

Teacher Education Masters Program Checklist Selective Retention to Graduation

- _____ For Elementary or Reading students: Submit selective retention materials during the term in which you are completing your **twelve** Teacher Education Department (TED) hours that are to be included on this plan of study.

- _____ For Secondary students: Submit selective retention materials during the term in which you are completing your **six** Teacher Education Department (TED) hours that are to be included on this plan of study.

- _____ Your graduate GPA for courses at UNO on your Plan of Study must be 3.0 or better.

- _____ Make sure any transfer hours completed since initial provisional acceptance are on file in the Office of Graduate Studies. (Only grades of B or better can be transferred.)

- _____ Translate any quarter hours being transferred into semester hours. (i.e. 3 quarter hours = 2 semester hours)

- _____ Consult with your advisor to work out your Plan of Study and share your letter of application.

- _____ If you are seeking a graduate endorsement in conjunction with an Elementary or Secondary Masters degree, complete a separate endorsement plan of study with your advisor. Apply for practicum the semester before you enroll.

- _____ All *Incompletes* must be replaced with grades.

- _____ Include alternative courses for elective courses you have yet to take in case you run into difficulty in registering for the first preference.

- _____ Set a reasonable timetable for yourself to complete all of the requirements for the Master's degree within the allotted time period of ten years.

- _____ Make sure the total planned hours match the requirements for your program (36 for M.S. or 30 for Elementary and Secondary M.A.).

- _____ Complete the Diversity Dispositions Index (DDI) survey on-line at <http://portfolio.unomaha.edu>.

- _____ Print out your DDI completion certificate and submit it with other completed selective retention materials.

- _____ Register for the comprehensive exam one semester BEFORE you plan to graduate. Schedule of registration deadlines available online <http://coe.unomaha.edu/ted/tedgradprog.php> and posted in glass case outside of KH 514. If questions, phone 554-2212.

- _____ Apply for graduation. Find procedure and access information at <http://www.ses.unomaha.edu/registrar/graduate.php> .