



***1) I teach outside of Massachusetts and hold a teaching license from a state other than Massachusetts, can I enroll in this program?***

No. This degree is for Massachusetts teachers only. Please see the M.Ed. Administration non-licensure degree at <http://www.uml.edu/catalog/graduate/colleges/education/docs/MEd-admin-non-licens.pdf>

***2) Is the program completely online, or do I need to visit the campus?***

You may be required to make a limited number of visits to campus during your practicum and will be visited in your school by a UML supervisor.

***3) What is the format of a course?***

To view the format of a course, go to <http://continuinged.uml.edu/online/tutorial/testdrive.htm> This provides a comprehensive review of typical online course.

***4) Do I need to be a certified teacher to enter this program?***

Candidates who seek to enroll in this degree program should hold a Massachusetts initial or professional teaching license.

***5) May I enroll in this program if I don't want to be a principal or supervisor/director?***

No, you should enroll in the non-licensure educational administration degree.

***6) I am currently teaching in Massachusetts. Is this program approved for licensure?***

Candidates who hold a current initial or professional Massachusetts license and complete all coursework, including the practicum in a Massachusetts school, are eligible for Massachusetts licensure as a principal, assistant principal.

***7) How long does it take to complete the degree requirements?***

The program takes approximately 2 - 3 years to complete on a part-time basis, taking one or two courses per semester, fall, spring and summer. Candidates have a maximum of five years to complete the degree. The final, full year practicum is project based and ordinarily can be completed in your current place of employment.

***8) What is the cost of taking an online, three credit course? Is financial aid available?***

Massachusetts residents and out-of-state residents pay the same course fees and tuition. Financial aid may be available to matriculated students enrolled in 6 or more credits per semester. You may contact the Financial Assistance Office at 978-934-4220 for more information. Please see the continuing education website for current pricing.

### [9\) How do I register?](#)

New students must register by completing the form found at [http://continuinged.uml.edu/pdf/registration\\_form.pdf](http://continuinged.uml.edu/pdf/registration_form.pdf) and fax, mail or deliver it in person to the Registrar's office. Complete registration information is available online at <http://continuinged.uml.edu/general/registration.htm> Returning students register using the ISIS self-service system.

### [10\) When is the application deadline?](#)

We admit students for each semester, fall, spring, and summer. However, in order to be admitted for a particular semester, your materials should be received at least six weeks before that semester begins in order to allow for processing and for the Admissions Committee to act on your application.

### [11\) What is the application process?](#)

Applications can be found online at: <http://www.uml.edu/grad>. Please note that the Graduate School of Education requires results from the Graduate Record Exam (GRE) to accompany the application packet. Also required for the application are three letters of recommendation, transcripts from all colleges and universities previously attended, and a one to two page statement of purpose.

### [12\) How many credits can I transfer from another institution?](#)

A total of 6 credits may be transferred into the program; however, this decision is made by a faculty committee only after you have been admitted to the program. Once you have been admitted, you may submit an academic petition to request transfer of credits from another accredited institution. You must fill out an academic petition and send a copy of the course syllabus or catalog description along with the official transcripts showing grade earned in the course. Courses taken as part of another degree program are not eligible for transfer. Courses not taken as part of another degree program must have been taken within five years to be eligible for transfer. The academic petition and the appropriate documentation should be sent to the Graduate School of Education, 61 Wilder Street, 5<sup>th</sup> Floor O'Leary Library, Lowell, MA 01854.

### [13\) Can I take classes before applying officially to the program?](#)

Students may take up to 2 classes (6 credits) prior to submitting a formal application for the program, but are **strongly advised** to first contact the Program Director, Dr. Vera Ossen ([vera\\_ossen@uml.edu](mailto:vera_ossen@uml.edu)). Non-matriculated student run the risk of taking inappropriate courses or courses out-of-sequence which may hinder their progress through the degree.

### [14\) Will I have an advisor?](#)

Yes, your advisor will be assigned once you are admitted to the program. Prior to admission you should contact Dr. Ossen ( [vera\\_ossen@uml.edu](mailto:vera_ossen@uml.edu) ).

### [15\) Are all courses offered every semester?](#)

No, this is why it is important to contact your advisor prior to registering for a course. See the course sequence at <http://www.uml.edu/gse/Courses/SCHEDULE-SEQUENCES.pdf>

### [16\) What courses will be offered in the coming semesters?](#)

You can find our course schedule online at: [http://www.uml.edu/gse/Course\\_Schedule.html](http://www.uml.edu/gse/Course_Schedule.html)