

Information Packet

Master of Arts in Education and Master of Science

Welcome to the Master of Arts in Education (MAEd) and Master of Science (MS) degree programs in the Department of Curriculum and Instruction (C&I) in UAB’s School of Education (SOE). The first purpose of these master’s degree programs is to guide educators in meeting the evolving needs of learners in today’s rapidly changing society. Their second purpose is to deliver cutting-edge instruction through a standards-based, inquiry-focused approach based on constructivism for preparing educators to use state-of-the-art instructional strategies. The third purpose is to ensure that a quality program is available to educators regardless of where they live. Depending on the teaching field, the corresponding master’s degree program is either fully online, mostly online, or blended.

New Location. In Summer 2020, the SOE moved from its original home in the Education Building to the Education-Engineering Complex (EEC) which was renovated to meet the needs of SOE faculty and students. From its new home at 1150 Tenth Avenue South, the SOE is now located close to two public schools (Glen Iris and EPIC) and also within easy walking distance of street parking (free and metered).

Driving and Parking. <https://www.uab.edu/education/home/about/location-directions-parking>. Before the SOE’s move to the EEC, parking was a big challenge. It would often take 30 minutes to find a parking space, even with a UAB parking decal. After the move and also due to the COVID pandemic, parking has not been an issue. Nonetheless, whenever coming to campus, it is best to come with time to look for a parking space and also with quarters to use in the parking meters.

Candidate/Student. The words *candidate* and *student* are used interchangeably in this packet. The word *candidate* refers to current and prospective students in the SOE. The word *student* usually refers to learners in instructional settings who are being taught by SOE candidates.

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MAEd: The following information corresponds to UAB policies and procedures in effect on the date of this packet. For MAEd programs, this information also corresponds to codes and regulations mandated by the Alabama State Department of Education (ALSDE). Updated versions of this packet will take precedence over what is stated here. Such updates are usually in response to changes in ALSDE codes. The ALSDE periodically updates its codes to provide Alabama schools with educators prepared to meet the changing needs of today’s society. NOTE: If an updated program checklist offers more advantages to already-admitted students, candidates may request switching to the updated checklist.

Program Directors/Coordinators and Faculty Advisors

Prospective applicants should contact their Program Coordinators. After admission, faculty advisors will be assigned by program area.

Master of Science (MS)

Instructional Design and Development	Dr. Yvonne Earnshaw	EEC 219B	934-5371	earnshaw@uab.edu
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Master of Arts in Education (MAEd)

Art Education (P-12)	P-12 Prog. Director	Dr. Susan Spezzini*	EEC 206B	205-934-8357	spezzini@uab.edu
	Art Educ. Advisor	Dr. Tommy Smith	EEC 204B	205-934-8089	tsmith@uab.edu
Early Childhood Education (P-3) Elementary Education (K-6)		Dr. Kelly Hill	EEC 211A	205-975-1220	kltb@uab.edu
Educational Studies (non-certification)		Dr. Susan Spezzini*	EEC 206B	205-934-8357	spezzini@uab.edu
English as Second Language	Program Director	Dr. Susan Spezzini*	EEC 206B	205-934-8357	spezzini@uab.edu
	Advisor	Dr. Josephine Prado	EEC 206A	205-975-5045	jprado@uab.edu
Music Education (P-12)	P-12 Prog. Director	Dr. Susan Spezzini*	EEC 206B	205-934-8357	spezzini@uab.edu
	Instrumental	Dr. Denise Gainey	HC 241	205-975-0558	dschmidt@uab.edu
	Choral	Dr. Brian Kittredge	HC 246	205-975-2599	briank@uab.edu
Physical Education/Kinesiology (P-12)		Dr. Sandra Sims	EEC 309C	205-996-2721	sksim@uab.edu
Reading Specialist (P-12)		Dr. Jennifer Summerlin	EEC 211F	205-996-3540	jsummerl@uab.edu
School Psychometry (P-12)		Dr. Stephanie Corcoran	EEC 208A	205-934-6477	corcoran@uab.edu
Secondary Education (6-12)	Program Director	Dr. Paulette Evans	HHB 210	205-975-7419	pgevans@uab.edu
	English Lang. Arts	Dr. Teaira McMurtry	EEC 213-A	205-996-8788	mcmurtry@uab.edu
	Social Science	Dr. Jeremiah Clabough	EEC 204D	205-996-7783	jclabou2@uab.edu
	Mathematics	Dr. Tommy Smith	EEC 204B	205-934-8089	tsmith@uab.edu
	Science	Dr. Lee Meadows**	EEC 204C	205-934-8371	lmeadows@uab.edu
Special Education	Coordinator & Collaborative Teacher	Dr. Robin Ennis	EEC 208C	205-975-6152	rennis@uab.edu
	Early Childhood Special Education	Dr. Jennifer Kilgo	EEC 208B	205-975-9613	jkilgo@uab.edu
World Languages: French/Spanish (P-12)		Dr. Susan Spezzini*	EEC 206B	205-934-8357	spezzini@uab.edu

*Dr. Susan Spezzini is on sabbatical in Spring 2021. During her absence, the following faculty members will be coordinating programs and advising students:

Art/Music Dr. Tommy Smith tsmith@uab.edu; ESL/World Languages Dr. Josephine Prado jprado@uab.edu; Educational Studies Dr. Paulette Evans pgevans@uab.edu.

**Dr. Lee Meadows is on leave until August 2021. During his absence, Dr. Paulette Evans (pgevans@uab.edu) will be advising science education students.

Requirements for Seeking Admission

1) Becoming Informed

- Contact the program coordinator of your field and make an appointment, either Zoom, phone, or face-to-face.
- Visit the website for the Department of Curriculum and Instruction www.uab.edu/education/ci and also other SOE sites.
- For information purposes, go to <https://www.uab.edu/education/home/graduate> click on area (e.g., Secondary Education), and Master's degree. Click on field (e.g., English Language Arts) to access the current program checklist, which was approved for students being admitted to UAB for the current school year. *NOTE: Candidates must follow the checklists in effect for the semester in which they are admitted.*

2) Official Transcripts

- 3.0 cumulative GPA on degree-issuing undergraduate transcript from a regionally accredited college for admission to MAEd.
- Request official transcripts from all colleges attended, even if you took just one course and it appears on another transcript.
- Have official transcripts from each college attended (except for UAB) emailed to SOEtranscripts@uab.edu
OR mailed to **SOE Office of Student Services (OSS)**, 1720 2nd Avenue South—EEC 311; Birmingham, AL 35294-4460

MAEd

Class B certification in appropriate teaching field issued by the ALSDE (only for applicants to MAEd programs)

Class B (or Class A) certification must be valid when applying to the MAEd and a corresponding Class A certification program.

Admission Exams: Miller Analogies Test (MAT) or Graduate Record Exam (GRE)

MAT (scaled score 388 = raw score 35): www.MillerAnalogies.com

UAB testing center: <http://www.uab.edu/testing/institutional-tests/mat>

or GRE (score of 290 current or 850 former): <http://www.ets.org/gre>

NOTE: If your passing score is from several years ago, you may request a waiver of the 5-year limit.

To do so, scan your score report and send it as an email attachment to your program coordinator.

Admission as a Degree-Seeking Student

1. **Create Application Account/Portal with the Graduate School:** www.uab.edu/graduate (click Apply Now, green top right)
 - a) Click on "Sign up" which is at the bottom of the screen below the "Sign in" button (*if first graduate application since 2017*)
 - b) Enter first name, last name and email address on the sign-up page, and click submit.
 - c) After you receive an email from the Graduate School, follow instructions and create your Application Portal password.
 - d) After this, go to the online application dashboard where you will now begin your application (and all future applications).
 - e) If you need help, please contact the Graduate School at 205-934-8227 or by emailing gradschool@uab.edu.

2. **Click Master's degree.** From among the program options, select your **program** and then select your **concentration**:

Arts Education - Concentration: Visual Arts or Music, and then select either choral or instrumental (<i>Certification, grades P-12</i>)
Early Childhood/Elementary Education: ECE (<i>Certification, from birth to grade 3</i>), Elementary (<i>Certification, grades K-6</i>)
Educational Studies - Concentration: ECE, elementary, secondary, physical education, special education (<i>non-certification</i>)
English as a 2 nd Language - Concentration: ESL cert., ESL & French, ESL & Spanish (<i>cert. P-12</i>), or TESOL (<i>non-cert.</i>)
High School Education—English, math, biology, chemistry, physics, gen. science, history, gen. social science (<i>Cert., 6-12</i>), World Languages (<i>Certification, grades P-12.</i>): French, Spanish
Instructional Design and Development – (as concentration, select "none" or something like that)
Kinesiology - Concentration: Physical Education (<i>Certification, grades P-12.</i>)
School Psychometry— (as concentration, select "none" or something like that)
Special Education - Concentration: Collaborative Teacher (<i>cert: P-12</i>), Early Childhood Special Education (<i>cert: birth-g3</i>)

Term: e.g., Summer 2021, Fall 2021, Spring 2022, Summer 2022 ... (*TERM will appear after you select a concentration.*)

Admission Exams: Select the exams that you have taken or plan to take (e.g., MAT or GRE).

If you have already received your unofficial exam score reports, expedite your application by uploading a PDF.

Education Background: Identify all community colleges, colleges, and universities that you have attended.

Transcripts: Expedite your application by uploading a PDF of your unofficial transcripts from all colleges attended (except for UAB)

Personal Essay (statement of purpose, academic interests, career goals, relevant background experience): Upload essay as a PDF.

Resume/CV: Update your resume or Curriculum Vitae (CV), save as PDF, and upload.

References (*waive right*): Include names and emails of three recommenders. UAB will automatically email them the reference form.

In-state Residency: If you believe you are a resident of Alabama, respond "yes" to **Do you claim to be a resident of Alabama?** Provide the following information: birth state, high school graduation state, dates resided in Alabama, address, and reason for relocating to Alabama. If you are classified as a non-resident and feel this is in error, you can submit a residency reclassification form.

Disciplinary and Criminal History: Respond to all questions and provide explanations if needed.

Application Fee: \$50 (\$60 for int'l applicants). Pay online using a credit card or debit card. If you need help, contact the Graduate School.

3. **100% Complete** Once payment is submitted, you must go back to the application, sign electronically, and click SUBMIT button to send your application to the Graduate School. After your application is successfully submitted, you will receive a confirmation email.

4. Be sure to submit your application by the deadline for when you want to start. (NOTE: Official test scores can arrive a few days later.)

April 15 (admission to summer)

July 15 (admission to fall)

November 15 (admission to spring)

5. **International applicants:** Pass the TOEFL, the IELTS, or the Level 5 classes at INTO UAB's English Language Programs.

Meet requirements for international students: <http://www.uab.edu/global/international-students-and-scholars>

6. **Interview:** When called for an interview, applicants should be professionally dressed (such as when doing a job interview).

7. **Application Status:** Check your application account periodically and/or contact the Graduate School, 205-934-8227, gradschool@uab.edu.

8. **Program Review:** After ALL materials arrive at the Graduate School, the application is reviewed by the targeted program in the SOE.

This program review usually takes from 2 to 6 weeks for an application to be fully processed (goal = ASAP).

9. **Admission email:** After your application has been processed, you will receive an email from the Graduate School with the subject line: "UAB Graduate School Admission Decision". This email will prompt you to go to your application account and retrieve your letter:

Your student number (letter "B" followed by 8 digits) *NOTE: You will need this number for identification purposes.*

Your program (e.g., MAEd) and, if applicable, your concentration (e.g., Math)

Your status as an Alabama resident (with in-state tuition) or as a non-resident (with out-of-state tuition)

10. **BlazerID:** Follow the instructions in your admission letter with respect to processing a BlazerID (or reactivating your inactive BlazerID).

Go to BlazerNet Central: www.uab.edu/blazerid and immediately process your BlazerID (or reactivate a former BlazerID).

Your BlazerID serves as your UAB email. (*Alias emails can also be created.*)

You should check your UAB email regularly and must always use it in official communication with UAB.

If you have linked your new UAB email to your home email, check frequently to make sure this connection is working properly.

11. **Faculty Advisor:** After being admitted as a degree-seeking student, you should contact your faculty advisor listed on page 2.

12. **Financial Aid** (if needed): To be eligible for a student loan, graduate students must enroll in at least 5 graduate credit hours in a given semester.

13. **HEALTH:** All non-online students (degree-seeking and non-degree seeking) must obtain medical clearance. After you are admitted, you will receive an email about obtaining medical clearance. It will have links to UAB's Student Health and Wellness (SHW) website and to the Patient Portal: <http://www.uab.edu/studenthealth/medical-clearance>. Links to these SHW webpages are also available on your BlazerNET account.

If you are pursuing a non-online program, you must meet the medical clearance deadline. If not, you will be blocked from registering for class.

Which immunizations do you need? To find out, go to [Medical Clearance](#) and answer these questions:

-When did/will you matriculate (begin classes) at UAB? Summer term 2016 or later

Prior to summer term 2016

-Are you a clinical or non-clinical student?

Non-clinical (no patient contact)

Clinical (patient contact)

-Are all of your courses completely online?

Yes, all courses are completely online.

No, at least one class will be on campus.

-Are you a United States citizen?

Yes, I am a U.S. citizen.

No, I am not a U.S. citizen

Level 1 Immunization. Most MAEd students are classified as Level 1 immunization: **MMR** (Measles, Mumps, Rubella), **Tdap** (Tetanus, Diphtheria, Acellular Pertussis), **Varicella** (Chickenpox/Shingles); and **TB** (Tuberculosis) screening. Immunizations and TB screening are available at SHW (1714 Ninth Avenue South) for a fee. Make an appointment by calling 205-934-3581 or by accessing the Patient Portal at <http://www.uab.edu/studenthealth/services/immunizations-and-tb-tests>. If you have questions, contact medclearance@uab.edu

Submitting records (patient portal). Click *Forms, Immunizations Entry, Add Record*. Upload documents as JPEG, JPG, PNG, or GIF.

205-934-5371 • www.uab.edu/education/ci

UAB School of Education • Education-Engineering Center
Location: 1150 Tenth Avenue South-EEC 203, Birmingham, AL

Test-Taking Tips

- 1) Free Webinars:** ETS offers free live webinars for certain exams. These webinars offer in-depth information, examples of study plans, and the opportunity to ask questions. Topics include test overviews, free resources for test preparation, and tips for reducing test anxiety.
- 2) Study materials:** Students should prepare by purchasing study materials, online, at the UAB bookstore, or at other major bookstores. Applicants are encouraged to take several practice tests (included in purchased test preparation materials) in a secluded area and by setting a timer for the allotted time.
- 3) Disability Support:** If students have a disability, they should register with UAB's Disability Support Services (205) 934-4205. This takes time. So, if students plan to seek a disability designation at UAB, they must start this process at least 3 months before the test date. Once students have been designated by UAB's Student Disability Services as having a disability, they will be allowed to take an admission exam with accommodations. The exact accommodation depends on the type of disability.
- 4) Arriving on Time:** Test takers should arrive at the test center at least 30 minutes before the test is scheduled to start. Test-takers must be inside of the designated testing room before the time indicated on the instructions. For example, if test-takers are told to arrive by 10:30, this means that the door of the testing room closes at 10:30 and no one else is permitted to enter.
- 5) Default Response:** If test takers do not know the answer to a question, they should mark their pre-selected default response rather than leaving it blank. "C" is often recommended. Test takers should not worry about marking "C" numerous times. Using a default response works well since the passing scores on the MAT often correspond to about 40% of the questions being correct. Of a test taker's default responses, about 25% are often correct. For example, of 20 "simply mark C" responses, about 5 will be correct. For some test takers, this is the difference between passing and not passing. Instead of "C," test takers may wish to use "B" or another letter. *NOTE: This approach will not work as well when a higher cut score is required. It also does not work on other types of exams, e.g., Advanced Placement or Nursing Boards; it depends on the test design.*
- 6) Slow Readers:** If test takers are slow readers, they can avoid getting bogged down with reading long questions. When slow readers see a confusing question, they may wish to consider not taking lots of time to think about it. Instead, they could "simply mark C" and go on to the next question. If they have time left at the end, they can come back to the long questions where they had "simply marked C."
- 7) Keeping track of time:** One minute before the test ends, test takers should "simply mark C" on the remaining questions. That way, if they run out of time, they will have responded to all questions. For computer-based tests, the time appears on the screen. Test takers cannot rely on their cell phone for telling time because they are not allowed to bring cell phones into the testing room.

Non-Degree Seeking Status

UAB Graduate School, 205-934-8227 gradschool@uab.edu

Applicants (secondary, K12 single subject, non-cert) who do not meet degree-seeking application deadline and wish to start taking courses that semester.

- 1. Instructions:** Read the instructions for non-degree seeking students at <http://www.uab.edu/graduate/nondegreestudents>
- 2. Non-degree application:** Submit a non-degree seeking application five business days before the start of the targeted term.
- 3. Degree choice:** After clicking "Start new application", respond to the four key questions as follows:
 - a. For which of the following are you applying? **Non-Degree Seeking**
 - b. Intended Program of Study: **Education Non-Degree**
 - c. Concentration: **Not Applicable – the selected program does not offer concentration options**
 - d. Term: Select the term that you are interested in registering for as a non-degree seeking student.
- 4. Payment:** Pay \$40 online (debit card or credit card) and click SUBMIT.
- 5. Transcripts:** Non-Degree students must submit a copy of their transcript from a regionally accredited university showing that a bachelor's degree or higher has been awarded. This transcript may be unofficial, and can be uploaded within the application prior to submission. If you would like to submit an unofficial copy of your transcript after submission, please send it via email to gradschool@uab.edu. Your application cannot be processed until the Graduate School has received a copy of your transcript. If you submit an official transcript for non-degree seeking admission, this transcript can later be used for degree-seeking admission.
- 6. Admissions:** Once you have completed your application by paying the fee and submitting a transcript showing that a bachelor's degree or higher has been awarded from a regionally accredited university, the Graduate School will process your application within 1-3 business days. After an admissions decision has been rendered, you will be notified via email and will need to log back into the application dashboard to view your decision. You will find crucial information within your decision letter, such as a link to complete the Acknowledgement of Non-Degree Policies form, how to process your BlazerID if you do not already have one, and information regarding required overrides that must be issued to non-degree seeking students.
- 7. No financial aid:** During the terms in which you take courses as non-degree seeking, you are NOT eligible for student loans.
- 8.** After you earn degree-seeking status, submit the form *Change non-degree seeking credit to degree-seeking credit*. You can find this form at <https://www.uab.edu/graduate/students/current-students/academic-policies-progress/forms>

Prerequisites for Teaching Fields that lead to Class A Certification

ECY 600 Introduction to Exceptional Learners - Required if not previously completed

Program of Study Checklists:

Go to <https://www.uab.edu/education/home/graduate> and click on teaching field:

Arts Education in Visual Arts or Music

Prerequisite: Valid Class B in Visual Arts or in Music (choral or instrumental)

Early Childhood Education (ECE) or Elementary Education

Prerequisite: Valid Class B in Early Childhood Education (P-3) or in Elementary Education (K-6)

English as a Second Language (ESL):

Prerequisite for Certification track: Valid Class B or Class A certification in any teaching field

Physical Education/Kinesiology

Prerequisite: Valid Class B in Physical Education

Reading Specialist

Prerequisite: Valid Class B or Class A certification in any teaching field and 2 years of teaching experience

School Psychometry

Prerequisite: Valid Class B or Class A certification in any field and 2 years of teaching experience

Secondary Education

Prerequisite: Valid Class B in ELA, mathematics, science, or social science

Special Education: Collaborative Teacher or Early Childhood Special Education

Prerequisite: Valid Class B or Class A certification in any teaching field

Content Courses in the Secondary Teaching Fields

		ALSDE-approved courses at the 500-600 level in each of the Teaching Fields (TF)¹ You should meet with your advisor before selecting content courses in your teaching field (TF). You must adhere to stipulations listed below in order to meet requirements on your checklist.
English Language Arts		12 graduate credit hours ² with 9 hours in English & 3 graduate credit hours in another area English: 3 courses with an EH prefix selected in conjunction with SOE faculty advisor. Theater: THR 520 or 562 (offered during alternating summers) or other advisor-approved course
Mathematics		12 credit hours in math: Courses with an MA prefix selected in conjunction with SOE faculty advisor
Science	Biology	12 credit hours in biology: Courses with BY prefix selected in conjunction with SOE faculty advisor
	Chemistry	12 credit hours in chemistry: Courses with CH prefix selected in conjunction with SOE faculty advisor
	Physics	12 credit hours in physics Courses with PH prefix selected in conjunction with SOE faculty advisor
	General	12 graduate credit hours with courses ² from at least 2 areas, selected in conjunction with SOE faculty advisor: Biology: Courses with a BY prefix Chemistry: Courses with a CH prefix Physics: Courses with a PH prefix Geology/Earth Science: ES 609
Social Science	General	12 graduate credit hours with courses ² from at least 2 areas, selected in conjunction with SOE faculty advisor History: Courses with HY prefix Geography: GEO 590 Economics: EC 520, EC 540 Political science: MPA 601, 605, 662, 668 Anthropology: ANTH 605, 606, 607, 609, 655, 657, 660, 664, 675 Psychology: PY 702, 703, 704, 705, 707, 708, 709 Criminal justice: JS 540, 541, 544, 583, 601, 603 Sociology: SOC 716, 740, 755, 759, 760, 775, 778

Potential Transfer Courses: If you have already completed graduate courses in your Teaching Field (TF) and did not use them towards another graduate degree, you might be able to use some of these TF courses (e.g., biology) towards traditional Class A teacher certification issued by the ALSDE. This does not apply to education courses taken at another institution. Since each applicant's situation is different, individual approval must be sought. After submitting your admission application to UAB, you must send corresponding transcripts and course syllabi electronically to the faculty advisor for your TF (page 2). The advisor helps select potential TF courses and seeks approval from Ms. Tashara Walker (tawalker@uab.edu), Director of the SOE Office of Student Services. If a course prefix differs from the TF prefix and the course has not been approved previously by ALSDE, Ms. Walker submits a request to the ALSDE for approval/denial.

Eligibility to Teach in a Community College: After completing a master's degree and 18 graduate hours in a single teaching field (e.g., English) and not a comprehensive field (e.g., English Language Arts), candidates will be eligible to teach that subject at a post-secondary level such as in a community college.

Application Deadlines

1) Application(s) for Admission Graduate School (LHL G03) www.uab.edu/graduate click on **APPLY NOW**

Projected Term for Admission	Degree-Seeking Admission* (pages 2 and 3)
Summer/3 terms (starts May, early June & late June)	April 15 th
Fall (starts late August)	July 15 th
Spring (starts early January)	November 15 th

**Subject to change: Updates will be posted at [Graduate School Deadlines](#)*

2) Application for Degree. Graduate School's <http://www.uab.edu/graduate/online-forms> Click on "Forms Used to Complete Graduate Study." Then scroll and click "Application for Degree – Master's and EdS". SOE graduate students must submit their Application for Degree about **seven months before they intend to graduate**. Failure to do so will delay their graduation by at least one semester.

Anticipated Graduation	SOE Deadlines
Spring	November 1 st
Summer	April 1 st
Fall	July 1 st

Information and instructions are provided at this website:
<https://www.uab.edu/education/home/students/important-deadlines-for-current-students>
 SOE students must meet SOE deadlines and not the Graduate School's.

The School of Education (SOE) recommends students to UAB's Graduate School for graduating with a master's degree. After approving the recommendation, the Graduate School awards the degree.

3) Application for Certification (just for MAEd): Office of Student Services: EEC 311

Students receive detailed information regarding certification application processing during the student teaching semester.

Anticipated graduation	Due date for submitting to OSS
Spring	April 1 st
Summer	August 1 st
Fall	November 1 st

Basic information is provided at the bottom of this website:
<https://www.uab.edu/education/home/students/important-deadlines-for-current-students>

If students have specific questions regarding certification, they should contact Ms. Ekandrea Tarver edtarver@uab.edu The SOE recommends candidates to the ALSDE for **Class A Teacher Certification** in the targeted teaching field. After approving the recommendation, the ALSDE issues the certification. This process may take several months. Certification eligibility expires if candidates do not submit application within 60 months of graduation!

Acronyms

ALSDE	Alabama State Department of Education
C&I	Department of Curriculum & Instruction
Class A	ALSDE-issued Educator Certification at the MA level
Class AA	ALSDE-issued Educator Certification at the EdS level
Class B	ALSDE-issued Educator Certification at the UG level
CT	Collaborative Teaching
Ed.S.	Educational Specialist (Classified by the ALSDE as a 6 th year program)
EEC	Education-Engineering Complex, 1150 Tenth Avenue South (School of Education)
ESL	English as a Second Language
GPA	Grade Point Average
GRE	Graduate Record Exam
HB	Humanities Building
HHB	Heritage Hall Building (corner of 14 th Street and University Boulevard)
IDD	Instructional Design and Development
K-12	From Kindergarten to Grade 12
MAT	Miller Analogies Test
OSS	Office of Student Services, EB 232
P-12	From Pre-School to Grade 12
SOE	School of Education
UG	Undergraduate
UH	University Hall

Tuition (2020-21)

UAB homepage (www.uab.edu): Type "tuition" in Search box.

<https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees>

Face-to-Face classes	Each semester hour of coursework	Each 3-hour course
In-state residents	\$450	\$1,350
Out-of-state residents	\$1,066	\$3,198

Online courses	Each semester hour of coursework	Each 3-hour course
In-state & out-of-state	\$534	\$1,602

Fees (2020-21): The most common fees are as follows:

field supervision \$100, internship \$75, laboratory \$50;

payment plan \$25, late payment \$50, reinstatement \$50 - \$150; international \$100

QuickLinks: SOE homepage (www.uab.edu/education): Go to top right corner and look under **GO**.

SOE Quicklinks

Class Schedule
Faculty Directory
Financial Aid (*loans and TEACH grant*)
Graduate School (*apply for admission*)
Scholarships
Student Teaching

UAB Quicklinks

Academic Calendar
Ask IT (*technology support*)
BlazerNET (*registering and paying*)
Campus Map
Email (*accessing your email account*)
Emergency/B-Alert (*bad weather*)

"To-Do"

1.	Read this information packet and keep it handy for reference.	___
2.	Contact your program coordinator and/or faculty advisor on page 2 and schedule an appointment. Complete page 8 of this packet and give it to your faculty advisor.	___ ___
3.	Meet all admission requirements: a) Order official transcripts from all colleges attended (even if just one course) and sent to UAB School of Education's Office of Student Services (SOEtranscripts@uab.edu) b) MAEd: Have valid Alabama Class B certificate in the area required for your targeted Class A program	___ ___
4.	Obtain a passing score on either the MAT (388+) or GRE (290+ current or 850+ former) prior to the deadline for submitting an application for admission. <i>NOTE: An acceptable alternative is to have registered to take the MAT or GRE by the application deadline. However, although you will not yet have received your test score, you must submit your admission application to the Graduate School by the deadline. If you have a passing score report from several years ago, you may request a waiver of the 5-year limit by sending an email to your program coordinator.</i>	___
5.	MAEd: Take ECY 600 <i>Intro to Exceptional Learners</i> if not already taken as an UG and if this course wasn't used towards completion of your earlier degree (e.g., ECY 300 in UG program)	___
6.	Submit degree-seeking application by the deadline (Nov. 15 for spring, April 15 for summer, July 15 for fall), list 3 people as references, complete program-specific requirement, pay online, request transcripts, submit test score, and click final submit button.	___
7.	<i>Applicants who are non-native speakers of English</i> (regardless of citizenship): Take TOEFL or IELTS.	___
8.	<i>International applicants:</i> Meet criteria at http://www.uab.edu/global/international-students-and-scholars	___
9.	After receiving admission email, process or reactivate your BlazerID https://idm.blazernet.uab.edu/bid/reg	___
10.	Obtain medical clearance by middle of first semester (just for non-online programs)	___
11.	Register for class and pay tuition by deadline	___

I am interested in learning more about master's programs in the C&I department

→ Please circle your targeted program and field

MAEd: Early Childhood – Elementary - Secondary Math – Secondary Science – Sec. Social Science - Sec. English Language Arts
K-12: ESL - French - Spanish – Music/choral - Music/instrumental - Visual Arts - Physical Education - Reading Specialist
Psychometry - Special Education: Collaborative Teacher – Early Childhood Special Education

MS: Instructional Design and Development

Names: First & Middle _____ (preferred _____); Last _____ (former _____)

Date of Birth _____ Home email _____ Work email _____

Home Phone _____ Cell _____ Work Phone _____

Home Address _____ City _____ State _____ zip _____

Undergraduate degree: major _____ minor _____ college/univ. _____ year graduated _____

Graduate: degree _____ major _____ minor _____ college/univ _____ year graduated _____

Current Employment: _____

Former Employment: _____

MAEd: Class B Certification (bachelor's level) _____ Name on Certification _____

Where and when did you take an introductory course to special education? _____

Total years of full time teaching in an accredited school: _____

Prerequisites:

Passing score on the MAT (388+) or GRE (290+ current or 850+ former)

MAEd: Valid Class B Teacher Certification from the ALSDE in the area required for the targeted Class A certification

Non-native speakers of English: take the TOEFL or IELTS test

International applicants: Meet criteria at <http://www.uab.edu/global/international-students-and-scholars>

I am aware of the following:

- 1) Applicants should read and follow the stipulations in this information packet and keep themselves informed regarding any changes.
- 2) All regulations described in this information packet **are valid only up until the date** on this packet.
- 3) Policies are established by UAB and ALSDE, these policies are subject to change, and all candidates must abide by all such changes.
- 4) Candidates must submit their admission applications to UAB's Graduate School by the deadline. However, it is usually OK for exam scores to arrive a few days after the deadline.
- 5) When communicating with UAB faculty and staff by email, candidates should always use professional email etiquette, should fully identify themselves, and should also provide some background information.
- 6) After candidates have obtained a UAB email, they must check it frequently and always use it in official communication.
- 7) Candidates must take all of the education courses on their program checklist (no substitutions) and follow all procedures to earn an master's degree from UAB and, for an MAEd, to earn Class A certification from the ALSDE.
- 8) If recommended by a course instructor or the program director, candidates must take GRD 727 Academic Writing.
- 9) Candidates must always demonstrate a high level of professional dispositions worthy of the teaching profession. Failure to do so will result in being exited by the SOE.
- 10) Candidates must maintain 3.25 GPA to progress from semester to semester and be eligible for a master's degree and, if an MAEd, for Class A certification. The Graduate School exits candidates following the second semester of academic probation (lower than 3.0).
- 11) Candidates must confer with their SOE faculty advisor or with their program director whenever they have questions concerning their program. Advisors and program directors give advice but that they are not responsible for a candidate's program or degree.
- 12) Candidates must submit an Application for Degree to the program director and/or to the SOE Office of Student Services about 7 months before their anticipated graduation. Failure to do so may delay their graduation by a full semester.
- 13) Upon discontinuing studies for more than a year, even with leave of absence, candidates must follow program in effect upon re-entry.
- 14) MAEd: Candidates must submit an Application for Certification to the Office of Student Services during their final semester. If this application is not submitted within 60 months of graduation, candidates lose their eligibility for Class A certification.
- 15) MAEd: After the master's degree has been posted on their transcript, candidates should submit a request to UAB for an official transcript to be sent to their school system in order to become reclassified in a new salary bracket. This salary reclassification will be finalized after the school receives official notification of the Class A certificate.

Signature: _____

Date _____