

SELECTIVE RETENTION PACKET

TO: Students Seeking a Master's Degree in the Teacher Education Department

Graduate students in the Teacher Education Department Master's Program must apply for *unconditional* admission into the program through the selective retention process. Faculty review and evaluate these materials to determine if the student's status will be changed from *provisional* to *unconditional*. Unconditional status means that the student is a candidate for the Master's degree.

During the semester during which students in Elementary Education and Reading programs will have completed 12 hours of TED courses as recommended by the assigned advisor, or Secondary Education students during the semester during which students will have completed at least 6 TED hours and no more than 18 total hours as recommended by the assigned advisor, you must:

1. Complete the Diversity Dispositions Index on-line and print out completion certificate
2. Write a formal letter of application in which the following are described:
 - Your background and experience in education
 - Your thoughts and reactions to completion of the Diversity Dispositions Index (DDI)
 - How you have integrated the information from completed courses in your plan of study into your professional life as a scholar and a practitioner, providing specific examples
 - How you anticipate the remaining courses in your plan of study can contribute to your work with students, your school community, and families of your students
 - Your professional goals beyond your Master's degree

This letter should be 2-3 pages in length and demonstrate your ability to articulate and clearly communicate each of these areas. Written communication is a valued competency. Be sure to proofread your letter and edit according to standard writing conventions. The letter should be addressed to:

Chair, Graduate Program Committee
Teacher Education Department KH 514
University of Nebraska Omaha
Omaha, NE 68182-0163

3. Complete a graduate course summary form on which the four (or more) completed Teacher Education Department courses (TED) are listed. These courses must be identified by the correct number and title. You must also list the course instructor, grade received, and the semester/session when enrolled in each course.
4. Complete, **in consultation with an advisor**, a plan of study for the degree sought.

The completed letter of application, DDI completion certificate, course summary form, and signed plan of study should be **submitted together to your advisor**. Your advisor will forward all materials to the graduate chair.