

# Application & Enrollment Information for Graduate Study

## GETTING STARTED

Each graduate program within the College of Education and Human Development (CEHD), with the exception of the Extended Teacher Education Program (ETEP), has a list of introductory courses that are open to "non-matriculated" students. You may complete six credits of the courses listed for your selected graduate program before applying. Provided that you earn a "B" or better in the course, and they were earned no more than three (3) or five (5) years prior to matriculation (dependent on individual program requirements), they may be applied toward the master's program if you are accepted. You may also pursue an additional six credits while your application is pending.

## APPLICATION INSTRUCTIONS

Admission applications are available on the CEHD web site at: [usm.maine.edu/cehd/prospective-students/admissions.htm](http://usm.maine.edu/cehd/prospective-students/admissions.htm)

### Applying for Admission to master's, certificate of advanced study (CAS) or doctoral programs

To apply for admission to a CEHD degree program, you must submit the following required application materials:

1. Two (2) copies of the completed USM Admission to Graduate Study application, along with a \$50 application fee.
2. Two (2) copies of each official transcript from all higher education institutions.
3. Three (3) letters of recommendations. Recommendations must be received either directly from the recommender or forwarded by you in sealed envelopes with the recommender's signature over the seal.
4. Standardized test scores (MAT or GRE) taken within the past five years, sent directly from the testing service. This requirement is waived for applicants already holding a graduate degree, except for those applying to the PsyD. ETEP applicants take the Praxis I in place of the MAT or GRE.
5. Official TOEFL score for applicants whose native language is not English.
6. A program-specific essay. For program specific essays, please read the Instructions to Applicant included with the Application for Admission to Graduate Study.
7. Additional or other requirements as specified by the program.

• **ETEP:** Detailed application information is in the ETEP Application Handbook, available online at [www.usm.maine.edu/cehd/TED](http://www.usm.maine.edu/cehd/TED) or by calling Graduate Admissions in Gorham.

• **PsyD:** Detailed application information for the PsyD program is available online at [www.usm.maine.edu/cehd/School-Psychology/](http://www.usm.maine.edu/cehd/School-Psychology/)

### Applying for Admission to certificate programs (non-degree programs)

To apply for admission to a CEHD certificate program, you must submit the following required application materials. Your application will be reviewed when all materials have been received:

1. Completed application form
2. Nonrefundable processing fee of \$15.00, payable to U.S.M
3. Official Transcripts or copies of official transcripts from all colleges and universities from which you received a degree.

## ADMISSION APPLICATION DEADLINES

Adult Education	Rolling with priority deadlines*
Counselor Education	FEB 1
Educational Leadership	Rolling with priority deadlines*
Educational Psychology:	
Applied Behavior Analysis	DEC 1
ETEP	JAN 9 (MAR 8 second round)
Literacy Education	Rolling with priority deadlines*
Professional Educator	Rolling with priority deadlines*
Special Education	Rolling with priority deadlines**
C.A.S. in Counseling	Rolling
C.A.S. in Adult Learning,	
Educational Leadership,	
Literacy Education, or ESL	Rolling with priority deadlines*
PsyD School Psychology	DEC 1
Applied Behavior Analysis Cert.	DEC 15 and MAR 21
All other CEHD certificates	Rolling

### \* Priority Deadlines

Application Deadline	Semester of Matriculation
September 1	Spring semester
October 15	Spring semester
February 1	Summer semester
March 15	Summer semester
May 1	Fall semester

\*\*Note: Special education does not matriculate in the summer.

### Submit admission applications to:

#### USM Office of Graduate Admissions

39 Exeter St., PO Box 9300  
Portland, ME 04104  
(207) 780-4386 TTY: (207) 780-5646  
[gradstudies@usm.maine.edu](mailto:gradstudies@usm.maine.edu)

*It is the applicant's responsibility to ensure that all application materials are received in the Office of Graduate Admissions in Gorham by the application deadline. Applications completed after the deadline will be held for review in the next application cycle.*

4. Current Resume
5. Personal Statement

Note: Some certificate programs have additional requirements and application materials.

Certificate applications are processed and reviewed on a continuing basis (except for the ABA certificate), but must be received at least six weeks prior to the start of the desired semester.

## TESTING REQUIREMENTS

All CEHD degree programs, including ETEP, require standardized test scores as part of its application for graduate admission. Programs require either the GRE (Graduate Record Exam) or MAT (Miller's Analogies Testing), except ETEP which requires the Praxis I and the PsyD which requires the GRE. For those who take either the GRE or MAT, the admission committees do not have a preference for one exam over the other, but most applicants find that one exam over the other better suits them.

## Graduate Entrance Exams

For registration information about the GRE, MAT, or Praxis I contact USM's Testing and Assessment Center at (207) 780-4383 or visit [www.usm.maine.edu/testing](http://www.usm.maine.edu/testing). You must take the GRE, MAT, or Praxis I at least 6 - 8 weeks prior to your intended deadline to ensure timely receipt of scores.

### GRE (Graduate Record Examination)

The GRE is comprised of three sections: verbal, mathematics, and analytical. Each is a multiple-choice format, and the total exam length is about three hours. The exam is administered by computer through the Thomson ProMetric Test Center at 20 Atlantic Place, South Portland (1-800-967-1100).

Test Fee: approximately \$140

Administration: Scheduled daily in computer based format

Registration Information: [www.gre.org](http://www.gre.org)

### MAT (Miller's Analogies Test)

The MAT is a paper-based multiple-choice exam that asks 100 verbal analogy questions in 50 minutes. It is a high-level mental ability test that builds on fluency in English, a broad knowledge of literature, philosophy, history, science, mathematics, and fine arts, and the ability to reason out relationships. The MAT is not recommended for persons who speak English as a Second Language.

Test Fee: approximately \$75

Administration: Generally once a month, through USM and other college campuses.

Registration Information: USM Academic Assessment at [www.usm.maine.edu/testing](http://www.usm.maine.edu/testing)

### PRAXIS I

The Praxis I exam, which is required for State of Maine teacher certification, assesses basic skills in reading, writing, and math.

Test Fee: \$40 registration fee per test date. Tests fees are charged depending on type and combination of test.

Administration: The paper-based version of Praxis I (PPST, Pre-Professional Skills Test) is offered nationwide on six dates. The computer based version (CBT, Computer Based Tests) is offered regularly through the Thompson ProMetric Test Center in South Portland (1-800-967-1100).

Registration Information: For paper-based contact USM Academic Assessment at [www.usm.maine.edu/testing](http://www.usm.maine.edu/testing); for CBT contact [www.ets.org](http://www.ets.org)

## GENERAL ADMISSION POLICIES

### Admission Requirements

General admission requirements of the college include: a baccalaureate degree from an accredited institution; a cumulative GPA of 2.5 on a 4.0 scale in the baccalaureate program; a score of 390 or above (40 or above if taken prior to September 30, 2004) on the Miller Analogies Test (MAT) or a combined score of 900 or above on the verbal and quantitative sections of the Graduate Record Exam (GRE); a score of 550 or above on the TOEFL (213 on the computer-based TOEFL) for students whose native language is not English. An applicant who does not meet these standards may still have his or her application considered by explaining, in writing, why program faculty should give the application special consideration. **Please note:** The PsyD program has additional and more strict requirements. For ETEP admission policies see the ETEP Application Handbook.

### Transfer Credit

Up to six (6) graduate credits may be approved as transfer credit, provided these credits are required for your intended program, were earned no more than three (3) years or five (5) years prior to

matriculation (dependent on individual program requirements), and were completed with a grade of B or better. This policy does not apply to ETEP.

## GENERAL INFORMATION

### Graduate Catalogs

The USM graduate catalog can be viewed and downloaded online at [www.usm.maine.edu/grad/catalog.htm](http://www.usm.maine.edu/grad/catalog.htm)

### Advising

Once you are accepted to a graduate program, you are assigned a faculty advisor. Your advisor helps you determine your course schedule and may help with career-related issues, internship sites, directed or independent study projects, and other issues related to your academic experience and professional development.

### Degree Time Limit

The CEHD degree requirements may be completed on a part-time basis with a minimum of six (6) credits per year, over a maximum of five (5) years. The school psychology, counseling, and teaching and learning programs allow six (6) years to complete degree requirements.

### Course Scheduling

Classes are usually offered in the late afternoon or evening. Some programs are offered through distance learning, while others are set up as a cohort. A course schedule is published each semester that includes course offerings, registration information, and billing information. Search for courses online at <http://mainestreet.maine.edu>

### Financial Information

Students admitted to a degree program are eligible to apply for financial aid from a variety of sources. For more information contact the Financial Aid Office at (207) 780-5800. The CEHD awards graduate scholarships and assistantships to continuing, matriculated students each year. For more information contact Kim Warren at (207) 780-5902 or visit [www.usm.maine.edu/cehd/prospective-students/](http://www.usm.maine.edu/cehd/prospective-students/)

### Tuition and Fees

For the 2008-2009 academic year, tuition and fees at the graduate level are as follows:

Tuition:

Maine resident \$327.00 per credit

Non-Maine resident \$929.00 per credit

NEBHE\* \$491.00 per credit

\*The NEBHE tuition rate is for eligible non-Maine residents in the following programs:

Adult Education: MA, VT

School Psychology: NH, VT

Fees: In addition to the unified and transportation fee there may be other fees dependent on what classes you take and where you take them. To see the fee schedule visit:

[www.usm.maine.edu/busoftuition.htm](http://www.usm.maine.edu/busoftuition.htm)

[www.usm.maine.edu/cehd](http://www.usm.maine.edu/cehd)

## USEFUL PHONE NUMBERS

Office of the Registrar: (207) 780-5230

Financial Aid Office: (207) 780-5800

Student Billing: (207) 780-5200

Office of Testing and Assessment: (207) 780-4383