

STUDENT HANDBOOK

Master's Degree: Special Education
School of Counseling Leadership
Advocacy and Design
College of Education

Special Education Student Handbook

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I. Program Descriptions

Master of Arts degree in Education with an option in Special Education Upon completion of this program, students will receive a Master's degree in education and are eligible to apply to the Wyoming Professional Teaching Standards Board for an endorsement in K-12 Special Education. This program is cross-categorical and generalist in philosophy. The Master's degree program is offered through the UW Outreach School using distance delivery such as video- conferencing, and online. For full time students this program will require a fall, spring, and summer semester. In addition, if a full-time student plans to complete the program in 3 consecutive semesters, the student must begin the program in the Fall semester.

Special Education Director Certificate Successful completion of a University of Wyoming Principal's Certificate in Educational Leadership and a University of Wyoming Master's degree in education with an option in special education makes students eligible to apply for an endorsement as a Director of Special Education through the Wyoming Professional Teaching Standards Board.

II. Eligibility

Master of Arts: Applicants who hold a BA/BS degree and have a state issued teaching certificate, or have submitted an application for a state issued teaching certificate, are eligible to apply for admission to this graduate program. Applicants with an international teaching certificate will be evaluated on a case-by-case basis. Applicants who do not have a Special Education background will need to take an Introduction to Special Education course within the first two semesters of beginning program coursework. This course will not reduce the total number of credits required for the Master's degree.

Special Education Director Certificate: Applicants will follow the requirements for the Master's degree with an option in Special Education. Once this program and the Wyoming Principal's Certificate in Education Leadership are complete, the student may apply for an endorsement as a Director of Special Education through the Wyoming Professional Teaching Standards Board.

III. Admission

Applicants for all special education programs must apply for admission to the University of Wyoming as well as to the Special Education Program. See the website for application details (<http://www.uwyo.edu/profstudies/specialed/index.html>).

Applications are reviewed two times per year (June and September) and admitted students can begin the program the following semester, although course prerequisites must be followed. Students who have been denied admission to the program may reapply after one year has passed from the date of

the original application. In such a case, the person reapplying for admission will need to furnish a new application.

Interested students may take a maximum of 6 credits prior to admission to the program, with permission by the instructor. Such class must not require any prerequisites. Please contact the Special Education Program Coordinator for further details.

IV. Program Advisor

After admission to the Master's Degree Program, the student will be assigned an advisor. The assigned advisor will oversee the student's program and address student questions or concerns. .

V. Courses

Several of the special education courses are sequenced and some have course prerequisites. Students must take these courses in a specific order. Students must stay continuously enrolled throughout the program. To maintain their active status in the program, students needing to take a semester off prior to completing all program coursework, are required to enroll in in PRST 5940 (continuous registration) for at least one S/U credit. Failure to enroll in continuous registration for two consecutive semesters may result in the student being dropped from the program, which will necessitate the student having to reapply to the program.

The Master's program requires students to complete 34 credit hours. See page 7 of this handbook for required courses and suggested schedule of course completion (Table A).

As indicated in Table A (see page 7), it is important to recognize that EDEX 5071, Mild/Moderate Disabilities, which is offered in the fall semester, is a prerequisite to EDEX 5110, Positive Behavior Support and Management as well as EDEX 5000, Collaboration, both of which are offered in the spring semester. Additionally, EDEX 5355, Assessment, offered in the fall, is a prerequisite to EDEX 5120, Academic Instruction in General Education for Students with Disabilities, offered in the spring. Finally, EDEX 5100, Practicum I, which is offered in the fall semester, is a prerequisite to EDEX 5200, Practicum II, which is offered in the spring semester. Practicum II is generally taken at the end of the student's coursework. Additionally, students in the Master's program must take a research class (see Table A).

VI. Expectations

Students are expected to make satisfactory progress toward their degree as described below. Students who fail to make satisfactory progress may be dismissed from the Program.

Students are required to maintain a GPA of at least 3.25. If a GPA falls below 3.25, the student will be notified that the grade point average is below the acceptable standard and will be discontinued from the program. The student may submit a written petition to the program faculty regarding this decision and explain any extenuating circumstances.

The petition will be reviewed by the entire Special Education faculty. In addition, in the event a student has a course grade of C, D, or F, the student must retake the course when it is next offered. Students receiving two or more course grades of C, D, or F will be dismissed from the program, regardless of whether or not a course has been retaken.

Students are expected to behave in a professional manner. The Special Education program aims to model and inform students about professional behavior. As a result, we expect students to be diligent and conscientious in completing all coursework and assignments; contribute to class discussion; respect the opinions of other students and faculty even though they may disagree with them; when appropriate, seek opportunities to collaborate with classmates and participate in meaningful teamwork; be appreciative of and responsive to faculty feedback; engage in critical analysis and problem solving; ensure that writing is professional, accurate, and relevant; comply with requirements regarding confidentiality; serve as advocates for students with disabilities and the professional community; follow professional standards when interacting with learners, school staff, and other stakeholders; and dress appropriately for school and professional settings. Examples of unprofessional behavior include, but are not limited to, plagiarism, dishonesty, disruptive behavior in class, continued excused or unexcused absence from class, and any kind of abuse.

VII. Program Progress

Special Education Faculty meet regularly to discuss student progress throughout the program. If concerns arise regarding the performance, professionalism, engagement, etc. of a given student, they will be notified and, if necessary, a formal plan will be made to address these concerns. In the event that concerns persist, or it is determined that they are not resolvable, the student may be exited from the program. Students who have been dismissed from the program may reapply for admission but only after one year has passed from the date of dismissal. Students who choose to reapply must meet all current admission criteria as determined by Program faculty. If readmitted, transcripts will be reevaluated to determine the Program of Study. This may result in retaking one or more courses. After having been admitted to our Program, students may apply for readmission only once.

IX. Required Forms

A variety of forms may be needed throughout the Program. It is the student's responsibility to be aware of the deadlines for forms and to complete them in a timely way. These forms are available online on the Graduate Education website: <http://www.uwyo.edu/uwgrad/>.

Student Handbook for the Special Education Master's Degree
CLAD, College of Education, University of Wyoming,
October, 2020

Memo of Understanding

This is a rigorous program of study in which students are evaluated by means of the following criteria: the quality of oral and written problem solving; professional behavior; compliance with all expectations and requirements contained in the course syllabi as well as this Student Handbook; quality of written language; the ability to work collaboratively; and the successful delivery of live and/or simulated instructional/behavioral activities.

**I have read and understand the above
information.**

Student's Printed Name:

Date:

Signature

Required Courses and Course Schedule for Special Education Program

Table A. Masters of Arts Program Required Courses

Course Number	Course Title	Credit Hours	Semester Offered	Prerequisites
EDEX 5071	Teaching Students with Mild/Moderate Disabilities	3	Fall	
EDEX 5080	Teaching Students with Severe to Low Incidence Disabilities	3	Fall	
EDEX 5720	Special Education Law	3	Fall	
EDEX 5355	Assessment	3	Fall	
EDEX 5100	Practicum I	3	Fall	
EDEX 5110	Positive Behavior Support and Management	3	Spring	EDEX 5071
EDEX 5000	Collaboration/Professional Interdisciplinary Relationships	3	Spring	EDEX 5071 EDEX 5080
EDEX 5120	Academic Instruction in General Education for Students with Disabilities	3	Spring	EDEX 5355
EDEX 5200	Practicum II	3	Spring	EDEX 5100
EDEX 5150 or EDRE 5530	Research Applications in the Classroom Introduction to Research	3 3	Every Semester Spring	
EDEX 5250	Assistive Technology	2	Summer	
EDEX 5260	Transition Planning	2	Summer	
PRST 5920 or PRST 5940	Continuing Registration (on campus) Continuing Registration (off campus)	1 1	Fall or Spring Fall or Spring	

Students must complete all Program requirements within six years. Please fill out a [Student Program Planning Guide](#) to determine the courses you need to take each semester.