1. How do I go about choosing my advisor?

An academic advisor is assigned to you at the time you are admitted to the program.

2. May I change advisor?

You may change your academic advisor by submitting a letter to the Chair of the department requesting the new advisor.

3. Is my advisor also my dissertation chair?

No, your advisor is the person who guides you through your course work and helps you to define your research interests, but she or he will not necessarily be your dissertation chair. The chair is chosen by the student to fit with his or her research interests. Be aware that the number of students that can be chaired by one faculty member is limited and the student may need to identify several faculty members who would make appropriate chairs for their research.

4. What courses should I start my program with?

If possible, you should take Perspectives and Visions I the first fall semester and Perspectives and Visions II the following spring semester.

5. Is there a limit of time to finish the entire program?

You have eight years to complete the program from the time you are admitted. You may request a one year extension by submitting an Academic Petition along with a detailed timeline for completion.

6. How many Comprehensive Examinations must I pass?

Each program has two comprehensive examinations which must be passed prior to advancing to DOCTORAL CANDIDACY. The comprehensive examinations for each program differ. Speak to program faculty well in advance of registering for your first comprehensive examination.

7. What grades are used in graduate courses?

The grading system (Effective January 2005) consists of A+, A, A-, B+, B, B-, C+, C and F. Grade A+ indicates work of the highest professional standard demonstrating independent and exemplary performance. Grade A indicates excellent work demonstrating independent and high quality performance. Grade A- indicates very good work, indicating consistent and careful thought and attention to the task, but requiring some areas of improvement. Grade B+ indicates good work, carefully executed for the most part, yet requiring several areas of improvement. Grade B indicates work of graduate standard, but omissions exist or careful analysis is not evident. Grades below B are not considered to be of graduate standard. Grade B- indicates effort is evident, but work indicates lack of understanding of the demands of the task. Grade C+ indicates poor quality work with little attention to detail and the demands of the task. Grade C indicates work of very poor quality, indicating no understanding of the depth of analysis required. Grade F indicates serious neglect or evidence of cheating. Only two grades below B may be counted toward a graduate degree. The student must maintain an overall GPA of 3.0 to graduate.

8. Is it possible to substitute for required courses?

The GSE ordinarily does not accept substitute courses from other universities in place of required courses. An academic petition must be submitted to the GSE office which will be reviewed by the Graduate Coordinator, Department Chair and Dean.

9. How should I establish my Dissertation Committee?

You may select a dissertation chair once you have completed your qualifying paper. This person may or may not be someone other than your academic advisor, but must be from your program area. The other two persons
should be chosen in consultation with your Dissertation Chair. At least one other committee member must be from your program area.

10. How soon should I present my dissertation proposal to my Committee?
   Work closely with your Dissertation Chair to determine when you are ready. All course work, except dissertation credits, must be complete before the proposal is defended.

11. Is there a student organization on campus to which I can belong?
   Students in the Graduate School of Education are encouraged to join the Graduate Student Organization. This organization sponsors an informational forum, conducts course evaluations, honors outstanding faculty members, and participates in campus-wide organizations. A portion of all student fees is allocated to student organizations based on the number of members in the organization since the organization is devoted exclusively to the Graduate School of Education.

12. When would I need to apply for an insurance waiver?
   During registration, students who register for three or more courses must request an insurance waiver from the Graduate School of Education Office.

13. Is it possible to obtain information about the College on the Internet?
   The Internet address for the Graduate School of Education is http://www.uml.edu/gse/

14. What is the procedure for registration?
   After confirming a plan of study with an advisor or the graduate coordinator, registration may be completed using the ISIS system http://isis.uml.edu Students are encouraged to register as early as possible to ensure enrollment in the courses that they need.

15. How do doctoral students receive messages and general information?
   Students are expected to check their official university email for messages.

16. How can I obtain information about financial aid?
   The University’s Financial Aid Office is located in Dugan Hall. Application forms may be obtained by calling that office (934-4220). Graduate education students who receive financial aid awards are required to maintain continuous progress toward the degree by registering for credits each trimester.

17. Are any scholarships available to defray dissertation expenses?
   A complete listing of all available scholarships is available on the Graduate School of Education website each spring.