Master of Education
Student Handbook

2017

Utah Valley University
School of Education
RELEVANT, PRACTICAL, REAL
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Introduction
Welcome! This student handbook was created to help graduate students who are enrolled in the Utah Valley University’s Master of Education courses understand the structure of the program, their rights and responsibilities, and procedures for completing all the requirements for their degree.

A Message from the Dean
Welcome to the Master of Education program in the School of Education at Utah Valley University! We are pleased to have you working with us as you work towards attaining your professional goals. Our faculty and staff are exceptional and you will want to benefit from their expertise to ensure that your experience here is a success. Our goal for your graduate study is to help you become a teacher leader in whatever professional setting you find yourself. Effective schooling in today’s complex profession requires exceptional professional preparation. We are confident in the impact of a graduate degree from UVU towards meeting these demands and look forward to your arrival to begin your advanced educational studies with us.

Each year we look forward to welcoming a new cohort of graduate candidates. We have prepared this handbook to help you understand the steps you will need to take to complete your program. Here you will find information about the structure of the program, university policies, and procedures for completing each requirement. We hope you find it useful.

Parker Fawson
Dean, School of Education

UVU Master of Education
Utah Valley University is a teaching institution which provides opportunity, promotes student success, and meets regional educational needs. UVU builds on a foundation of substantive scholarly and creative work to foster engaged learning. The university prepares professionally competent people of integrity who, as life-long learners and leaders, serve as stewards of a globally interdependent community.

In order to support the vision and mission of the university, UVU’s Master of Education Degree (M.Ed.) is designed to build the instructional skills and professional competency of teachers. The M.Ed. program seeks to connect the realms of educational research and classroom practice and enable participants to become more proficient in designing and implementing effective instruction using research-based strategies and curriculum design that best apply to specific teaching situations.

Accreditation
Utah Valley University is regionally accredited by the Northwest Commission on Colleges and Universities. The Northwest Commission on Colleges and Universities (NWCCU) is an independent, non-profit membership organization recognized by the U.S. Department of Education as the regional authority on educational quality and institutional effectiveness of higher education institutions in the seven-state Northwest region of Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington.
Program Description

Within the UVU Master of Education program there are currently seven areas of emphasis for participants:

1) Applied Behavior Analysis
2) Teacher Leadership
3) Educational Technology
4) Elementary Mathematics
5) Elementary STEM
6) English as a Second Language
7) Reading I

The English as a Second Language, Elementary Mathematics, Educational Technology, Elementary STEM, and Reading I emphases provide coursework necessary to apply for an endorsement to a current teaching license from the State of Utah. These classes are offered on a rotating schedule within the Master of Education program. Check for availability with the UVU School of Education at 801.866.8228.

The Applied Behavior Analysis emphasis provides the courses that meet the requirements for eligibility to take the Board Certified Behavior Analyst Examination®. Applicants will have to meet additional requirements to qualify.

M.Ed. Degree Requirements

Completion of the Master of Education (M.Ed.) Degree requires successful completion of 30 credit hours of coursework within the following restrictions.

- Completion of all program requirements within a five (5) year time period
- Completion of at least 24 graduate credit hours at UVU. Students transferring to the M.Ed. program may only transfer coursework from regionally accredited institutions in the area of statistics, although a case-by-case review by the School of Education’s Graduate Procedures Committee may provide for acceptance of three additional credit transfers.
- Completion of all courses with a grade of B- or better
- Acceptance of Graduate project proposal by the student’s Master’s Committee, Master’s Project Oversight Committee, and the Graduate Coordinator
- Completion, defense, and acceptance of a Master’s Project by your Advisory Committee, and approval by the Master’s Project Oversight Committee and the Graduate Coordinator. The culminating Master’s project will be evaluated according to the criteria on a rubric (see Appendix) developed by the Master’s Project Oversight Committee.
- Submission of two printed and bound copies of an approved Master’s project.
- Successful completion of a minimum of 30 graduate program credits, including successful completion of required courses (18 credits) and successful completion of courses for either the Models of Instruction, Educational Technology, Elementary Math, or the ESL option (12 credits)
## Course Schedules

Find more information about specific courses here.

### MASTER OF EDUCATION COURSE SCHEDULE

#### Year One

<table>
<thead>
<tr>
<th>SUMMER 1 COURSES</th>
<th>Core Courses (for all)</th>
<th>EDUC 6100</th>
<th>Research Methods</th>
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<td>21&lt;sup&gt;st&lt;/sup&gt; Century Teaching Curriculum Design</td>
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<td>ESL</td>
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<td>Instr Curr in Digital Age Digital Models of Instr</td>
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<td>Assess &amp; Intervention Literacy Cognition</td>
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#### Year Two

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<td>EDUC 6666</td>
<td>Reading Comp</td>
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<td>EDUC 6910</td>
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<td>EDUC 6890</td>
<td>Digital Course Design</td>
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<td>Reading I</td>
<td>EDUC 6666</td>
<td>EDUC 6666</td>
<td>Effective Writing Instr</td>
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<td>EDUC 6790</td>
<td>STEM Practices</td>
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<td>ABA</td>
<td>EDUC 6910</td>
<td>EDUC 6910</td>
<td>Adv. Topics</td>
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</tr>
</tbody>
</table>
Endorsement Credits

Students who already have completed requirements for, and have received an Educational Technology, ESL, or Elementary Mathematics endorsement to their Utah teaching license, may apply a portion of these earned credits (12) toward a M.Ed. degree at UVU. An additional 24 master’s level credits are required for the M.Ed. degree. (For master’s class scheduled for specific district locations, please contact the UVU School of Education at 801.863.8228.)

<table>
<thead>
<tr>
<th>M.Ed. OPTIONS WITH ENDORSEMENT CREDITS</th>
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<tbody>
<tr>
<td><strong>SUMMER 1 COURSES</strong></td>
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<tr>
<td>Core Courses (for all)</td>
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<td>ESL Transfer</td>
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<tr>
<td>Math/STEM/Reading I Transfer</td>
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<tr>
<td>Ed Tech Transfer</td>
</tr>
<tr>
<td><strong>FALL 1 COURSES</strong></td>
</tr>
<tr>
<td>Core Courses (for all)</td>
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<tr>
<td><strong>SPRING 1 COURSES</strong></td>
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<tr>
<td>Core Courses (for all)</td>
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<td>Math/STEM/Reading I Transfer</td>
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<tr>
<td><strong>SUMMER 2 COURSES</strong></td>
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<tr>
<td>Core Courses (for all)</td>
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<td>ESL Transfer</td>
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<td>Math/STEM/Reading I Transfer</td>
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<td>Ed Tech Transfer</td>
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<td><strong>FALL 2 COURSES</strong></td>
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<td><strong>SPRING 2 COURSES</strong></td>
</tr>
<tr>
<td>Ed Tech Transfer</td>
</tr>
<tr>
<td>Core Courses (for all)</td>
</tr>
</tbody>
</table>
Academic Procedures

Admissions
Requirements for admission to the M.Ed. program include:

- Application for admission
- Bachelor degree from an institution that is regionally accredited by one of the following:
  - Middle States Association of Colleges and Schools (MSA)
  - Northwest Association of Colleges and Universities (NACU)
  - North Central Association of Colleges and Schools (NCA)
  - New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education (NEASC-CIHE)
  - Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC)
  - Western Association of Schools and Colleges/Accrediting Commission for Community and Jr. Colleges (WASC-Jr.)
  - Western Association of Schools and Colleges/Accrediting Commission for Sr. Colleges and Universities (WASC-Sr.)
- Scores from the Graduate Record Examination.
- An overall undergraduate grade point average of 3.2 or higher, or have a grade point average of 3.2 or higher for their last 60 semester hours of college or university credit.
  - A successful interview with School of Education graduate screening committee, where the following elements are considered:
    - quality of communication skills,
    - demonstrated potential to succeed in a rigorous graduate program.
- Three professional letters of recommendation that provide evidence that the applicant has the potential to be a quality performer in a graduate level academic program.

Preference is given to individuals who have at least one year of successful teaching experience in grades K-12. A one-year internship counts as the year of successful teaching. Preference is also given to practicing teachers who have access to an established classroom.

Application Procedures
To start the process, please review admissions information at http://www.uvu.edu/admissions. Submit the following required information to the UVU admissions office:

- Graduate application (online or PDF)
- Pay nonrefundable $45 application fee by check or money order (payable to UVU)
- ALL official college transcripts
- Official Graduate Record Examinations (GRE) scores from Educational Testing Service (ETS)
- The written response to the final question of the application (your impact on the profession)
- Three (3) letters of recommendation mailed directly from the reference to the School of Education

Test Preparation
One of the requirements for admission to the UVU M.Ed. program is the Graduate Record Exam (GRE). If you would like help in preparing for the GRE exam, services are available from the Career Development Center. For more information, please contact Academic Counseling Center at acadcounseling@uvu.edu or 801.863.8425.
Please address all other incoming information to:

Utah Valley University  
School of Education-Graduate Studies  
800 W University Pkwy  
MS 126  
Orem, UT 84058-5999

You will receive an email when all the required information is received. After the application has been reviewed you will receive a letter with a determination of acceptance into the program.

**Transfer of Credits**

The following restrictions apply to any request to transfer credits from another institution to the UVU M.Ed. degree program.

- Students transferring to the M.Ed. program may only transfer nine graduate level coursework from regionally accredited institutions. A case-by-case review by the School of Education’s Graduate Procedures Committee may provide for acceptance of any further number of credit transfers, based on its relevancy to UVU’s M.Ed. courses. Student may be able to transfer 12 credits earned at the 5000 or 6000 level in an approved endorsement program for Educational Technology, ESL, or Elementary Mathematics, subject to approval by the Graduate Procedures Committee.

- It is your responsibility to request a transfer of credit and to have official transcripts of any previous graduate work completed elsewhere sent to the UVU School of Education Graduate Office. The School of Education Graduate Procedures Committee may require you to supply the catalog, bulletin, or course outlines from previous schools attended to assist in determining the transferability of specific courses. The Graduate Procedures Committee may apply credit based on its appropriateness to the UVU M.Ed. degree program requirements and curricula.

- All transfer courses taken on a quarter system will be converted to semester hours using a three to two ratio. For example, a three credit hour course from a quarter calendar institution transfers to UVU as two semester credits.

- Coursework to be applied to a graduate degree at UVU that was completed more than 5 years prior to acceptance to the program is not accepted. Petitions for exceptions to this limit will be evaluated by School of Education Graduate Procedures Committee as to current relevance and applicability to the degree requirements.

- Transferred credits do not reduce UVU’s residency requirements. At least 24 credits must be completed at UVU.

- Transfer courses with grades below “B-” will not be accepted. Transfer courses are not calculated in your GPA. Transfer courses will not be accepted from other institutions for the purpose of posting a repeat on a course already taken at UVU.

- For transfer credit to be accepted by UVU, the institution from which credit is to be transferred must be accredited by one of the regional associations listed under the admissions section above. The School of Education Graduate Procedures Committee will evaluate credit from foreign colleges, universities, and/or International Baccalaureate (IB) Diplomas after a student has been admitted to the UVU M.Ed program. International students requesting transfer of credit from foreign institutions of
higher education must submit a transcript from an approved Foreign Credentials Evaluation Service. (For a list of accepted services, go to the Browning Administration Building, room 114).

**Transfer of credits procedure.** After you have been admitted to the UVU M.Ed. program
- Submit a request for transfer credit to the UVU School of Education, Graduate Office
- Have official transcripts from prior institution(s) mailed to:
  Utah Valley University
  School of Education Graduate Office
  800 West University Parkway
  MS 126
  Orem, UT 84058-5999

*Official Transcripts*: Must be in a sealed envelope from the transfer institution and less than 6 months old.

Transcripts become UVU property after received...they will not be given back to you. Transcripts accepted as official by the School of Education Graduate Procedures Committee are automatically sent to the UVU Transfer Credit Office for evaluation and posting. The average processing time of the transcript varies according to time of the year it is received and normally takes from 4-6 weeks.

*Unofficial Transcripts*: UVU does not grant credit from an unofficial transcript. A transcript is considered unofficial if it:
- is a copy;
- is faxed or received in an otherwise unofficial manner (unsealed envelope, etc.);
- has a print date older than 6 months;
- has been opened prior to being submitted.

Once UVU has received and evaluated a student's official transcript from another college, the student may find out how their credits have been accepted through UVLink. UVLink will display transfer credit that has been awarded up to the current moment. Information included in the Transfer Credit Awarded section are the dates UVU received and reviewed your transcript(s), the school(s) you took the course(s) from, the course(s) you took at the other school(s), the grade(s) you received, and the equivalent(s) which UVU awarded for the course(s).

The Transfer Credit Office uses a General Education Code System to aid in granting credit for courses not offered at UVU. Please refer to the current UVU Catalog for questions you may have when viewing how your credits have transferred to UVU.

**Checking transfer credit awarded via UVLink.** (Read or print all Instructions prior to linking to UVLink)
1. Login to UVLink.
2. Click on the Student Tab.
3. Click on the Student Records link (located in the Student Registration and Information Services section).
4. Click on the Transfer Credit Awarded link and your transfer credit information will be displayed. (If you return to the Student Records menu, you can click on Wolverine Track to see how your credits apply to different degrees.)
5. When finished, click on the word Logout.
Tuition and Fees

Graduate tuition and student fees are established by the Utah State Board of Regents, and tuition is subject to change without notice. Updated tuition schedules can be found online at http://www.uvu.edu/tuition/docs/basicgradmastnursing16-10-26.pdf. Tuition and fees are payable at the time of registration.

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<tr>
<th>Credit Hours</th>
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<th>NON-RESIDENT</th>
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Financial Aid

Students can begin to apply for Financial Aid before they are admitted to the M.Ed. program. Students can fill out FAFSA forms as early as January 1st and are encouraged to do so if they have all applicable information available. Please refer to Utah Valley University's Financial Aid and Scholarship office for more information. If you have any questions about financial aid for graduate students, please go to http://www.uvu.edu/financialaid/apply/graduate.html for information and assistance.

Full Time Status

Many times financial aid packages will require students to carry at least a half time class load each semester. A full time load for graduate students is 9 credits, and a half time load is 4.5 credits. Students enrolled in the M.Ed. program may apply for credits of independent study (for a total of 3 credits over the course of the program) in order to reach half time status during those semesters for which their credits do not meet a total of 4.5. You must obtain permission for enrolling in these credits from the Graduate Coordinator prior to registering for these credits.

Course Drop and Refunds

Beginning the first day of the semester/term students may add or drop open classes without a fee or approval. After the first week of class, students wishing to enroll in the M.Ed. program must obtain instructor and department approval. Students may not attend classes for which they are not officially enrolled.

Full semester classes may only be added through the first three weeks of the semester. Students may withdraw from full semester classes up to the end of the sixth week of the semester. Classes may be dropped and not appear on the transcript through the third week of the semester. After the third week, a grade of “W” will appear on the transcript for all official withdrawals. You may only withdraw from a
course after the sixth week for extenuating circumstances and not solely for academic difficulty. This requires the signature of the School of Education graduate program advisor.

Please note! Such changes to your schedule will adversely affect current and future financial aid, scholarships and/or refunds. See a UVU financial aid advisor before attempting to completely withdraw from school.

**Administrative drop.** You may be dropped from classes by the administration if you meet any of the following conditions:
1. Register, but do not attend courses within the first three class meetings of a semester,
2. Register for courses for which you have not completed prerequisite coursework,
3. Default on short-term loans, or,
4. Neglect to pay tuition and fees for any given semester/term by the end of the fourth week. Such changes to your schedule could affect financial aid, scholarships, and/or refunds.

**Academic Probation**
The committee has determined that students in the M.Ed. courses (not including Project classes) will use a standard procedure for students requesting incomplete grades.

**Incomplete Work**
1) All incomplete work must be completed and submitted to the instructor within one month of the last day of the term in which the incomplete grade was given.
2) An incomplete grade (entered for whatever reason) will place the M.Ed. student on Stage One Academic Probation.
3) Any student who does not finish and submit unfinished work within the one month time period will be referred to the Graduate Procedures Committee and may be assigned to Stage Two Academic Probation.
4) No student in the M.Ed. program may receive a second incomplete, unless it is approved by the Graduate Procedures Committee prior to the end of the term for which it is requested.

**Inadequate Academic Progress**

1) Students receiving a grade below a B- in any M.Ed. course will be assigned to Stage One Academic Probation.

**Stage One Academic Probation**

1) Once grades have been posted for a particular term, students who did not receive a grade of B- or better will receive a letter from the Graduate Coordinator indicating that they have been placed on Stage One Academic Probation. This letter will outline the steps necessary to address the situation, including contacting the School of Education Graduate Coordinator to arrange a meeting and other members of the Graduate Procedures Committee to review any appeals by the students. The letter will list a date by which this contact should be made; failure to arrange for a meeting with the Committee in a timely manner may move a student directly to Stage Two Probation.

2) The student must meet with members of the Graduate Procedures Committee to review the reasons for the probation. The Graduate Procedures Committee will make recommendations for action based upon the information reviewed.
3) The Graduate Procedures Committee may decide to rescind a student’s probation, outline further steps to remove the student from probation, require a student to retake a M.Ed. program course, or request that the student be allowed to redo course assignments (with permission from the instructor).

4) The student may be moved to Stage Two Academic Probation if
   a. S/he does not schedule a meeting with the Graduate Procedures Committee before the date requested in the Stage One student letter; or
   b. S/he fails to maintain adequate academic achievement for a second course in the M.Ed. program.
   c. S/he fails to successfully complete the requirements outlined by the Graduate Procedures Committee (from step 2, above) by the date specified in the agreement.

**Stage Two Academic Probation**

1) A student on probation may not register for any M.Ed. courses until both Stage One and Stage Two Academic Probation requirements have been resolved to the satisfaction of the M.Ed. Graduate Procedures Committee.

2) Students failing to meet the requirements of Stage Two Academic Probation within a reasonable amount of time (as determined by the Graduate Procedures Committee) will be dropped from the M.Ed. program.

3) The student on Stage Two Academic Probation will be entered into the UVU system for academic probation and will complete the university’s required workshop. Upon completing this workshop and any requirements outlined in the process for Stage One, the student will need to meet again with the School of Education’s Graduate Procedures Committee prior to being readmitted into the M.Ed. program.

**Leaves of Absence**

You may take a leave of absence from the M.Ed. program due to extenuating circumstances. If you decide this is the best course of action for you, you need to submit a request for a leave of absence to the SOE Director of Graduate Studies. You will also need to file a leave of absence for the university. Filing a leave of absence is simple — just login to myUVU and complete our Leave of Absence Application. Also, please refer to this leave of absence checklist (PDF) to make sure you’ll be taken care of upon your return. If you have any questions, contact the leave of absence coordinator by email at leaveofabsence@uvu.edu.

Even if your leave of absence is granted, you must still complete your graduate program within five (5) years. To resume your M.Ed. studies, you should submit a letter of intent to return to the School of Education Graduate Advisor. You will receive a letter confirming your return to the M.Ed. program from the Graduate Coordinator.

**Repeated Courses**

No additional credit is allowed for repeating a course in which the initial grade was passing unless the course number for the course ends in the letter suffix “R,” (a course designed to be repeatable for credit, for example, an independent study course).
For other repeated courses, the most recent grade will be used in the calculation of the GPA. Upon successful completion of the repeated course, the repeat is indicated on the student’s transcript. All work will remain on the records, ensuring a true and accurate academic history.

Courses are not accepted from other institutions for the purpose of posting a repeat of a course already taken at UVU. Board of Regents policy requires that tuition for repeating a course more than once shall be charged at the full cost of the instruction unless the institution determines that the repetition is a result of illness, accident or other cause beyond the student’s control or unless the course is prescribed by the student’s program of study.

Master’s Project
In addition to research assignments carried out as a part of your M.Ed. coursework, the School of Education requires master’s candidates to complete a final research-based thesis/creative project as culminating evidence of their scholarship at the graduate level. While research projects may be diverse in focus and content, a general rubric defining expectations for original content, appropriate design and structure, and reflective analysis is provided by the School of Education. Additional content/project-specific requirements are recommended by your faculty chair.

Appointment of Supervisory Committee Members
Each student enrolled in UVU’s M.Ed. program will be appointed a committee of faculty members to oversee the progress of a final project. The successful completion of this project is required for your degree, and you will be required to defend both your project proposal and your final project before your committee members. Therefore, it is important that you feel comfortable and confident with the individuals who comprise your committee.

At the beginning of your second term in the program, you will be asked to choose from UVU faculty, both in the School of Education and/or across other departments, at least two (2) qualified members of the faculty to serve as your committee members. These members should have expertise about the topic of your Master’s Project, and should indicate a willingness to serve on your committee.

You will submit your request to the Graduate Coordinator, who will assign committee members to each student. (Because UVU has a limited pool of faculty members available to assist on student committees, the members appointed may or may not be drawn from student requests. You have the right to appeal the selection of any committee member to the Graduate Coordinator.) You will be informed of your committee appointments, and should submit a form for confirmation of committee members to the Graduate Coordinator before the end of your second term in the program.

Proposal Defense
Proposals for each student’s research project must be vetted by his/her faculty chair and presented to a committee of graduate faculty, whose approval must be granted before the research can be initiated. Students should schedule the proposal defense meeting and submit the proposal manuscript to committee members at least two weeks prior to the meeting. Students may be asked to provide a detailed explanation of the work, answer questions about the rationale for the project and the methodology for the investigation. Students are encouraged to use PowerPoint or other technological or visual aids as part of the presentation for the proposal defense meeting. Following the defense meeting, the committee conducts a closed evaluation of the work. The committee makes one of the following decisions:
1. Accepted. The proposed study may proceed as planned. Minor typographical or other editorial corrections may be required and should be made to the satisfaction of the committee. The student is permitted to begin the study.

2. Accepted With Modifications. The proposal requires minor changes in substance or major editorial changes that are to be made to the satisfaction of all members of the committee. The committee notifies the student in writing outlining the nature of the required changes, the date by which the changes are to be completed, consequences if the student fails to comply, and permission is given or denied to begin the study. Generally, the time limit to make changes is two weeks from the date of the defense.

3. Decision Deferred. The proposal requires substantial modifications. The committee notifies the student in writing outlining the nature of the required changes, the date by which the changes are to be completed, consequences if the student fails to comply, and permission is denied to begin the study. The revised proposal must be re-submitted to the committee and a defense of the proposal must be scheduled and completed. The re-examination of the proposal follows the same procedure as the initial submission.

4. Rejected. The proposal is rejected. The committee chair reports the reason for this decision in writing and advises the student about the suitability of developing a new proposal. This decision is made at the time of the proposal defense. Permission is denied to begin the study.

5. At this time, the student will ask his/her committee members and the Graduate Coordinator to sign a Proposal Approval Form, available online. The student will need three (3) copies of the signed form. The student will:
   - Keep one copy of this form for his/her records.
   - Submit the signed original of this form to the Graduate Coordinator, along with a brief description/abstract (1 page) of the project recommended for approval.
   - Submit one signed copy of this form to his/her Committee Chair.

Approval of Graduate Research

All human subject research must be approved by UVU’s Institutional Review Board (IRB). Once a proposal has been approved, students should submit an application to the Instructional Review Board (IRB) for approval of their research. Research conducted without approval is in violation of federal regulation/law and UVU policy.

The student will need to submit any research involving human subjects (e.g. students in his/her classroom) to the IRB for approval BEFORE the student begins observing and/or collecting data. The student will meet with his/her Committee Chair to write a proposal that the student will submit for approval, but as the Principal Investigator (PI) for his/her research, THE STUDENT will be responsible for submitting all required documentation to the UVU IRB Administrator.

Please note: Seminary teachers with the Church of Jesus Christ of Latter Day Saints will also need to obtain approval for any research conducted with students in Seminaries and Institutes of Religion from the Research Information Division of the Correlation Department of the Church. The responsibility for obtaining this permission lies with the student, and should be obtained before he/she proceeds with IRB approval.

Collaborative Institutional Training Initiative (CITI). All students who will be doing human subjects research at UVU are required to complete the “Student Researcher” certification on the Collaborative Institutional Training Initiative (CITI) website. It should take approximately one hour to complete. This
will provide important information for the student to become a professional and ethical researcher. There are two required modules:

- Belmont Report and CITI Course Introduction
- Students in Research (SBR)

The UVU IRB will be notified that the student has completed the training.

**IRB Information.** The Institutional Review Board (IRB) is a committee mandated by federal law to protect the rights and welfare of human subjects participating in research activities. The IRB achieves this primary function by educating researchers. The IRB assesses the risks and benefits associated with a particular study so that they can decide if the study is ethically and legally sound.

All research involving human subjects carried out by faculty, staff, or students of Utah Valley University is under the review and approval jurisdiction of the Institutional Review Board (IRB). Specific IRB paperwork must be submitted to the IRB before research can be approved, and approval must be obtained before the research (data collection) can begin.

Before IRB paperwork is started, the researcher(s) should have been through the preparatory research stages and outlined specific plans and methodologies. For the UVU Master of Education program, graduate student researchers must have had their proposal defended and approved prior to submitting an application to the IRB. Master’s students who are pursuing investigations as Seminary teachers for the Church of Jesus Christ of Latter Day Saints must provide the church leadership with a letter of intent, in the form of an abstract, prior to completing their research proposal.

After these initial steps are taken, applicants begin filling out the IRB paperwork available on UVU’s IRB web site. If possible, researchers should type in the information on the Word versions of the forms, rather than handwriting on the PDF versions. Please note that the principal investigator for student research is the graduate student, but the co-investigator must be a faculty member. Graduate students in the Master of Education degree program should follow these guidelines for completing their IRB application:

- All investigators using human participants in their work should fill out both Form A and Form B, found on the IRB web site. These forms must be signed by the principal and co-investigator as well as the program coordinator. If the research will involve any special populations or circumstances, the Dean must also sign. All signatories should include their Collaborative Institutional Training Initiative (CITI) certification numbers on Form B.
- In addition to the forms, investigators should attach a blank copy of any research instruments (surveys, interview questions, etc.) used to collect data for the study.
- Investigators should also attach a blank copy of the informed consent form or letter (see examples on UVU’s IRB website) for adult participants. (This is used to obtain permission from participants to willingly take part in your research). If your participants are minors, you will need to attach a copy of a parental consent letter. If young participants are capable of understanding the implications of participation, then the investigator should also include with the application a blank letter of assent for minors.
- If the research will be conducted in a specific organization, an email or letter from the primary contact in each organization must be obtained, specifying that the organization agrees to participate. For example, if the investigator will be examining the effect of standardized testing on the attitudes of first graders toward school, a letter from both the school site administrator AND the appropriate school district must be included in order to confirm their agreement to
participate in the study and to acknowledge expectations for the organization and prospective participants. Information about how to complete this process may be accessed at the website for each district. (See also the information on the IRB site for further details).

- The IRB application with signatures, the instrument(s), and the letter(s) of consent/assent should be sent to the IRB. If the research is approved as exempt, then the IRB Chair will send a confirmation of approval back to the principal investigator for their record. If the research is categorized as expedited, then three members of the IRB will review the proposal. If approved, then the IRB Chair will sign Form A and send a confirmation of approval back to the Principal Investigator for their record. If the research requires full board review, then a quorum of the IRB members will meet to review the proposal. If approved, then the IRB Chair will sign Form A and send a confirmation of approval notice back to the Principal Investigator for their record.

- A copy of the approval letter, usually in the form of an email from the IRB, must be forwarded to the Coordinator for the M. Ed. Program.

- After an application packet is submitted and approved, revisions may be requested by the IRB. If small changes are requested, it is expected that researchers resubmit only the form or document in question. If minor changes are requested by IRB for expedited and full board review projects, the IRB Chair can give his/her approval to proceed to data collection without further Board member review. If the changes are substantive, the application may require a second review by a select number of Board members or may need to be taken back to a quorum of the full IRB for a second time.

- Once the IRB Chair has approved the research proposal, investigators can start their research and begin to collect data.

The UVU IRB website provides all the information needed to take the IRB training and submit protocols for approval.

IRB Contact Information

UVU Office of the IRB
800 West University Parkway
Mail code 272
Orem, UT 84058
Office: BA 206
Phone: 863-8156
Email: irb@uvu.edu

The UVU IRB website (http://www.uvu.edu/irb/) will provide all the information the student need to submit protocols for approval.
Academic Misconduct in Research
Each student is expected to maintain academic ethics and honesty in all its forms (see the UVU Student Rights and Responsibilities policy), including but not limited to, cheating and plagiarism as defined hereafter:

Cheating - is the act of using or attempting to use or providing others with unauthorized information, materials or study aids in academic work. Cheating includes, but is not limited to passing examination answers to or taking examinations for someone else, or preparing or copying other's academic work.

Plagiarism - is the act of appropriating any other person's or group's ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as the product of one's own work in any academic exercise or activity.

Fabrication - is the use of invented information or the falsification of research or other findings. Examples include but are not limited to:
1. Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
2. Listing sources in a bibliography not used in the academic exercise.
3. Submission in a paper, thesis, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
4. Submitting as your own any academic research prepared totally or in part by another.

School and District Research Approval
You will also be required to request approval for conducting your research from the school and the district in which you are performing your research.
1) Complete and submit forms for the UVU IRB committee (these forms can be found online at http://www.uvu.edu/irb), along with copies of your Informed Consent letters (if needed).
2) Once you have received a letter of provisional approval from the IRB committee, you must use this to obtain written permission from the school district’s director of research to go ahead with your research. Then you should get a letter from the school site administrator (e.g. principal) stating that you have permission to conduct your research there.
3) Submit these documents to the UVU IRB committee.
4) Finally, submit a copy of your IRB approval letter along with the research application form required to the school district.

Specific information about who to contact and where to access an application form for each local district can be found on the table below. MOST LOCAL SCHOOL DISTRICT PERSONNEL DO NOT APPROVE ANY REQUESTS FOR RESEARCH DURING THE FIRST 30 DAYS AND THE LAST 30 DAYS OF SCHOOL! Be respectful of district timetables and guidelines for research.
Alpine  
David Smith  
Director, Research and Evaluation  
(801) 610-8464  
dhsmith@alpinedistrict.org  
Guidelines and application form:  

Canyons  
Hal Sanderson, Ph.D.  
Director of Institutional Research and Assessment  
hal.sanderson@canyonsdistrict.org  
801-826-5090  
Procedures and application forms:  
http://www.canyonsdistrict.org/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=133

Granite  
Submit applications to:  
Todd Braeger, Director  
2500 S. State Street, D215  
Salt Lake City, UT 84115  
385-646-4521  
tbraeger@graniteschools.org  
For information, contact  
Kathy Bailey, Administrative Assistant  
385-646-4541  
tbailey@graniteschools.org  
Policy:  
Application form:  

Jordan  
Clyde W. Mason, Director  
Accountability and Program Services  
(801) 567-824  
clyde.mason@jordandistrict.org  
For more information, contact  
Linda Haas, Administrative Assistant  
linda.haas@jordandistrict.org  
Policy:  
http://policymanual.jordandistrict.org/policies/aa428.html

Nebo  
Everett Kelepolo  
Coordinator of Research  
(801) 354-7424  
everett.kelepolo@nebodistrict.org  
Procedures:  
http://www.nebo.edu/research  
A $100.00 refundable deposit is required. This deposit is to ensure that a copy of the research findings is shared with Nebo School District. Once a copy of the research results are received by the Coordinator of Research, the $100.00 deposit will be refunded.

Provo  
Ari LeCheminant  
Provo City School District  
(801) 374-4868 Phone  
arl@provo.edu  
Submit approval letter from the UVU IRB

Wasatch  
Jason Watt  
CTE/Student Services Director  
Wasatch School District  
101 E. 200 N.  
Heber City, UT 84032  
(435) 654-0280  
jason.watt@wasatch.edu  
Contact Jason Watt for application guidelines and forms - jason.watt@wasatch.edu

Project Defense
Once you have completed your master’s project, schedule the project defense meeting and submit the project manuscript to committee members at least two weeks prior to the meeting. The project defense
differs from the proposal defense meeting generally in length, presentation requirements, and the audience present.

The project defense meeting includes a presentation (30-40 minutes) about the project and is followed by oral examination/questions from the committee regarding the project. Students are encouraged to use PowerPoint or other technological or visual aids as part of the presentation for the defense meeting. The project defense meeting may be open to the public during the presentation and questioning. Non-committee members have the opportunity to ask questions of the student following completion of committee questions. During the defense meetings, students are likely to have to answer detailed questions about the rationale for the project and the methodology chosen for the investigation. The project defense will probably also include questions about the analyses and interpretation of the data and about the discussion of any implications and/or limitations of the study.

Following these questions, committee members conduct a closed evaluation of the work, dismissing both the student and the audience during this process. The committee makes one of the following decisions:

- **Accepted**: The project may require typographical or minor editorial corrections to be made to the satisfaction of the committee. Following any minor corrections, the project is ready for printing and binding.
- **Accepted with modifications**: The project requires minor changes in substance or major editorial changes, which are to be made to the satisfaction of members of the committee. The committee notifies the student in writing outlining the nature of the changes required, the date by which the changes are to be completed, and the consequences if the student fails to comply. Normally such changes should be completed within two weeks from the date of the defense. Some changes, such as rewriting or reorganizing segments of the preliminary chapters, may be required to be made before submission of the final manuscript. The student must resubmit the manuscript to the chair for final approval before it may be printed and bound.
- **Decision deferred**: The project requires modifications of a substantial nature, the need for which makes the acceptability of the project questionable. The committee's report contains a brief outline of modifications required, the date by which the changes are to be completed, and the consequences if student fails to comply. The revised project must be re-submitted to the committee for reexamination. The reexamination will generally follow the same procedures as for the initial submission.
- **Rejected**: The project is rejected. The committee chair reports the reasons for this and advises the student about the suitability of conducting a subsequent study. This decision is made at the time of the examination and the student must be informed of the decision. If there is a split decision (i.e., 2 versus 1), the majority will carry the decision.

Your final project must also be approved by the Project Oversight Committee and the Graduate Coordinator. At the time of your final defense, you will ask your committee members and the Graduate Coordinator to sign your **Final Project Approval Form**. You will need three (3) copies of the signed form.

- Keep one copy of this form for your records.
- Submit the **signed original** of this form to the Graduate Coordinator.
• Submit one signed copy of this form to your Committee Chair

Printing and Binding Your Final Project

The student is responsible for the printing and binding of the project report. Two hard-bound copies are required, one for the School of Education and one for the UVU Digital Learning Center (library). You may produce as many personal hard-bound copies as you wish. The IRB certification and all approval letters from districts, etc., must be included in the appendices. (For step-by-step directions on how and where to print and bind your project, see the figure on the following page.)

In addition to these bound copies of your final project, you must also submit a digital copy to the UVU Library Digital Collections. To do this, you should:

1. Submit a PDF (or Word) copy of your final project, and also send any audio or video files you may have included in your project to Catherine McIntyre, at mcintyca@uvu.edu.
2. Download, read, and sign the form for permission to add master’s project to UVU Library Digital Collections. Any further questions about submitting a digital copy to the library should be addressed to Catherine McIntyre at mcintyca@uvu.edu, or 801-863-8821.

Catherine McIntyre
UVU Library & Archives, LI 302
UVU Library, Mailstop #145
800 W. University Pkwy.
Orem, UT 84058
PRINTING AND BINDING YOUR MASTER’S PROJECT

1. You have successfully defended your project. You have made any revisions your committee recommended and your committee chair has approved a final draft of your project.

2. You will make THREE (3) clean copies of your final draft, using ONLY the approved paper:
   Cougar Opaque Offset, 98 Bright, 70 lb
   • You may print your own copies (single sided) on a laser printer, using the approved paper (available at the UVU printing center), or
   • You may take a digital copy (pdf) of your final draft to the UVU printing center to print 3 copies (single sided), using the approved paper.
   • Signatures of committee members should appear only on 2 copies; leave blank lines on the copy that will go in the library.

3. You will take all three clean copies to be bound at:
   Schaffer Book Binding
   1608 South, 300 West
   Salt Lake City, UT 84115-5108
   801-463-1051
   Tell them you are in the UVU Masters program. (You want color # 490, and gold stamping. The binding is $25.00 per copy.) The binding will take two-three weeks.

4. You will pick up your copies from the printer. You will bring two copies to the UVU School of Education Graduate Coordinator (one will be delivered to the UVU Library), and you will keep one copy for yourself.
Graduation

Graduation is not automatic. Prospective graduates must complete the online Graduation Application via their Wolverine Track in UVLink which includes payment of the application fee. You will also be required to fill out an additional exit survey from the School of Education. Transcripts from other colleges/universities do not have to be received at UVU prior to completing the graduation application, but must be received before degrees may be awarded.

To access the Graduation Application via Wolverine Track in UVLink:
(Read all instructions prior to linking to UVLink)
1. Login to UVLink;
2. Click on the Student Records Menu link (located on Home and/or Student tabs);
3. Click on the Wolverine Track link;
4. In the new Wolverine Track window, click on the Apply for Graduation link (located under Degree Progress bar - row should be highlighted in yellow);
5. In the new Graduation Application window, read all text and answer all questions on every page plus pay the application fee;
6. When finished, close the Graduation Application and Wolverine Track windows.

After completing the application, check your UVLink e-mail. You will receive 3 e-mails per application.
(Contact the Graduation Office immediately if you do not receive these e-mails)
1. Payment confirmation (received immediately);
2. Copy of the graduation application (received immediately);
3. Confirmation from the graduation office after they have reviewed and accepted - or not accepted - your application (received within 1-2 weeks).

The graduation office will notify students in the confirmation e-mail of any requirements listed in the My Grad Track Audit which the student did not indicate while completing the graduation application. It is the student's responsibility to complete all requirements listed on the application, associated audit and e-mail(s) from the graduation office during the application semester.

Graduation Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Deadlines</th>
<th>Requirement Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>First Friday in February</td>
<td>May 31st</td>
</tr>
<tr>
<td>Summer</td>
<td>First Friday in June</td>
<td>September 15th</td>
</tr>
<tr>
<td>Fall</td>
<td>First Friday in October</td>
<td>January 15th</td>
</tr>
</tbody>
</table>

All graduation requirements must be fully completed by the last day of the graduation application semester. Additionally, all requirements must show as complete in Wolverine Track (or be received at UVU for processing) by the requirement deadline.

Requirements may include, but are not limited to:
- All Current Semester Grades
- Incomplete 'I' and Missing 'M' Grades
- Grade Changes
- Other Non-UVU (Transfer) Credit
- Successful defense of Master’s Project
- Printed and Bound copies of your Master’s Project, delivered to the School of Education, Graduate Coordinator. You will not receive your Master of Education diploma until two copies of these books are delivered to the School of Education.
Failure to comply will cause the student's graduation to be declined for that semester. The student must then apply for graduation and pay the graduation fee for another semester.

**Cost of Graduation**

There is no cost to attend commencement and/or convocation. Students/graduates participating in the ceremonies may have the following related expenses:

- A Black Cap & Master’s Gown with Green Stole is REQUIRED to participate
  - Graduate Degrees - approximately $72 for minimum package
  - UVU Master of Education Hood (Required)
- Diplomas are NOT distributed during the ceremonies. For information regarding when/where you will receive your diploma, please view the UVU Diplomas web page.

Check your progress toward graduation by viewing your Wolverine Track in UVLink. Please contact your Graduate Advisor or the Graduation Office for questions regarding the Wolverine Track audit.

**Student Rights and Responsibilities**

To see a complete explanation of your rights and responsibilities as a student at UVU, please see the UVU Student Rights and Responsibilities policy and procedures manual.

**Resources and Services**

**Advisement**

You should talk to our Graduate Advisor for any help in registering for our M.Ed. classes or for any other guidance as you move through the program. You may contact our Graduate Advisor, Rick Dumont at dumontri@uvu.edu, or you can call him at 801-863-8217.

**UV Link**

UVLink is UVU's secure single sign-on portal for students, faculty, and administrative staff to access authenticated online services such as:

- The Blackboard Course Management System
- LinkMail
- UVAnnouncements
- Student records and services including:
  - Registering For Classes
  - Paying Your Tuition
  - Checking Grades
  - Checking Financial Aid status
- Various campus forms

**One Stop**

This is where you should go for a variety of services. One Stop is located in the Browning Administration Building (BA 106). Their hours are: Monday, Thursday, and Friday, 8 a.m.-5 p.m.; Tuesday, 8 a.m.-6 p.m.; Wednesday, 9 a.m.-6 p.m.
One Stop can help you with:
• Submitting admissions applications
• Obtaining transcripts or other academic records
• Purchasing student parking stickers
• Obtaining financial aid & scholarship information
• Paying tuition and other fees

Student ID
Your UV ID permits access to the Testing Center, Library, athletic equipment and events, student activities, campus purchases (GreenBucks), UTA bus pass, and many other events and activities on campus. Students must be registered (enrolled in classes) to obtain a UV ID Card. It is a non-transferable ID card, only the cardholder may present the UV ID Card for purchases, access, and other privileges.

All students receive their 1st ID card FREE! Replacement cards, other than natural wear and tear, are $15. Activation of the UTA Bus Pass is $70. Replacement card with UTA Bus pass will be $15 + new bus pass.

Parking
One of the advantages to choosing the UVU M.Ed. degree program is that the McKay Education Building has its own parking lot. You will need to obtain a parking permit (at One Stop or online from Parking Services at http://www.uvu.edu/parking/). You must have a current student permit if you park your car in the lots around the Education Building, and you must park only in student parking areas.

Click here for a map of the parking lots at UVU.

Library
The UVU Library is located right across the street from the Education building. You can access tutorials to help you learn how to use the library’s resources at http://www.uvu.edu/library/tutorials/index.html.

<table>
<thead>
<tr>
<th>Library Hours</th>
<th>Monday - Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 AM - 12:00 AM</td>
<td>8:00 AM - 7:00 PM</td>
<td>Closed</td>
<td></td>
</tr>
</tbody>
</table>

Computer Labs
In addition to the two computer labs in the McKay Education Building (rooms 101c and 101d), there are open computer labs on the main campus of UVU that are available for student use. Information on each of the labs can be found by visiting their pages:
• Greenhouse Lab (PS-101)
• Computer Loft (SC-215)
• Information Commons (LI-100)
• West Campus (National Guard Building)
• Wasatch (WC-206)
For more information, please contact:

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