1) Is the program completely online, or do I need to visit the campus?
The entire 30 credit program can be completed online. However, students may choose to take a mix of online and on-campus courses. Visitation to the campus is welcomed, but not required.

2) 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.

3) Do I need to be a certified teacher to enter this program?
Candidates who seek to enroll in this degree program should hold a teaching license in their state or have PK-12 classroom teaching experience in a private education setting.

4) May I enroll in this program if I don’t want to be a principal?
Yes, but it is important for candidates not interested in becoming a principal, assistant principal, or supervisor/director to consider whether this program adequately meets their interests.

5) 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 or supervisor/director.

6) I am a certified teacher and work outside of Massachusetts. Is this program recognized by my state?
Out-of-state candidates cannot be endorsed for licensure through this program and must contact their own state’s department of education to determine licensing regulations, requirements and eligibility.

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?
The cost per three-credit course is $1395 (as of August 2007). Massachusetts and out-of-state residents pay the same fee. 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.

9) How do I register?
New students must register by completing the form found at 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 12 credits may be transferred into the program. Once you apply, 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. The academic petition and the appropriate documentation should be sent to the Graduate School of Education, 61 Wilder Street, 5th Floor O'Leary Library, Lowell, MA 01854.

13) Can I take classes before applying officially to the program?
Students may take up to 4 classes (12 credits) prior to submitting a formal application for the program, but are advised to first contact the Graduate Coordinator, Dr. Vera Ossen (vera_ossen@uml.edu).

14) Will I have an advisor?
Yes, your advisor will be the Graduate Coordinator who you should contact each semester to discuss your course selections.

15) Is there a recommended sequence of courses?
Please see the program of study sheet found at http://www.uml.edu/gse/Programs_of_Study/Masters/Masters.html

16) Do I have to complete a practicum?
We consider performance in the field to be an essential part of the program. All candidates for the M.Ed. in Educational Administration complete a practicum in their own school setting. Complete details and requirements will be provided by program faculty.

17) 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

For Additional Information, Email EdOffice@uml.edu
Revised 8/07