

**Department of Special Education  
Master's 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 [thesis](#) or [creative project](#) proposal and Program of Study.
- M.S. students - Complete Institutional Review Board (IRB) training if research involves human subjects. Training can be completed on the [internet](#), or on-campus. Call True Rubal for schedule of on-campus certification classes (435) 797-1821. If training on the internet, make sure and print out certificate that training was completed.
- M.S. Students - When committee chair approves the proposal, submit [IRB forms](#) and a copy of the proposal to the [Office of the Vice President for Research](#) for review by the University's Institutional Review Board (IRB). The IRB board meets on the last Friday of each month. Proposals must be submitted 2 weeks prior to this meeting for consideration that month.
- M.S. and M.Ed. Students - Submit thesis or creative project proposal and completed [Program of Study](#) to all supervisory committee members. Confer with major professor and schedule Proposal Presentation and Program of Study meeting.
- Complete thesis or creative project and write report.
- Schedule oral presentation (M.S. Students-[Appointment for Examination form—thesis](#) or M.Ed. Students-[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.

- M.Ed. students have letter of completion sent to School of Graduate Studies. M.S. students have thesis approved by Thesis Coordinator at the School of Graduate Studies. (Check with Graduate School for applicable deadlines).
- M.S. students have Thesis signed by Dean of the 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).