changes in state certification standards.

Governance The Executive Council, comprised of Department chairs and selected faculty and staff from the College, is the governing body for program review and evaluation for all advanced level professional education programs at USM. The Teacher Education Council, comprised of deans, department chairs, faculty, and school representatives from all programs offering initial teacher preparation, is the governing body for program review and evaluation for initial level teacher education programs at USM.

Technology Standards

Recommended Entry Standards for Students in CEHD

In order to engage successfully in program and department communication and in course learning activities, students should be able to:

- operate a computer system in order to use software successfully
- use e-mail communication applications, e.g., attachments, nicknames, signature; sending, replying, forwarding; cutting and pasting from documents; utilizing a listserv; organizing messages
- access and use appropriate library databases
- use word-processing productivity tools
- access and use the World Wide Web
- use remote access to University (if applicable)

Graduate Assistantships

Students admitted into programs in CEHD who need further training in any of the above areas should use the following resources for computer support:
USM computer workshops (call 780-4029 for more information)
USM computer labs (Portland, Gorham, and Lewiston-Auburn College campuses)
USM HELP!Desk: 780-4029

Graduate Scholarships

A limited number of graduate assistantships are available for graduate students. Assistants must carry a minimum of six graduate credit hours per semester. Duties may involve teaching, research, advising, office administration, and supervision of students/interns. Applications for assistantships are available from the CEHD Dean's Office, 8 Bailey Hall. The recommended application deadline is March 1.

Assessment Center Lab Fees

The College of Education and Human Development has limited tuition scholarships available for continuing CEHD graduate students. Awards are based on academic merit, professional promise, and financial need. Recipients must be currently matriculated students or applicants intending to take six or more graduate credits per semester during the following year. Applications for graduate scholarships are available each January from the CEHD Dean's Office, 8 Bailey Hall, and are due March 1.

The Assessment Center lab fees will be charged to all students who enroll in the specified classes for which Assessment Center materials are required. All students, regardless of campus or location, are expected to pay the fees because the tests are mailed to students who take the courses from a distance. If a course instructor decides to require use of the Assessment Center as part of a course, and that course does not have a lab fee collected at the time of registration, the Assessment Center reserves the right to charge each student in the class a one-time lab fee of no more than \$50 to cover the costs associated with their use of Center materials for that class.

Professional Licensure and Certification Notice

Students who are pursuing degrees leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, or practica through their USM program should be aware that their host facility may require a criminal background check, finger printing, or drug screening. In such situations, each student is responsible for obtaining and paying for the background check or other screening process and for delivering required documentation to the facility. Although the University will make reasonable efforts to place admitted students in field experiences and internships, it will be up to the host facility to determine whether a student will be allowed to work at that facility. Students should further be aware that a criminal record may jeopardize licensure by the state certification body. Students may consult the certification body corresponding to their intended occupation for more details. Successful completion of a program of study at USM does not guarantee licensure, certification, or employment in the relevant occupation.