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*Revised July 2015*

This Handbook provides information for master's students in the Special Education:

When you are admitted to the program, the Director of the School of Special Education assigns you an advisor. It is your responsibility when admitted to the program to read and follow the School of Special Education, Graduate School and University guidelines. Therefore, it is your responsibility, not your advisor's to be sure all program requirements are met before applying for graduation.

Program requirements include: working with your advisor to review your plan of study, to prepare a schedule, to plan for the comprehensive examination, to plan for the American Sign Language (ASL) assessment, to plan for practicum, and to complete the Application for Graduation form. You may change advisors at any time by completing a Change of Advisor form available on the website of the School of Special Education (<http://www.unco.edu/cebs/sped/current/generalist-graduate/forms.html>) and submitting it to the Director of the School of Special Education.

The exact courses you will need to take depend on your undergraduate degree and any other courses you have completed. When you are accepted into the Special Education: Deaf/Hard of Hearing program, a "Plan of Study" is developed based on a review of your transcripts. A minimum of 30 hours of UNC coursework is required for a master's degree. Should you have changes or substitutions in your coursework, it is your responsibility to make sure any deviations are documented in your advisement file and to keep copies for your own records. If you don't have a teaching license you will need to complete additional courses in the Professional Teacher Education Program (PTEP). Consequently, you will have a plan of study from the UNC Licensu

In order to receive a university recommendation for a Colorado Special Education: Deaf/Hard of Hearing Teaching License, you must satisfy Colorado teaching standards. These standards are dictated at the state level and are not negotiable for licensure. Even if you live outside of the State of Colorado you must satisfy these requirements. There are a variety of ways to accomplish this depending on your unique circumstances.

If you hold any teacher license (Elementary, Special, or Secondary education) in Colorado you must present a copy of your current license to the UNC Licensure Officer in order to be waived from PTEP requirements.

If you hold any teacher license in a state other than Colorado you may apply for an Initial Colorado teaching license. (See [http://www.cde.state.co.us/cdeprof/Licensure\\_FirstTimeApp.asp](http://www.cde.state.co.us/cdeprof/Licensure_FirstTimeApp.asp)). An initial teacher license is valid for three years and may be renewed. You must also submit fingerprints. You must present a copy of your

Every Semester (Fall, Spring and Summer)

EDFE 125 – *(This course is required the first semester you are enrolled in the program.)*

EDSE 510

EDSE 511

EDSE 512

SRM 600

Fall

Spring

arrangements to complete the lab during school hours. It is your responsibility to find a student or group of students in your area for each 600 level course. We recommend that you work with a variety of students, teachers, and service delivery options (e.g., self-contained, resource, residential school, itinerant, charter school) during the field-based practicum and for your final practicum. If you do not have access to students who are deaf or hard of hearing or you are not able to secure a placement you will not be able to complete the assignments for the 600 level courses.

When your "Plan of Study" is developed, courses will not be required if you have taken a course with similar graduate level content previously. The exception to this is if the courses are more than five years old and you have not been teaching during that time. Unfortunately, experience or noncredit courses cannot be used as justification for waiving a course.

A maximum of 9 semester hours of unclassified graduate credit taken at the University of Northern Colorado and six semester credit hours (nine quarter hours) of graduate credit from another accredited graduate institution may transfer into your Plan of Study. The transfer credit must be compatible with your program and you must have received a grade of "A" or "B." Also, when you finish your degree, only coursework completed within the last five years (including transfer credits) can be counted toward degree requirements. Transfer credits will not be accepted for: (a) coursework completed more than five calendar years before the completion of the current graduate degree program, (b) correspondence courses, or (c) credits used to obtain a previous degree at any institution. To request transfer of credit into your current program, obtain a form titled "Petition to Count Work in a Degree Program" from the School of Special Education website, and submit the petition with appropriate official transcripts to the Graduate School and International Admissions office.

Nine semester hours of credit are considered the minimum credit load to be classified as a full-time student. The maximum load permitted for a graduate student enrolled in a regular semester is 17 hours. Maximum loads are also established for summer sessions. See your advisor or the summer session Schedule of Classes for details. To carry more than the maximum credits per semester, you must file a Petition for Overload. Forms are available on the School of Special Education Office website. Complete the form and obtain the signature of your advisor and the School of Special Education Director prior to registration.

Graduate students are required to enroll for at least 1 credit hour each academic semester (fall and spring). Students are expected to register continuously from the time they first enroll in their graduate degree program until they graduate. The Graduate School and International Admissions office has provided specific information about this policy at [http://www.unco.edu/grad/new\\_current/continuousregistration.html](http://www.unco.edu/grad/new_current/continuousregistration.html). If you are unable to be continuously enrolled, you may request an exception form for this policy from the Graduate School.





Graduation applications must be turned into the Graduate School and International Admissions office 45 days before the end of the semester prior to the semester in which you plan to graduate. After that date, you will pay a \$10.00 late fee. Your advisor must sign this application form before submitting it to the Graduate School and International



If students have been terminated from their program, an appeal may be made following the procedures outlined in the Student's Rights and Responsibilities statement, which is available in the Dean of Students Office (Carter Hall 3005). For student Honor Code visit <http://www.unco.edu/dos/Conduct/codeofconduct.html>

*presentation* the completed works of faculty members, fully imported websites, or any other body of work in which you are not the author. With proper referencing, you can import portions of such works and websites to enhance and illustrate your presentation, and you can provide references to these other works for students who have an interest in pursuing a topic further. Also see guidance related to plagiarism at <http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Policies-and-Procedures/Plagiarism>

You are encouraged to build upon your own previous work from other classes and programs, and to integrate material and ideas that you have learned in other classes, with appropriate referencing. But projects from other classes are not to be duplicated and turned in to fulfill the requirements of another course. And you cannot take work that you completed in one class and simply re-configure it, or enhance it and submit it to a different class. Similarly, you cannot take a project done in a class by another student who previously took a class at an earlier date and submit it as your project with or without minor changes. In other words, you are expected to do original work for each project and assignment that you complete for each class that you are in. Failure to do so means that, at the very least, you will receive an automatic “F” on that assignment, and the instructor can take additional action if he/she feels that it is necessary.

Students are required to follow the policies and procedures as outlined in Graduate Catalog. See the information available at the following link:  
<http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Policies-and-Procedures/Dean-of-Students-Office-of>

UNC purchases insurance that provides liability coverage to teacher candidates (subject to coverage limitations and deductibles of the applicab

- ! Subscribe to Special Education: Deaf/Hard of Hearing listserv
- ! Contact Advisor for Plan of Study
- ! Contact Vicky Stromberger for PTEP requirements

- ! Complete all prerequisite courses
- ! Complete all 500 level courses
- ! Complete all PTEP requirements (if applicable)

- ! Complete all courses in Plan of Study and PTEP requirements
- ! Complete Special Education: Deaf/Hard of Hearing PLACE or PRAXIS
- ! Complete Sign Language Proficiency Evaluation
- ! Apply for Practicum/Internship
- ! Apply for graduation 45 days before the end of the semester

- ! Register and complete the Comprehensive Examination