

**Department of Special Education**  
**M.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](#) proposal and [Program of Study](#).
- Complete Institutional Review Board (IRB) training if research involves human subjects. Training can be completed on the [internet](#), or on-campus. Call True Rubal-Fox 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.
- 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.
- Submit [thesis](#) 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.
- Schedule oral presentation ([Appointment for Examination form—thesis](#) must be submitted to School of Graduate Studies at least ten working days before the presentation).
- Complete oral presentation
- Thesis approved by Thesis Coordinator at the School of Graduate Studies (Check with Graduate School for applicable deadlines).

- 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).