



Office of Graduate Studies Apply. Enroll. Enrich.

When applying to the Department of Special Education and Communication Disorders at UNL, all students (*except for Au.D. applicants*) must also apply to the Graduate Studies Office at www.unl.edu/gradstudies. Click on the “Apply Online” button below to complete this application.

Applicants must submit a \$50 payment and one official copy of all college level transcripts or mark sheets to the Office of Graduate Studies within two weeks of application submission. Current UNL students do not need to obtain UNL transcripts, as the Graduate Studies Office can obtain these upon submission of the application. Documents and payment (if applicable) should be sent to:

Graduate Admissions

University of Nebraska-Lincoln
1100 Seaton Hall
P.O. Box 880619
Lincoln, NE 68588-0619

Graduate Studies Bulletin: The Graduate Studies Bulletin contains detailed information about graduate programs, policies, and courses at the University of Nebraska-Lincoln. The dynamic Bulletin can be viewed at <http://bulletin.unl.edu>, or a static version can be downloaded at www.unl.edu/unlpub/bulletin_grad.

Apply Online!

I. ADMISSION CLASSIFICATIONS

- A. **Full Graduate Standing.** Student is fully admitted to graduate degree program because all admission criteria have been met. A departmental advisor is assigned.
- B. **Provisional.** A student may be provisionally admitted pending satisfactory completion of specific courses/credits, or because of low scholastic standing, or for other specified reasons. Full graduate admission will be possible only after the provisions have been met to the satisfaction of the selection committee and assigned advisor.
- C. **Endorsement/Certification-Only.** This student is not seeking an advanced degree, but is working towards a teaching endorsement in special education. This student has departmental status and a departmental advisor who has completed a Teacher Certification/Endorsement Advising Sheet.

II. CHECK-SHEET for Full/Provisional Admission to Degree Program

<p>ADMISSIONS SECRETARY 318 Barkley Memorial Center University of Nebraska – Lincoln Lincoln, Nebraska 68588-0619 (402) 472-2141 http://www.unl.edu/barkley/index.shtml _____ Departmental Application _____ Three letters of Recommendation</p>	<p>OFFICE OF GRADUATE STUDIES 1100 Seaton Hall University of Nebraska - Lincoln Lincoln, Nebraska 68588-0619 (402) 472-2878 http://www.unl.edu/gradstudies/index.shtml _____ On-line Application for Admission _____ Two official transcripts _____ GRE scores (official)</p>
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III. NECESSARY DATA for FULL/PROVISIONAL ADMISSION to DEGREE PROGRAM

- A. **Departmental Application for Graduate Study** (attached). Please include with the completed departmental application a typed autobiographical statement regarding current professional goals. Send the departmental application directly to the Admissions Secretary.
- B. **Application for Admission to the Graduate College.** This application should be mailed to the Office of Graduate Studies. To ensure the timely receipt of all materials by the Department, all materials for the Office of Graduate Studies should be submitted at least one month prior to the application deadline.
- C. **Two official copies of transcripts from colleges/universities other than the University of Nebraska system.** The transcripts from each college or university the student has attended must be submitted directly to the Office of Graduate Studies. Transcripts need to be submitted at least one month in advance of application deadlines.
- D. **Graduate Record Examination (GRE) Scores.** (General Test: Verbal, Quantitative, and Analytical/Writing Assessment). Reports of Graduate Record Examination scores should be submitted to the Office of Graduate Studies. Xeroxed copies may be forwarded to the Department. GRE scores may not be older than ten (10) years.
- E. **Three Recommendations for Graduate Admission.** Please distribute the forms furnished with the Application for Admission to the Graduate College to three persons who are able to comment on your ability to pursue graduate studies (two former professors are preferred). Have the letters/forms sent directly to the Admissions Secretary.
- F. **Supplementary Information.** (Optional) Applicants are encouraged to include with their departmental application any supplementary information (Miller Analogies Test scores, publications, citations of practical experiences such as consulting activities, innovative programs, etc.) that would assist the selection committee in making a judgement about scholarly potential of the student.

IV. ADMISSION CRITERIA/STANDARDS to DEGREE PROGRAM

The Department admission standards include several components: scores from the GRE, grade point average and quality of letters of recommendation. Poor performance in one area does not necessarily constitute a basis for non-admittance, but is viewed as a part of the composite of measures being considered.

V. CHECK-SHEET for Endorsement/Certification-Only Admission

<p>ADMISSIONS SECRETARY 318 Barkley Memorial Center University of Nebraska – Lincoln Lincoln, Nebraska 68588-0619 (402) 472-2141 _____ Departmental Application _____ Teacher Certification/Endorsement Advising Sheet</p>	<p>Students should meet with a prospective advisor to have a certification/endorsement program of study outlined before submitting an application form. The Admission Secretary can direct students to appropriate faculty for advising in the specialty area of interest.</p>
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SPECIAL EDUCATION DEPARTMENTAL APPLICATION

Personal Information

Application Date: _____

Name: _____ UNL I. D. #: _____
(Last) (First) (MI)

Current Address: _____
(Number & Street) (City) (State) (Zip)

Phone: (____) _____ E-Mail Address: _____ Birthdate: _____

Degree Objective: _____ MA _____ MEd _____ EdS _____ Certification/Endorsement-Only

Special Education Certification/Endorsement or Specialty Area:

1. New Endorsement/specialty sought

_____ Behavioral Disorders	_____ Severe/Multiple Disabilities
_____ Deaf Education	_____ Supervisor of Special Education
_____ Early Childhood	_____ Visual Impairments
_____ Learning Disabilities	_____ Transition Specialist
_____ Mild/Moderate Disabilities	_____ Other _____

2. _____ Special Education - no new teaching endorsement

Proposed Date for Entry into Program: _____ Proposed Completion Date: _____
(semester) (year) (year)

Do you expect to be a full time student? ____ Yes ____ No Advisor Preference (if known): _____

Post-Secondary Education

_____	_____	_____	_____	_____
(Institution)	(Dates)	Major	(Degree)	(GPA)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Pre-Professional Standardized Test (PPST) (Passing scores **required** for new Certification/Endorsement-only applicants)

1. _____ Exam Date: _____
(Reading) (Math) (Writing) (Month) (Year)

Graduate Record Examination (GRE) (required for MA, MEd, & EdS degree applicants)

1. _____ Exam Date: _____
(Verbal) (Quantitative) (Analytical) (Month) (Year)

2. _____ Exam Date: _____

****Note:** An official report of GRE scores must be forwarded as part of the application materials. The advanced test is not required.

Biographical Sketch (required for MA, MEd, & EdS degree applicants)

On a separate typewritten page, please write a brief personal statement that includes experiences that shaped your current intellectual and professional aspirations along with any other information that you feel would be helpful to a selection committee in reviewing your application to the degree program. Include a copy of your vita or resume.

RECOMMENDATION FOR GRADUATE ADMISSION
SPECIAL EDUCATION
UNIVERSITY OF NEBRASKA - LINCOLN

To Be Completed By The Applicant

Name of Applicant: _____			
Proposed Area of Specialization: ____ SpEd Degree Objective: ____ M.A. ____ M.Ed. ____ Ed.S. ____ Ed.D. ____ Ph.D.			
Under the Family Educational Rights and Privacy Act, university students have the right to inspect their files upon request. Please sign one of the following statements so that the person writing this letter of recommendation will know whether it will be held in confidence or whether it will be open to your inspection upon request.			
I retain my right of access to this recommendation.		I waive my right of access to this recommendation.	
_____ Signature	_____ Date	_____ Signature	_____ Date

To Be Completed By The Person Writing The Recommendation

Please rate the applicant on the qualities listed below by marking the appropriate column. Use other graduate students in your program as your standard of comparison.

	Excellent	Good	Average	Poor	No Basis for Judgement
1. Academic performance					
2. Ability to apply theory to clinical practice					
3. Potential for doing research					
4. Potential for success as a graduate student					
5. Potential for success in the special education area of study					
6. Oral communication skills					
7. Writing skills					
8. Ability to cooperate and relate effectively with others					
9. Initiative, self-reliance					
10. Dependability, punctuality, responsibility					
11. Judgement and maturity					
12. Ability to accept and benefit from constructive criticism					
13. Independent thought					
14. Self-evaluation skills					

In what capacity and for how long have you known the applicant? In the space provided, on the back, or on an additional sheet of paper, please provide one or two statements that best describes this applicant.

Would you recommend the applicant for graduate study in your program?

- _____ strongly recommend
- _____ recommend
- _____ recommend with reservations
- _____ do not recommend

Name: _____

Position: _____

Dept: _____

Institution: _____

Address: _____

Phone: _____

Signature: _____

Date: _____

Mail to: Admissions Coordinator, 318 Barkley Center, University of Nebraska-Lincoln, Lincoln, NE 68583-0738 (fax 402-472-7697)

Please do not return this form to the Office of Graduate Studies.

UNL does not discriminate in its academic, admission, or employment programs and abides by all federal regulations pertaining to the same.

GRADUATE ASSISTANTSHIP APPLICATION
SPECIAL EDUCATION
University of Nebraska-Lincoln

QUALIFICATIONS:

Any graduate student who is:

1. **Accepted** (unprovisionally) into the graduate program (M.A., M.Ed., Ed.S., Ph.D.) in Special Education.
2. **Registered as a full-time student** the semesters for which they request a graduate assistantship.
3. **Not student-teaching** or on another extended field experience during the semester for which they request a graduate assistantship.
4. **Capable of fulfilling the qualifications and duties** described in any of the job descriptions listed below.

SELECTION CRITERIA:

Priority will be given to applicants with:

1. High GPA
2. Positive written evaluation from a previous GA Supervisor, *if reapplying*
3. Competency in oral and written communication
4. Leadership experience/organizational skills
5. Clerical keyboarding and computer/software skills
6. Experience teaching in special education
7. Experience in school or clinical settings

APPLICATION:

Submit application to: Admissions Coordinator
318 Barkley Memorial Center
University of Nebraska-Lincoln
Lincoln, Nebraska 68583-0738

by February 15 for the following academic year assignments. Students can apply for either the Fall or Spring semesters, or both. Graduate Assistants wishing to continue their assignments, must reapply each year and attach positive evaluations from GA supervisors. Applications will be reviewed shortly after the closing dates, but will be accepted until all positions are appropriately filled. Final notification will be mailed to students by June 15.

BENEFITS:

Graduate Assistants are generally awarded a tuition waiver for each semester they are employed. In addition, a monthly stipend is awarded for the duration of their employment as a GA from August to May (no work is expected in the summer term). The actual amount of the stipend is determined each year on the basis of available budgets; since 2004, awards ranged from \$7500 – \$10,500 per academic year. Doctoral students in good standing are awarded higher amounts and will be assigned to their advisor (and one other faculty member) who will assure relevant research/teaching activity is a part of the GA's responsibilities.

Twelve credits of resident tuition are waived each semester if (a) the graduate assistantship is for a minimum of four continuous months, (b) the graduate assistantship is no less than 13 and no more than 19.5 hours/week, and (c) stipend is at least \$4,000 per semester (as of 2006). Graduate Assistants are provided with a desk in a shared office space with other GAs. The subsequent summer tuition (6 credits maximum) is waived if the graduate assistantship for the Fall and Spring semesters equals the minimum amount specified by the Office of Graduate Studies.

EXPECTATIONS:

Graduate Assistantships are part-time jobs awarded to qualified students to assist them with the financial responsibilities associated with full-time enrollment in graduate school. The GA will be assigned to a faculty member in the Special Education Unit and expected to work at least 13 hours a week. GAs are expected to register as a full-time student but not exceed 10 credits/semester. Students who receive graduate assistantships are not permitted to hold other employment unless such employment, in combination with their assistantship, does not exceed a total of 20 hours/week.

Work will begin the Monday prior to the start of classes each semester, and continue weekly (including Fall and Spring Break Weeks) through the full week after final exams. A schedule of specific work hours will be arranged each semester with the assigned faculty supervisor and with consideration given to the student's schedule of classes.

Students may not receive a graduate assistantship during the semester in which they student teach or complete required field experiences that take them off campus more than 1 day a week. These practicum assignments necessitate the student to be away from campus many hours and do not provide adequate opportunity to complete GA work assignments. No student will be eligible to receive an assistantship for more than 2 years for masters students or 3 years for doctoral students (six academic semesters).

JOB DESCRIPTIONS

The actual number of GA's hired each semester is determined by the availability of funds, needs of the department faculty, and qualifications of applicants. The Special Education Unit generally has need for GA's who can fulfill one or more of the qualifications and duties described below.

Research Assistant. Duties would include assisting with data collection possibly at an off-campus site, coding data, using a computer for data entry or coding, completing library searches, photocopying or collating needed research materials and references, proof-reading drafts of surveys, manuscripts, letters, and making phone calls to subjects or project collaborators. Assistants should have good verbal presentation skills and be able to dialogue effectively with adults.

Teaching Assistant. GAs assigned to assist with course preparation or delivery would generally need to have recent experience with teaching in the public schools. They must possess good skills in time management, organization of projects, and interpersonal communication. Responsibilities may include preparation of handouts and class materials, facilitating or supervising small group activities, co-instruction of course content, record keeping, proctoring exams, grading assignments, tutoring, contacting schools, supervising teachers, grading assignments and supervising class activities. GA's will need to be familiar with copying and fax machines and have adequate key boarding/typing skills for using computers for word processing tasks.



GRADUATE ASSISTANTSHIP APPLICATION
SPECIAL EDUCATION
University of Nebraska-Lincoln

Return application to: Admissions Coordinator
318 Barkley Memorial Center
University of Nebraska-Lincoln
Lincoln, Nebraska 68583-0738

DEADLINE: February 15th
(Assistantships are awarded for the next 10-month academic year)

ASSISTANTSHIPS ARE NOT AVAILABLE DURING THE SEMESTER A STUDENT ENROLLS FOR STUDENT TEACHING OR AN EXTERNSHIP.

Requesting assistantship for: [] New Applicant [] GA reapplication (Please attach letters of recommendation from a previous faculty/supervisor)

Requesting assistantship for: [] Fall only [] Spring only [] Both Year 20__ - 20__ Nebraska Resident: [] Yes [] No

Name: (Last) (First) (MI) UNL ID #:

Address: (Number & Street) (City) (State) (Zip) Phone:

Email: Member of a minority group: [] Yes [] No

Have you been admitted to a degree program at UNL?

[] Yes (Department/area of specialization) (Advisor's Name) [] No (Submission date of departmental application)

What is your degree objective? [] M.A. [] M.Ed. [] Ed.S. [] Ed.D. [] Ph.D.

Undergraduate GPA: Graduate GPA: GRE Percentiles: (Verbal) (Quantitative) (Writing)

How many total graduate credits on your program will you have completed at the end of the current term?

Do you have any "Incomplete" grades? [] No [] Yes, Course number(s)

Educational Experience: (Degree) (College or University) (Major) (Date)

Recent Professional Experience: (Title) (Agency) (Date)

Previous Teaching Experience: (Title) (School/Institution) (Date)

