**POLICIES & REQUIREMENTS**

**Admission**
Prospective students seeking admission to a graduate degree program should view electronic application instructions and admission information on the School of Education Graduate Program (http://www.colorado.edu/education/graduate-programs) webpage. GRE test scores are required for admission to the doctoral programs. Applicants should request that the Educational Testing Service send their scores on the verbal reasoning, quantitative reasoning and analytical writing sections of the Graduate Record Examination (GRE) to CU Boulder's Graduate Processing Office.

Admission to all programs and degrees in the School of Education is selective. Meeting minimal admission requirements does not guarantee admission.

Application papers and all supporting documents, including GRE or Miller’s Analogy Test (MAT) scores, if these scores are required for admission to the desired program, must be submitted electronically by the admission deadline. Master’s admissions deadlines are September 1 for spring semester and January 10 for summer session and fall semester. The PhD deadline is December 1. The PhD program only has one admission cycle each year. The international student deadline for PhD applications is also December 1. Students should visit the International Admissions (http://www.colorado.edu/international/international-admissions) webpage for additional forms and information. The Secondary Master's Plus (MA+) application deadline is January 10.

**Advising**
Graduate students are assigned an individual faculty advisor after admission and are required to submit a formal plan of study, approved by their advisor, before the end of the first full year of study. Graduate students may obtain program information from the School of Education, Office of Student Services, or from their faculty advisors.

**Maximum Load and Part-Time Study**
A maximum of 15 credit hours in any one semester may be applied toward degree requirements. During the summer, 9 credit hours is the maximum that will be counted toward education graduate degrees. Within this limit, students may take up to 6 credit hours in a five-week summer term, and/or 3 credit hours in a three-week term. During the academic year for financial aid purposes, students will be regarded as having a full load if they are registered for 5 or more credit hours in courses numbered 5000 or above, or are registered in a minimum of 5 dissertation or 1 MA thesis hour. At least four semesters of residence credit hours, two of which must be consecutive in one academic year, must be earned for work taken at CU Boulder. See the Graduate School section for clarification.

**Quality of Work**
A grade average of B (3.00) or better is required for all work taken for any graduate degree. Transferred credits are not included when calculating grade averages.

A mark below B- will not be credited toward the PhD program; a mark below C is not acceptable for MA students. Any graduate course in which a mark of D or F is reported as failed and must be repeated and passed if it is required in a student’s degree program. Students who do not maintain at least a B (3.00) average or better may be suspended by the dean of the Graduate School upon the recommendation of the associate dean of graduate studies in the School of Education. Students may also be suspended from the Graduate School for continued failure to maintain satisfactory progress toward the degree sought.

**Opportunities for Assistantships**
The School of Education has a limited number of assistantships administered by the dean on the recommendations of faculty and the associate dean for Teacher Education or associate dean for graduate studies. Some assistantships involve the supervision of student teachers; others involve helping professors in their teaching or research. Taxable stipends in amounts set by the university are paid for all assistantships. Appointments are usually made in terms of one-fourth time (10 hours a week) or one-half time (20 hours a week). Inquiries should be directed to the associate dean for graduate studies.

**Master of Arts in Education**
The master of arts degree requires one academic year or more of graduate work beyond the bachelor’s degree.

The master's degree must be completed within four years of initial enrollment. The MA plan II (nonthesis) degree requires a minimum of 30 credit hours. See the Graduate School section for discussion of plan I and plan II. Students may transfer no more than 9 credit hours of work taken at another institution or as a nondegree student at CU Boulder.

All program areas have outlined a recommended or required program of study, and students pursuing a degree are expected to follow that program unless they have appropriate substitutions arranged in advance with their advisors and the associate dean for graduate studies.

At the beginning of the final term of study, each student must submit a "Candidacy Application for an Advanced Degree." These forms are available online through the Graduate School (http://www.colorado.edu/graduateschool/sites/default/files/attached-files/candap_0.pdf). If a minor is included, the form must first be signed by a representative of the student’s minor department or program area. The form must be signed by the student and the student's faculty advisor, and then submitted to the school’s Office of Student Services for School of Education approval and then to the Graduate School for final approval. All students are required to pass a comprehensive-final examination or its equivalent, as determined by the program’s faculty committee. (For time limits and other information, see the Graduate School section under Master’s Degree.)

**Scholarships and Awards**
A limited number of scholarships and awards are available for second- and third-year students within the School of Education to support study at the master’s and undergraduate levels. Each year a combination of teaching assistantships (TAs), research assistantships (RAs), other forms of graduate assistantships (GAs) and fellowships are available in the School of Education to support full-time doctoral study. The strongest doctoral applicants are nominated by the school for fellowships awarded by the Graduate School. Candidates apply in the spring semester for scholarships and awards for the following school year. Application procedures and deadlines are publicized on the School of Education website.

Students are eligible to apply for university-wide financial assistance through the Office of Financial Aid. State and federal programs are available for loan cancellation or forgiveness for Colorado teachers of
certain subjects or who teach in designated schools serving students from low-income families. Information about these opportunities may be found on the School of Education (http://www.colorado.edu/education) website.

Upon enrollment in the Teacher Education Program, a student who fails to maintain a 2.75 GPA (3.00 for graduate students) will be placed on probation or may be suspended. Readmission is subject to program requirements in effect at the time of reapplication. The same conditions apply to students in other colleges and schools who have been admitted to the teacher education program.