

**Department of Special Education  
M.Ed. Program Procedural Checklist**

- Submit application to the [School of Graduate Studies](#)
  - GRE score
  - Three letters of recommendation
  - Transcripts
  - Letter of intent
- Accepted into program.
- Advisor and [Supervisory Committee](#) appointed and form submitted (end of first semester).
- Contact advisor for initial program planning meeting.
  - [Requirements](#)
  - [Planning Guide](#)
  - [Course Schedule](#)
- Course work initiated.
- Work with major professor on [creative project](#) proposal and [Program of Study](#)
- Submit creative project proposal and completed Program of Study to supervisory committee for approval. Confer with major professor and schedule Proposal Presentation and Program of Study meeting.
- Complete creative project and write report.
- Schedule oral presentation ([Appointment for Examination form—non-thesis](#) must be submitted to School of Graduate Studies at least ten working days before the presentation).
- Complete oral presentation.
- Have letter of completion sent to School of Graduate Studies. (Check with Graduate School for applicable deadlines).
- All incomplete grades changed.
- School of Graduate Studies graduation forms completed and fees paid. (Check with Graduate School for graduation deadlines).