

ADMISSIONS DEFICIENCIES POLICY
DEPARTMENT OF CURRICULUM AND INSTRUCTION
(Revisions adopted January 24, 2017)

PH.D. - DEFICIENCIES POLICY

Admit with deficiencies. Having taken course work in education is a prerequisite for most areas of study in the Department. Applicants to certain areas of study within the Department are sometimes admitted without teacher certification, but to be admitted to the Department without deficiencies, all applicants must have taken at least 12 semester credits of education courses prior to admission. Equivalent courses taught outside a school of education are permissible, so long as an expressed focus on education is judged by the student's advisor to be evident. Applicants lacking this background may be admitted with deficiencies and will be required to take additional credits in the areas of deficiency in addition to the course work ordinarily required in the graduate program in order to meet the 12-credit requirement. For example, if a student is admitted with 9 semester credits of education coursework, 3 additional credits will be required to fulfill the deficiency. Courses taken to remove deficiencies must be chosen in consultation with and approved by the graduate advisor, and each of these courses must be taken for a letter grade (not Pass-Fail). The required courses must be offered by a department in the School of Education. Workshop credits do not count toward meeting deficiencies, and no more than three independent study/ independent research credits may be counted toward meeting them. These courses may be carried concurrently with regular graduate courses; but, being additional requirements, they cannot be used to satisfy requirements of the Ph.D. program. Furthermore, they should be taken early in the program. By no later than the end of the student's third academic-year semester of graduate study, the student will submit to the Graduate Programs Coordinator and the Graduate Programs Chair a completed and signed Completion of Deficiencies Form.

M.S. - DEFICIENCIES POLICY

Admit with deficiencies. Having taken course work in education is a prerequisite for most areas of study in the Department. Applicants to certain areas of study within the Department are sometimes admitted without teacher certification, but to be admitted to the Department without deficiencies, all applicants must have taken at least 12 semester credits of education courses prior to admission. Equivalent courses taught outside a school of education are permissible, so long as an expressed focus on education is judged by the student's advisor to be evident. Applicants lacking this background may be admitted with deficiencies and will be required to take additional credits in the areas of deficiency in addition to the course work ordinarily required in the graduate program in order to meet the 12-credit requirement. For example, if a student is admitted with 9 semester credits of education coursework, 3 additional credits will be required to fulfill the deficiency. Courses taken to remove deficiencies must be chosen in consultation with and approved by the graduate advisor, and each of these courses must be taken for a letter grade (not Pass-Fail). The required courses must be offered by a department in the School of Education. Workshop credits do not count toward meeting deficiencies, and no more than three independent study/ independent research credits may be counted toward meeting them. These courses may be carried concurrently with regular graduate courses; but, being additional requirements, they cannot be used to satisfy requirements of the Master's program. Furthermore, they should be taken early in the program. By no later than the end of the student's third academic-year semester of graduate study, the student will submit to the Graduate Programs Coordinator and the Graduate Programs Chair a completed and signed Completion of Deficiencies Form.

DEPARTMENT OF CURRICULUM AND INSTRUCTION

COMPLETION OF DEFICIENCIES FORM

Date: _____

Student's Name: _____

Student's ID Number: _____

Student's Program Level: _____

Advisor's Name: _____

Semester and Year: _____

Completion Date: _____

Admitted with deficiencies: # of: _____

The following courses have been completed to remove the deficiencies:

Signature of advisor: _____