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Master of Science in Education Degree Programs

Master of Science in Education in Educational Leadership

Description and Goals

The M.S. Ed. in Educational Leadership prepares professional educators for leadership roles in educational settings. The program contributes to the intellectual and professional growth of practicing educators through a challenging and supportive course of study that respects and builds upon their experiences in the field. The cohesive student-centered program models excellence in education through rigorous coursework and faculty mentoring of research and practice. The 34-credit program, including a 12-credit concentration helps competent teachers become effective educational leaders. The program is offered in a cohort format. Students are typically admitted to a cohort each May. Participants are expected to progress through the degree program with their cohort. Completion of the degree takes two to three years.

The program culminates with the execution of an action research project. The project focus is on classroom practice or school improvement and includes planning, intervention strategies, data collection and analysis, and the production of a professional report supported by a presentation to faculty and peers. The project takes place during the final two courses.

The program delivery will entail face-to-face instruction in a compressed format, blended courses (partially online and partially face-to-face), and 100% online courses. Approximately 30% of the program will be delivered through face-to-face instruction and 70% will be delivered using distance technology tools.

Field-based Research

All students will participate in field-based projects to develop the skills of independent research. UMF faculty, staff, and students who intend to conduct projects involving human participants must seek approval (or an exemption) from the Institutional Review Board (IRB). The IRB is the administrative and decision-making body having responsibility for review and approval of research involving human subjects. Before any research involving human subjects can be initiated, it must be submitted to the IRB for review and approval. Guidelines for preparing and submitting a proposal to the IRB are located at http://irb.umf.maine.edu/.

Campus Technology Tools

Students are expected to use the following campus technology tools:

- MyCampus, the UMF web portal, from which you will be able to log into the sites listed below, as well as Mantor Library, Tk20 (the university assessment database) and Atomic Learning (online training resources).
- MaineStreet, the software where demographic information is stored, registration occurs and grades can be seen.
- Blackboard, the course management software used for online courses.
- University email.
**Required Courses**

(22 credits)
- EDU 551 Changing Educational Organizations in a Diverse World (3 credits)
- EDU 5801 Technology for Educational Research (1 credit)
- EDU 582 Research Methods (3 credits)
- EDU 583 Curriculum, Instruction, and Assessment I: Development and Planning for Digital Age Learners (3 credits)
- EDU 584 Curriculum, Instruction, and Assessment II: Data Informed Decision Making for Digital Age Teaching and Learning (3 credits)
- EDU 585 Cultivating Ethical Leadership (3 credits)
- EDU 586 Field-based Research I (3 credits)
- EDU 587 Field-based Research II (3 credits)

**Concentration Courses**

Each student completes a 12-credit concentration appropriate for his/her interests. Concentrations may be in the following areas:

- Administration
- Applied Behavior Analysis
- Educational Technology
- Gifted and Talented Education
- Mathematics Leadership
- Proficiency Based Education
- Special Education

A student may design an Individualized Concentration to focus in-depth on a single topic of interest, or to potentially combine disciplines in a professionally meaningful way. The concentration should therefore represent depth of knowledge, and new ideas. A student will propose a title, description of focus, and list of four concentration courses. The coursework must be taught by at least two different instructors. The Director of Graduate Programs in Education approves Individualized Concentrations.

Minimum Total Credits for the Degree: 34 Credits

**Admission Requirements**

To apply for the Master of Science in Education in Educational Leadership, an applicant must:

- have a baccalaureate degree from a regionally accredited college or university. (A foreign degree must be validated by World Educational Services, Center for Educational Documentation, Inc., or other appropriate agency. The decision to accept the degree is made on a case-by-case basis by the Director of Graduate Programs in Education);
- have a minimum of two years of professional education experience. However, electives may be taken through Educational Outreach before the two-year requirement and application can be made during the second year of teaching; and
- be employed or seeking employment as a classroom teacher or other education professional.
Application

Application is made online at http://www2.umf.maine.edu/gradstudies/. Required supplemental materials include:

• an essay on leadership and an individualized concentration essay, when appropriate;
• two recommendations using the M.S. Ed. recommendation form;
• official transcript(s) of undergraduate degree(s) (including UMF) and all graduate work;
• copy of certification or license, when appropriate; and
• a nonrefundable $60 application fee.

Submission of Application

Applications and essays should be emailed as attachments to gradstudies@maine.edu, or sent to the address below. Supplemental materials should be mailed to:

Office of Graduate Studies
University of Maine at Farmington
111 South Street
Farmington, ME 04938

Admission Decisions

Only completed applications will be reviewed. Admission decisions are made by the Graduate Admissions Committee on a rolling basis until the enrollment cap is reached. Applications received after that point will be considered for the next available cohort.

Immunization Law

Maine state law requires all individuals born after December 31, 1956, who plan to enroll in a degree program or plan to take 12 or more credits, to show proof of immunity against measles, mumps, rubella, diphtheria, and tetanus before registering for classes. Immunization records must be on file with UMF Student Health Services before students will be allowed to register for class.

Transfer of Credit to the Program

A student, with the approval of the Admissions Committee, may transfer up to 9 graduate credits from another institution into his/her academic program; only 3 of these credits may be in the core of the program. Aside from EDU 582 and EDU 551, transfer of credit into the core is not accepted. These credits must have been earned from a regionally accredited institution, within 5 years prior to admission, and with a minimum grade of B (or equivalent). Graduate credits applied toward an undergraduate degree cannot be used toward the master’s degree. Students are required to provide syllabi for transfer credits to determine appropriateness for UMF’s program.

Student Advisement

Each M.S. Ed. in Educational Leadership student will be assigned the Director of Graduate Programs in Education as an official advisor upon admission to the program. The Director of Graduate Programs in Education will review student transcripts and registration status to monitor student progress. A student is expected to maintain regular communication with his/her academic advisor.
Degree Completion

Members of a cohort normally will complete the degree in two to three years, including summers. Students must complete the degree within five years from initial date of enrollment, unless approved by the Director of Graduate Programs in Education because of special circumstances.

Leave of Absence

A student may request a leave of absence, and permission to join a subsequent cohort. These requests must be made in writing using the Withdrawal/Leave of Absence form and signed by the student. The Director of Graduate Programs in Education reviews requests.

Progress

A student is expected to make consistent progress towards the degree and maintain regular communication with his/her academic advisor. If a student does not enroll in a course for two terms or receive an approved leave of absence, a space in the program will not be maintained, and the student must reapply.

Deferral Policy

After admission to an M.S. Ed. program, a student must begin coursework within three terms, or the student will be considered inactive. An inactive student must complete a readmission application if s/he would like to be considered for readmission.

Withdrawal from Program

A student who voluntarily withdraws from the program after beginning coursework may submit a readmission application to be considered again.

Commencement

A master’s degree candidate may participate in the commencement ceremony only if he or she has applied for graduation and been certified to participate by Merrill Center Student Services. Where 3-6 credits remain and completion will be in the summer immediately following commencement, students may participate in commencement. However, the diploma will not be released until after the receipt of the final grades at the end of August. All special circumstances must be approved in advance by the Director of Graduate Programs in Education.
**Course Schedule**

**2-Year Plan – Students Beginning Core 2017 and later**

<table>
<thead>
<tr>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
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<tbody>
<tr>
<td>EDU 551 Changing Educational Organizations in a Diverse World*</td>
<td>EDU 584 Curriculum, Instruction, and Assessment II: Data Informed Decision Making for Digital Age Teaching and Learning</td>
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<tr>
<td>EDU 583 Curriculum, Instruction, and Assessment I: Development and Planning for Digital Age Learners</td>
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<tr>
<td>EDU 5801 Technology for Educational Research</td>
<td>EDU 585 Cultivating Ethical Leadership</td>
<td>EDU 586 Field-based Research I</td>
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<td>EDU 582 Research Methods</td>
<td>Concentration</td>
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<tr>
<td>EDU 587 Field-based Research II</td>
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</tbody>
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**2-Year Plan – Students Beginning Core Prior to 2017**

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<thead>
<tr>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
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<tbody>
<tr>
<td>EDU 5801 Technology for Educational Research</td>
<td>EDU 584 Curriculum, Instruction, and Assessment II: Data Informed Decision Making for Digital Age Teaching and Learning</td>
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<tr>
<td>EDU 582 Research Methods</td>
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<tr>
<td>EDU 581 Changing Educational Organizations in a Diverse World</td>
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<td>EDU 585 Cultivating Ethical Leadership</td>
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<td>Concentration</td>
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<tr>
<td>EDU 587 Field-based Research II</td>
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Three year options exist, and are designed in consultation with the program advisor

*Required Course Descriptions*

**EDU 551 Changing Educational Organizations in a Diverse World**
Number of Credit Hours: 3
Prerequisites: None
Term: Varies
Course Description: This course is designed to provide an overview of educational organizations and the change process with attention to the impact of diversity on the local context. It draws on literature about organizational behavior, change, diversity, leadership, and professional learning communities. The course begins with an analysis of organizations and moves to a focused examination of the change process. Specifically, it will support a framework that acknowledges the important role that families, communities, and culture play on educational practice.
EDU 5801 Technology for Educational Research
Number of Credit Hours: 1
Prerequisites: Accepted in M.S. Ed. in Educational Leadership program or permission of Director of Graduate Programs in Education
Term: Summer
Course Description: This course is designed to prepare leaders to use digital age tools for educational research. Leaders will understand how information is organized and indexed in online resources, how to effectively retrieve and evaluate information from online sources, and to use information ethically in their research. Topics include using citation management software, development of research skills, information evaluation, and documentation of sources. Additionally leaders will learn academic writing and referencing skills.

EDU 582 Research Methods
Number of Credit Hours: 3
Prerequisites: Accepted in M.S. Ed. in Educational Leadership program or permission of Director of Graduate Programs in Education; and concurrent enrollment in EDU 5801
Term: Summer
Course Description: This course is designed to help students develop a working understanding of theories and techniques of both qualitative and quantitative educational research. Students will write a research proposal including a literature review as part of this course.

EDU 583 Curriculum, Instruction, and Assessment I: Development and Planning for Digital Age Learners
Number of Credit Hours: 3
Prerequisites: Accepted in M.S. Ed. in Educational Leadership program; completion of EDU 582; practicing educator or permission of instructor
Term: Fall
Course Description: This course focuses on current research and best practice in the area of curriculum development, instructional design, and assessment techniques. Participants will learn about a range of planning models that will inspire the creativity and innovation necessary to provide rich and powerful learning experiences and environments for every student. This course motivates participants to support colleagues in engaging students authentically in their own learning. An integral part of this course will be the development of a critical stance related to current practices in the design of curriculum, instruction and assessment.

EDU 584 Curriculum, Instruction, and Assessment II: Data Informed Decision Making for Digital Age Teaching and Learning
Number of Credit Hours: 3
Prerequisites: EDU 583; practicing educator or permission of instructor
Term: Spring
Course Description: Participants in this course will investigate the cycle of program evaluation: design, implementation, management, and evaluation. The effects of reform initiatives on the stakeholders in educational environments will be investigated and critiqued. An emphasis is placed on developing a collaborative culture in educational environments that enhances teacher agency, builds instructional capacity, and enables every student to learn.

EDU 585 Cultivating Ethical Leadership
Number of Credit Hours: 3
Prerequisites: EDU 584 or permission of instructor
Term: Summer
Course Description: This course is designed to cultivate leaders at the district, school, and classroom level, creating thinkers that influence system transformation. Participants will examine the application of ethical practices as they work with all students, staff, teachers, administrators, families, board members, community members, etc. to benefit student learning. Educational leaders collect and examine a variety of data sets to inform the decision-making process. Emphasis will be placed on understanding the change process, the importance of building relationships, and sharing knowledge with all stakeholders.

EDU 586 Field-based Research I
Number of Credit Hours: 3
Prerequisites: EDU 585 or permission of instructor
Term: Fall
Course Description: Research conducted by classroom teachers, often concurrent with their teaching, is a component of reflective practice and professional learning grounded in an ethical commitment to improving practice and actualizing educational values. This course is designed to provide an in-depth review of research design including collaborative, qualitative, quantitative and mixed-method research. Ethical issues involved in field-based research, with an emphasis on those pertaining to research in educational settings, will be considered.

EDU 587 Field-based Research II
Number of Credit Hours: 3
Prerequisite: EDU 586
Term: Spring
Course Description: This course is designed to be the capstone in the Master of Science in Education program. In this course, students will carry out the research plans designed in EDU 586 Field-based Research I. Further, this course is a forum for analysis and reflection on the theoretical and experiential knowledge gained through the research process to generate an informed, multi-faceted perspective on the practice of education.
Master of Science in Education in Early Childhood Education

Description and Goals

The Master of Science in Education in Early Childhood degree program is designed for early childhood professionals who wish to become exceptional leaders. This program defines exceptional leaders in early childhood to be persons who fulfill and excel as adult educators in higher education, trainers, classroom teachers, program administrators, policy advocates, curriculum specialists, program proprietors, and a variety of other persons who assume early childhood leadership responsibilities. The core curriculum is carefully designed to contribute to the intellectual and professional growth of these leaders who work with children ages birth through age 8. The program emphasizes child development-based curriculum, development, and assessment, across ages birth through age 8, as well as an understanding of the family and community contexts in which these children are educated.

The 36-credit M.S. Ed. in Early Childhood program should be completed within 6 years of matriculation. It is comprised of 24 core credits and 12 elective credits. The electives, which will be selected in consultation with an advisor, must be 500 level courses or above and contain content specifically related to the field of early childhood.

The program delivery will entail face-to-face instruction in a compressed format, blended courses (partially online and partially face-to-face), and 100% online courses. Approximately 30% of the program will be delivered through face-to-face instruction and 70% will be delivered using distance technology tools.

Field-based Research

All students will participate in field-based projects to develop the skills of independent research. UMF faculty, staff, and students who intend to conduct projects involving human participants must seek approval (or an exemption) from the Institutional Review Board (IRB). The IRB is the administrative and decision-making body having responsibility for review and approval of research involving human subjects. Before any research involving human subjects can be initiated, it must be submitted to the IRB for review and approval. Guidelines for preparing and submitting a proposal to the IRB are located at http://irb.umf.main.edu/.

Campus Technology Tools

Students are expected to use the following campus technology tools:

- MyCampus, the UMF web portal, from which you will be able to log into the sites listed below, as well as Mantor Library, Tk20 (the university assessment database) and Atomic Learning (online training resources).
- MaineStreet, the software where demographic information is stored, registration occurs and grades can be seen.
- Blackboard, the course management software used for online courses.
- University email.
Required Courses

ECH 500 Early Childhood Education in Today's World 3 Credits
ECH 533 Advanced Foundations of Child Development 3 Credits
ECH 534 Advanced Program Administration and Leadership 3 Credits
ECH 535 Play and the Social World of the Child 3 Credits
ECH 538 Collaboration with Families and Communities 3 Credits
ECH 539 Curriculum Development and Assessment 3 Credits
ECH 540 Research Methods in Early Childhood 3 Credits
ECH 541 Field-Based Research 3 Credits

24 Credits

Electives

12 credits from the following options:
ECH 502 Diverse Programming in Early Learning Environments 3 Credits
ECH 504 Early Childhood Policy and Research 3 Credits
ECH 505 Mathematics in the Early Childhood Years 3 Credits
ECH 537 Science in the Early Childhood Years 3 Credits
ECH 577 Special Topics 3 Credits

Minimum Total Credits for the Degree: 36 Credits

Admission Requirements

To apply for the Master of Science in Education in Early Childhood, an applicant must have:

- a baccalaureate degree in early childhood education or a closely related field from a regionally accredited college or university. (A foreign degree must be validated by World Educational Services, Center for Educational Documentation, Inc., or other appropriate agency. The decision to accept the degree is made on a case-by-case basis by the Director of Graduate Programs in Education.)
- Or a baccalaureate degree in a non-related field, or in an education field outside of the early childhood years. These applicants must provide a clear rationale for relevant preparation to enter the Early Childhood program at an advanced level of study. This rationale may include a summary of work with children and families in Birth to age 8 Programs.
- access to active programs for children and families in order to complete field experiences, including research projects.
Application

Application is made online at http://www2.umf.maine.edu/gradstudies/. Required supplemental materials include:

• Essay(s), including:
  o a self-assessment, including your vision and values for early childhood education.
  o Supplemental Essay: (IF your baccalaureate is not in early childhood or in a closely related field)
    A description of your preparation to enter advanced study in early childhood, including
    experience in birth to age 8 programs.
• two recommendation letters on official stationary, one from current administrator, program director,
  or program owner, or from colleague if you are director or owner, and one of applicant’s choosing;
• official transcript(s) of undergraduate degree(s) and any graduate work; and
• a nonrefundable $60 application fee.
• proof of a clear criminal history and child abuse and neglect check.
• for graduate level courses you wish to have considered for transfer of credit, you must provide
  course syllabi for non-UMF courses

Submission of Application

Applications and essays should be emailed as attachments to gradstudies@maine.edu, or sent to the
address below. Supplemental materials should be mailed to:

  Office of Graduate Studies
  University of Maine at Farmington
  111 South Street
  Farmington, ME 04938

Admission Decisions

Only completed applications will be reviewed. Admission decisions are made by the Graduate
Admissions Committee and the Director of Graduate Programs in Education on a rolling basis until the
enrollment cap is reached. Applications received after this point will be considered for the next
available term.

Immunization Law

Maine state law requires all individuals born after December 31, 1956, who plan to enroll in a degree
program or plan to take 12 or more credits, to show proof of immunity against measles, mumps, rubella,
diphtheria, and tetanus before registering for classes. Immunization records must be on file with UMF
Student Health Services before students will be allowed to register for class.
**Background Check**

Most courses require some direct contact with children, through observations, projects, and/or research. It is the responsibility of the student to have a clear criminal history and child abuse and neglect check. Students must provide current documentation to the Office of Graduate Studies. Any fee is the responsibility of the student. Students without a clear criminal or child abuse and neglect background will be dismissed from the program.

Documentation may be:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two documents</td>
<td>Copy of current Maine DOE public teaching certification that indicates a Criminal History Check has been conducted</td>
<td>Copy of Initial Educational Approval from Maine DOE that indicates a Criminal History Check has been conducted</td>
</tr>
</tbody>
</table>

- Maine Department of Health and Human Services clear check of substantiated Maine Child Protective Services Cases (this check must be initiated by the agency where you are employed)

AND

- Maine State Bureau Identification Maine Criminal History Check (this check can be obtained on your own)

For more information:

- Maine State Bureau of Identification Criminal History Check [http://www5.informe.org/online/pcr/](http://www5.informe.org/online/pcr/)

**Transfer of Credit to the Program**

A student, upon the recommendation of the Graduate Admission Committee and approval of the Director of Graduate Programs in Education, may transfer up to a total of 9 graduate credits. Within those 9, only 3 graduate credits may be transferred in as a core course. The transfer credits must have been earned from an accredited institution, within five years prior to admission, and with a minimum grade of B (or equivalent). Students are required to provide course descriptions and syllabi of transfer credits to determine appropriateness for the program. Graduate credits applied toward an undergraduate degree cannot be used toward the master’s degree.

**Student Advisement**

Each M.S. Ed. in Early Childhood student will be assigned to the Graduate Advisor in Early Childhood. The advisor must approve all course registration prior to enrollment. The advisor and Director of Graduate Programs in Education will review student transcripts and registration status to monitor student progress. A student is expected to maintain regular communication with his/her academic advisor.
**Degree Completion**

Students may complete the program in as few as two years. This requires completion of two courses approved by the advisor each term (summer, fall, spring). If a student completes one course approved by the advisor per term, the degree will be completed in four years. Other combinations may result in more than two but less than four years to complete the degree. However, completion should be within six years from initial date of enrollment unless approved by the Director of Graduate Programs in Education.

**Progress**

A student is expected to make consistent progress towards the degree and maintain regular communication with his/her academic advisor. If a student does not enroll in a course for two terms, or receive an approved leave of absence, a space in the program will not be maintained, and the student must reapply.

**Leave of Absence**

A student may request a leave of absence. These requests must be made in writing using the Withdrawal/Leave of Absence form, and signed by the student and advisor. The Director of Graduate Programs in Education reviews requests.

**Deferral Policy**

After admission to an M.S. Ed. program, a student must begin coursework within three terms, or the student will be considered inactive. An inactive student must complete a readmission application if s/he would like to be considered for readmission.

**Withdrawal from Program**

A student who voluntarily withdraws from the program after beginning coursework may submit a readmission application to be considered again.

**Commencement**

A master’s degree candidate may participate in the commencement ceremony only if he or she has applied for graduation and been certified to participate by Merrill Center Student Services. Where 3-6 credits remain and completion will be in the summer immediately following commencement, students may participate in commencement. However, the diploma will not be released until after the receipt of the final grades at the end of August. All special circumstances must be approved in advance by the Director of Graduate Programs in Education.
Required Course Descriptions

ECH 500 Early Childhood Education in Today's World
Number of Credit Hours: 3
Prerequisites: Baccalaureate degree in early childhood or related field. Enrollment in UMF M.S. Ed. Early Childhood Program or Permission of Instructor.
Term: May
Participants in this course will investigate the current field of inclusive early childhood care and education from the perspectives of leadership, advocacy, policy and research. This course serves as a foundation for the M.S. Ed. Program, as students develop goals for their professional growth. Using a socio-ecological model, the contexts of the environments that surround childhood in the 21st century will be identified and explored. Students will explore current issues in early childhood by reading and understanding research on a selected topic in early childhood.

ECH 533 Advanced Foundations of Child Development
Number of Credit Hours: 3
Prerequisites: Baccalaureate Degree in early childhood or related field; Enrollment in UMF M.S. Ed. Early Childhood Program, or Permission of Instructor
Term: Varies
This course is an examination of the historical, philosophical, and theoretical basis of inclusive early childhood education today. The class traces the history and philosophy of education in early childhood and how they impact education practice. Social, economic and political forces will be analyzed within the context of shaping early childhood education. The course examines children’s behavior and learning within education contexts, with particular emphasis on inclusive environments. This course will fulfill a course towards attainment of the Maine state Birth-5 081 teaching certificate.

ECH 534 Advanced Program Administration and Leadership
Number of Credit Hours: 3
Prerequisites: Baccalaureate Degree in early childhood or related field; Enrollment in UMF M.S. Ed. Early Childhood Program, or Permission of Instructor
Term: Varies
Participants in this course will investigate the current field of early childhood care and education from the perspectives of leadership, advocacy, policy, and research within inclusive settings. Students will compare and contrast leadership models and styles, while delineating the differing roles and ethical responsibilities of leaders and managers. Building on their professional experiences in the field and previous coursework in program administration, this course will help students examine major components of administration including supervision and professional development of staff, relationships with families and the community, advocacy for the program and the field, professional accreditation, and applying research findings in the field.

ECH 535 Play and the Social World of the Child
Number of Credit Hours: 3
Prerequisites: Baccalaureate Degree in early childhood or related field; Enrollment in UMF M.S. Ed. Early Childhood Program, or Permission of Instructor
Term: Varies
In this course, students examine how children form and maintain relationships with others, including the family, peers, early childhood educators, and the community. Issues involving support systems for inclusive education settings will be investigated. The implications of these relationships for children’s
development are investigated, as is the critical role of play in promoting positive connections with individuals and groups in the child’s world.

ECH 538 Collaboration with Families and Communities
Number of Credit Hours: 3
Prerequisites: Baccalaureate Degree in early childhood or related field; Enrollment in UMF M.S. Ed. Early Childhood Program, or Permission of Instructor
Term: Varies
The course presents strategies for educators to develop supportive family and community relationships. The multiple roles played by early educators are examined as they design and implement collaborative relationships with families and communities for the purpose of mutual support within inclusive settings. The course critically analyzes theoretical paradigms and current research, with a particular focus on the ecological system from the most immediate environments inhabited by the child to the most distant (i.e. federal agencies, belief systems). This course will fulfill a course towards attainment of the Maine state Birth-5 081 teaching certificate.

ECH 539 Curriculum Development and Assessment
Number of Credit Hours: 3
Prerequisites: Baccalaureate Degree in early childhood or related field; Enrollment in UMF M.S. Ed. Early Childhood Program, or Permission of Instructor
Term: Varies
This course focuses on building collaborative and integrative curricula that utilizes assessment for best teaching practices. The emphasis will be child-centered and include the use of inclusive classroom adaptations. Students will focus on assessing outcomes and learning goals, as well as articulating developmentally appropriate alignment with school (K-3) outcomes and goals. The role of inquiry to practice and viewing reflective inquiry as a critical part of curriculum building will be emphasized.

ECH 540 Research Methods in Early Childhood
Number of Credit Hours: 3
Prerequisites: Enrollment in UMF’s M.S. Ed. in Early Childhood; ECH 500; and an additional 15 credits of graduate level ECH coursework at UMF, or permission of instructor
Term: Varies
In this course, students examine research methodologies used in inclusive early childhood settings. Students will investigate and interpret the methods used in existing empirical literature, and will investigate and practice various qualitative and quantitative techniques. The use of ethics in conducting research on young children, their families, and their learning environments is emphasized.

ECH 541 Field-Based Research
Number of Credit Hours: 3
Prerequisites: Baccalaureate Degree in early childhood or related field; Enrollment in UMF M.S. Ed. Early Childhood Program, ECH 500 Early Childhood Education in Today’s World, and ECH 540 Research Methods in Early Childhood
Term: Varies
This course is the capstone of the M.S. Ed. Early Childhood Program. Students will complete a field-based, original research project, utilizing a research design that will draw on the student’s background knowledge from ECH 540. Analysis and reflection on the research process with an emphasis on interpretation and practical application of research to practice will be central to the course.
Elective Course Descriptions

ECH 501 The Reggio Emilia Approach and the Emergent Curriculum
Number of Credit Hours: 3
Prerequisites: Baccalaureate Degree
Term: Varies
This course introduces students to the Reggio Emilia approach and the use of the emergent curriculum in early childhood education. The course begins with an overview of the history and development of the Reggio Emilia approach and moves to the pedagogical dimensions and features of the emergent curriculum as practiced in this curriculum model. The methodology of project work is extensively explored over the course. Students are expected to construct an understanding of how to develop an emergent curriculum based upon children's interest and needs. The concept of pedagogical documentation is debased and used to support curriculum planning and children's assessment.

ECH 502 Diverse Programming in Early Learning Environments
Number of Credit Hours: 3
Prerequisites: Baccalaureate Degree in early childhood or related field; Enrollment in UMF M.S. Ed. Early Childhood Program, or permission of instructor
Term: Varies
This course develops a transformative approach for incorporating diversity and multiculturalism into the classroom with an emphasis on curriculum-building. Students will examine patterns of increasing diversity and how diversity impacts the classroom. The course presents diversity as a caregiving and teaching strategy for the children and their families. Students will emerge with a deeper understanding of multiculturalism and its meaningful inclusion into their lesson plans. This course may fulfill a course towards attainment of the Maine state Birth-5 081 teaching certificate.

ECH 504 Early Childhood Policy and Research
Number of Credit Hours: 3
Prerequisites: Baccalaureate Degree in early childhood or related field; Enrollment in UMF M.S. Ed. Early Childhood Program, or permission of instructor
Term: Varies
Participants in this course will investigate the current field of early childhood care and education from the perspectives of leadership, advocacy, policy and research. An analysis of the influence and impact of national, state and local politics on early childhood policy will include an examination of involved stakeholders, both external and internal to government entities. Students will explore current issues in early childhood policy and research by reading and understanding research on selected current topics in early childhood. Students may opt to complete a mini-internship in a policy research institute or project.

ECH 505 Mathematics in the Early Childhood Years
Number of Credit Hours: 3
Prerequisites: Baccalaureate Degree in early childhood or related field; Enrollment in UMF M.S. Ed. Early Childhood Program, or permission of instructor
Term: Varies
This course will concentrate on the development of mathematical concepts in young children ages B-8 in naturalistic, informal and formal settings. Using a constructivist theoretical approach, the course will embed and integrate early math development across curriculum areas and throughout the daily environments of young children. Current research and national and state mathematics standards on early mathematics will be linked to philosophy and practice. This course will fulfill the required math content area for the Maine state Birth-5 081 teaching certificate.
ECH 537 Science in the Early Childhood Years
Number of Credit Hours: 3
Prerequisites: Baccalaureate Degree in early childhood or related field; Enrollment in UMF M.S. Ed. Early Childhood Program, or permission of instructor
Term: Varies
This course addresses the development of inquiry-based science curriculum in the early childhood setting. Rooted in constructivist approaches, it incorporates topics of scientific literacy, conceptual development, content areas, current research and curriculum development, implementation and evaluation. Sources of curriculum in science for young children are explored (e.g., standards content, children’s knowledge and concepts, flora and fauna of the immediate environment, etc.) are explored, teaching/learning strategies examined and scientific outcomes assessed. This course will fulfill the science content area for the Maine state Birth-5 081 teaching certificate.

ECH 577 Special Topics in Early Childhood Education
Number of Credit Hours: 3
Prerequisites: Baccalaureate Degree in early childhood or related field; Enrollment in UMF M.S. Ed. Early Childhood Program, or permission of instructor
Term: Varies
This course provides students with the opportunity to cover specialized topics, not included in regular course offerings, in the fields of child development and early childhood education. May be repeated for credit when the topic differs.
Educational Outreach

Certificate Program Policies and Procedures

Purpose
A UMF certificate program is a series of related graduate courses designed to provide participants with a
concentrated, cohesive area of study. Successful completion should help participants achieve specified
learning objectives and competencies in a defined field of study.

Enrollment Requirements
Individuals interested in a UMF graduate certificate program in education must meet the following
criteria:
• Completion of a bachelor’s degree from an accredited institution of higher education;
• Applicants must have at least two (2) years of teaching experience for the Certificate in
  Administration.
Enrollment in a Certificate Program requires:
• Completion of the Intent to Participate Form and
• Enrollment in an applicable Certificate Program course. Some Certificate Programs require the
  sequencing of courses; in such instances, participants will be required to take the courses in the
  specified sequence.
Completion of a Graduate Certificate Program does not guarantee admission into any of UMF
master’s degree program.

Certificate Withdrawal for non-enrollment
A student is expected to make consistent progress towards the certificate and maintain regular
communication with his/her academic advisor. If a student does not enroll in a course for two
consecutive terms when an appropriate course is offered, a space in the program will not be
maintained, and the student will be withdrawn from the certificate program. The student may
request re-activation by completing the Intent to Participate form.

Course Credit Requirements
Most graduate teacher education certificate programs at UMF require a minimum of twelve and a
maximum of fifteen credits hours for completion. All courses for a specific teacher education graduate
certificate must be taken through UMF; no credits can be satisfied through transfer of credits or through
testing, life experience or previous work experience. (Exceptions can be made at the discretion of the
Associate Provost and Dean of the College of Education, Health, and Rehabilitation.)

Academic Standing
Students enrolled in a certificate program must meet academic standing requirements as outlined in the
Graduate Catalog.

Grading and Transcripts
No graduate course within the certificate program can be taken for Pass/Fail, and satisfactory
completion of a specific certificate program requires a cumulative GPA of 3.0 for courses within the
certificate program, with no more than one C (2.00). A grade of C- is not acceptable; if a C- or below is
earned in a course, the participant will be required to retake the course to raise the grade or be
dropped from that specific certificate program.

Even though certificate programs are not degree bearing, they will be designated on a student’s
official transcript. Grades for each course taken as part of a certificate program will appear on a student’s transcript. When the total certificate coursework is completed, the certificate title and date of award will be indicated on the student’s transcript, as well.

**Course Sequencing and Certificate Completion**

The cluster of courses required for a graduate certificate program must be completed within a specified time period, based upon the number of courses within the certificate program, typically no more than three years. Students are encouraged to enroll in courses within a certificate program in consecutive semesters, since many certificate programs will require a sequencing of courses, and UMF reserves the right to cancel courses and certificate programs at any time due to low enrollments or other conditions affecting enrollment or instruction.

Upon enrollment in the first course of a certificate program, participants will be requested to complete a form indicating their intent to participate in the full certificate program. That commitment will be used to determine the date/semester that an individual enters the certificate program.

**Relationship to UMF’s Master’s Degree Programs**

A student who also wishes to seek admission to UMF’s M.S. Ed. in Educational Leadership simultaneously or at a later date must file an application for admission to the degree program and pay applicable fees. Completion of a graduate certificate program does not guarantee admission into any UMF master’s degree program. Acceptance of UMF certificate course credits may apply to UMF’s M.S. Ed. in Leadership. This decision will be made by the Director of Graduate Programs in Education. Certificate courses are not accepted as electives in the M.S. Ed. in Early Childhood program.

**Financial Aid and Student Financial Accounts**

Students in certificate programs are not eligible for financial aid unless they are simultaneously accepted and enrolled into a degree program. Financial Aid, in the form of loans only, may be available to students enrolled in a master’s degree program, if approved by UMF’s Student Financial Aid Office. Contact Financial Aid at 778-7100 for more information. Students who have holds on their University of Maine System accounts, placed by UMF or any other system institution, are not eligible to enroll in a UMF certificate program unless, and until, the hold is lifted by the originating institution.

**Method of Instruction**

UMF offers graduate courses via various methods: face-to-face, distance or online and as blended courses combining face-to-face and online instruction. Any of these methods can be used to deliver graduate certificate programs in education.

**Other Graduate Certificate Policies**

It is the responsibility of all students participating in UMF Certificate Programs to become familiar with all academic policies that apply to these programs.
Certificate Programs Available During the 2016-2017 Academic Year

Certificate in Administration

The Certificate in Administration is designed for practicing educators interested in pursuing opportunities in school administration. Two years of teaching experience is required to enroll in this certificate program. Completion of this certificate requires the following four UMF courses:

- EDU 550 School Law for Administrators
- EDU 551 Changing Educational Organizations in a Diverse World
- EDU 552 Supervision and Evaluation of School Personnel
- EDU 553 Finance for School Administrators
- In 2014 the Maine Department of Education added Special Education Law to some administrator endorsements. The Office of Graduate Studies offers SED 518 Special Education Law 100% online every summer. Please check with the Maine Department of Education to verify if you need this course to meet your professional goals.

Certificate in Applied Behavior Analysis

The Certificate in Applied Behavior Analysis is designed for practicing special educators interested in pursuing opportunities in settings where the special educator may need to practice Behavior Analysis methods. Completion of this certificate requires the following four UMF courses:

- SED 525 Basic Principles of Applied Behavior Analysis
- SED 526 Behavior Analysis and the Scientific Assessment of Learning
- SED 527 Applying Behavior Analysis: Methods of instruction and behavioral support
- SED 528 Autism Spectrum Disorders: Diagnosis, intervention, systems support, and ethical considerations

Certificate in Educational Technology

Classrooms and educational spaces of the 21st century are filled with rich educational technology. Teachers, instructional coaches, and administrators need to examine how these tools change pedagogy, curriculum, and policy. The Certificate in Educational Technology is designed for a range of professionals who are looking to enhance their knowledge and skills for using technology to support teaching and learning. This certificate allows participants to individualize the course sequence to create a meaningful, in-depth examination of the role of technology in teaching and learning. Completion of this certificate requires four courses including EDU 572, and three other courses from this list.

- EDU 572 Technology as a Change Agent (Required)
- Three other UMF courses chosen from the following list:
  - EDU 513 New Media and Language Arts in the Elementary Classroom
  - EDU 534 Redefining Literacy: Living and Learning in Online Environments
  - EDU 546 Online Teaching and Learning: An Overview
  - EDU 547 Instructional Design for Online Course Development
  - EDU 548 Encouraging Online Communication and Community to Support Learning
  - EDU 568 Communication Tools for Teaching and Learning in Proficiency-Based Education
  - EDU 569 Data and Information Tools for Teaching and Learning
Certificate in Gifted and Talented Education

The Certificate in Gifted and Talented Education is designed for practicing educators interested in pursuing opportunities in teaching gifted and talented students. Completion of this certificate requires the following four UMF courses:

• SED 530 Identifying and Educating Learners Who are Gifted
• SED 531 Curriculum and Instruction for Learners Who are Gifted
• SED 532 Developing and Implementing Programs for the Gifted Learner
• SED 533 Teaching Critical & Creative Thinking in Gifted Programs & Classroom Settings

Certificate in Math Leadership

The Certificate in Math Leadership is designed for practicing educators interested in pursuing opportunities in Math Leadership. Completion of this certificate requires the following four UMF courses:

• EDU 529 Mathematics Leadership in K-12 Settings: Understanding and Implementing Maine’s State Standards
• EDU 530 Mathematics Leadership in K-12 settings: The Mathematics Content for Standards-Based Instruction
• EDU 531 Mathematics Pedagogical Knowledge: Effective Instructional Practices for Teaching Maine’s State Standards
• EDU 532 Mathematics Leadership K-12: The Art of Mathematics Coaching and Supervision

Certificate in Proficiency Based Education

This certificate program is in response to the change in Maine law, Title 20-A regarding the requirement of proficiency based diplomas. This program is designed for practicing educators who wish to increase their pedagogy and content knowledge of proficiency based education. Participation in this certificate will assist teachers in leading this change process in their classrooms, schools, districts and beyond. Completion of this certificate requires four courses including EDU 574 and EDU 575, and two other courses from this list.

• EDU 574 Curriculum, Instruction, and Assessment for Proficiency Based Education (Required)
• EDU 575 Instructional Leadership (Required)
• Two other UMF courses chosen from the following list:
  o EDU 576 Seminar In Proficiency Based Education
  o EDU 551 Changing Educational Organizations in a Diverse World
  o EDU 568 Communication Tools for Teaching and Learning in Proficiency Based Education
Maine Mathematics Coaching Program

Purpose

The Maine Mathematics Coaching Project (MMCP) has been designed to support districts and educators seeking to improve the quality of teaching and learning in mathematics. The program has three primary goals:

• Prepare Maine students to meet career and college mathematics demands;
• Provide teachers in the state of Maine with high quality mathematics professional development; and
• Increase interest, engagement, and self-efficacy in mathematics for students and teachers.

This unique program blends credit-bearing courses and in district coaching.

Enrollment Requirements

Individuals wishing to enroll in MMCP must have completed a bachelor’s degree from an accredited institution of higher education, hold a current Maine Teaching Certificate and have a minimum of three years teaching experience. Individuals enrolled in a MMCP must follow all Graduate Academic Polices.

Enrollment in MMCP requires:

  Complete the Application,
  Provide a resume that emphasizes mathematics training and experience,
  Provide an essay on Leadership Experience,
  Provide an essay on Philosophy of Teaching Mathematics,
  Submit copies of transcripts,
  Submit a copy of teaching certificate, and
  Complete the Assurances by the district

Course Credit Requirements

The credit-bearing portion of MMCP requires nine credits hours for completion. All courses for MMCP must be taken through UMF; no credits can be satisfied through transfer of credits or through testing, life experience or previous work experience. The non-credit bearing portion of MMCP has been outlined in the Assurances. Failure to fulfil the Assurances may lead to dismissal from the program.

Academic Standing

No graduate course within MMCP can be taken for Pass/Fail, and satisfactory completion the MMCP program requires a cumulative GPA of 3.0 for courses within the program, with no more than one C (2.00). A grade of C- is not acceptable; if a C- or below is earned in a course, the participant will be required to retake the course to raise the grade or be dropped from MMCP. Even though MMCP is not degree bearing, grades for each course taken as part of MMCP will appear on a student’s transcript.

MMCP Review and Cancellation

MMCP was developed to meet emerging needs in preK-8 education and other educational settings. MMCP will be reviewed by the UMF Graduate Council every five years to determine continued relevancy, and decisions to eliminate MMCP is at the discretion of the Graduate Council. UMF reserves
the right to cancel courses and programs at any time due to low enrollments or other conditions affecting enrollment and instruction.

**Relationship to UMF’s Master’s Degree Programs**

A MMCP Coaching Candidate who has been accepted to participate in MMCP may indicate a preference to join the next available cohort for the M.S. Ed. in Educational Leadership. To do so, the MMCP Coaching Candidate should indicate this preference to the Director of Educational Outreach who will provide the student with a MMCP Intent to Matriculate Form. This form is returned to the Office of Graduate Studies for review and advising from the Director of Graduate Programs. Completion of the MMCP program does not guarantee admission into any of UMF master’s degree programs.

**Assurances**

By completing and signing the MMCP Assurances, districts agree to pay all charges for the program when due. They also acknowledge that failure to make a required payment by the stated deadline can result in late payment and service charges, inability to enroll a coaching candidate for a future term and discontinuation in MCCP, and/or withholding of the coaching candidate’s transcript. The district is responsible for the total cost for the 2 year program.

**Methods of Payment**

If the district has completed the MMCP Assurances, the district is considered to be a member of the MMCP project and the district coaching candidate is considered an enrolled UMF student. By completing the MMCP Assurances, you acknowledge your understanding that a seat has been reserved for your district coaching candidate and that the district is responsible for payment for the 2 year program. Payment by check or a 3rd Party Authorization (P.O.) is required before July 1st. Late fees may be assessed on any accounts not paid in full after July 1st. Please fax the purchase order to 207-778-7555 or mail the purchase order or check to Merrill Center; 224 Main Street; Farmington, ME 04938.

**Financial Aid and Student Financial Accounts**

Students in MMCP are not eligible for financial aid unless they are simultaneously accepted and enrolled into a degree program. Financial Aid, in the form of loans only, may be available to students enrolled in a master’s degree program, if approved by UMF’s Student Financial Aid Office. Contact Financial Aid at 778-7100 for more information.

**Coaching Candidate Withdrawal**

The district may appeal for a financial adjustment or the enrollment of another coaching candidate. The designated university official will make a decision regarding the appeal based on the documentation and/or conditions presented.

**Other MMCP Policies**

It is the responsibility of all students participating in MMCP to become familiar with all academic and university policies that apply to these programs as outlined in the Graduate Catalog.
Graduate Course Offerings

EDU 501 Content Area Literacy and the Common Core State Standards
Prerequisite: Baccalaureate degree
Term: Varies
This graduate course in content literacy and the Common Core Standards (CCSS) is designed for practicing teachers. Content Area Literacy and the CCSS focuses on using literacy strategies that will help students comprehend and use critical thinking skills as students learn about effective approaches for teaching and assessing the process of literacy in the classroom. Students will:

- learn and implement literacy strategies that develop critical thinking;
- implement “Writing to Learn” approaches to increase and enhance comprehension;
- implement techniques that encourage students to take charge of their own literacy processes;
- understand the difference between strong and weak examples of work and using this knowledge to increase their literacy achievement connecting reading, writing and thinking; and
- engage in activities with their peers to sharpen their own understandings about literacy and the newest research on best practice.

EDU 506 Poverty and Education
Prerequisite: Baccalaureate degree
Term: Varies
The influence of income on the well-being of children, youth, and families is pervasive and persists throughout the lifespan and across generations. An extensive and interdisciplinary literature has documented the widespread influence of family income on children's cognitive, socioemotional, and physical development, as well as later vocational and educational success. In this course, we will come to understand how poverty impacts education through a systems approach. We will study theoretical perspectives from economics, sociology, psychology, and education for understanding how poverty affects children's well-being as well as the multiple contexts in which children grow. We will also look at resilience and ways that children can avoid the negative outcomes of living in poverty. This course will pay special attention to rural poverty and how it differs from urban poverty. Application of theory and research to practice will be emphasized throughout this course.

EDU 510 Induction and Mentoring
Prerequisite: Baccalaureate degree
Term: Varies
The course will focus on induction and mentoring skills aligned with the current teacher certification standards for beginning teachers. Participants will familiarize themselves with Maine’s Chapter 118 and examine the potential application of effective feedback for beginning teachers from a mentor’s viewpoint. Additional topics will include reflective journaling to improve teaching strategies, developing scaffolding skills for the mentor, identifying the needs of beginning teachers, and time management solutions.

EDU 513 New Media and Language Arts in the Elementary Classroom
Prerequisite: Baccalaureate degree
Term: Varies
This course will focus on how new media can be used to support student learning in the language arts classroom. Students will examine current and historical practices in the language arts classroom, and explore how these practices might shift with the arrival of new tools. Student will be asked to think critically about how and when new media should be used to support students. Particular focus will be
given to the best practices in early elementary classrooms and the unique challenges and opportunities of working with this population in the digital age.

EDU 519 Children at Risk: Fostering Resilience and Hope  
Prerequisite: Baccalaureate degree  
Term: Varies  
Resilience is the ability to “bounce back” in the face of adversity. It is a process (not a product) that can be fostered in children in multiple ways. This course will explore how risk impacts students and their education through a systems approach, as well as how to identify and increase protective factors. It will examine risk and resilience processes during childhood and adolescence and the long terms effects of risk on the lifespan. Diverse conceptual, empirical, and applied perspectives from sociology, psychology, and education will be employed to understand how resilience is present in the multiple contexts of child development. Application of theory and research to practice will be emphasized throughout this course.

EDU 521 Fostering Effective Learner Dispositions  
Prerequisite: Baccalaureate degree  
Term: Varies  
This course is designed to engage participants in learning and critical thinking about theories related to self-regulation and motivation. It draws on literature which emphasizes the interwoven nature of motivation and self-regulation. In the beginning of the course, participants will consider how goals, metacognition, and self-monitoring strategies are related to motivation in the classroom. By the end of the course, participants will apply their theoretical knowledge towards the development of appropriate classroom practices or tools with the goal of increasing self-regulation in students.

EDU 524 Advanced Math Methods  
Prerequisite: Baccalaureate degree  
Term: Varies  
This course is designed for elementary teachers who wish to increase both their math content knowledge and the methods they use to teach math content. Participants will increase their content knowledge in the mathematics they teach; understanding of how children learn mathematics; their understanding of themselves as a mathematicians; their confidence as math teachers; familiarity with the variety of math resources and materials available; their knowledge of the national math standards as well as the current research on math education; and their ability to create a constructivist mathematics curriculum.

EDU 525 Developing Formative Assessment Practices in the Mathematics Classroom  
Prerequisite: Baccalaureate degree  
Term: Varies  
The course will examine principles and aspects of formative assessment with a focus on establishing conceptual based mathematics learning targets, gathering and analyzing evidence of students’ thinking related to the learning target, providing feedback to students and deeply involving students in processes that will help them move their own learning forward. Research review, discussions, in-class exercises, practical experiences and action research on the integration of these formative assessment aspects within mathematics instruction will be an integral part of this course.
EDU 529 Mathematics Leadership in K-12 Settings: Understanding and Implementing Maine’s State Standards  
Prerequisite: Baccalaureate degree  
Term: Varies  
This course is the first of a four-course concentration designed to prepare educators to be leaders and specialists in mathematics education. It is a prerequisite for the other three courses which will focus on content, instruction and supervision. The key content focus of this course is mathematics curriculum & assessment – specifically drawn from Maine's State Standards for mathematics, the use of tactile and electronic technology, and the design for lessons, units and curriculum documentation. Throughout each content strand there will be a focus on the strategies to create, adopt and execute professional development for teachers of mathematics.

EDU 530 Mathematics Leadership in K-12 Settings: The Mathematics Content for Standards-Based Instruction  
Prerequisite: EDU 529  
Term: Varies  
The content of this course is specific to the skills and concepts needed as an emergent mathematics leader/specialist/instructor. The focus of this course will be:  
• An in-depth study of the Domain Progressions in Maine’s State Standards and the NCTM Standards and Connections in the NCTM Process Standards.  
• A research project that will examine the definition of mathematics content knowledge, the mathematics knowledge needed to teach effectively.  
• Development of a mathematics unit demonstrating math content, domain progressions and connections between mathematics topics.  
• A section of the course series portfolio that will show evidence of the student’s ability to use the learning in a professional development capacity as a mathematics leader.

EDU 531 Mathematics Pedagogical Knowledge: Effective Instructional Practices for Teaching Maine’s State Standards  
Prerequisite: EDU 529  
Term: Varies  
The content of this course is specific to the skills and concepts needed to produce effective mathematics instruction. The focus of this course will be:  
• Mathematics pedagogical knowledge needed for effective mathematics instruction.  
• Identification of mathematics resources needed for effective mathematics instruction.  
• The ability to critique classroom instruction for effectiveness.  
• The development of mathematics units.

EDU 532 Mathematics Leadership K-12: The Art of Mathematics Coaching and Supervision  
Prerequisite: EDU 529  
Term: Varies  
The content of this course is specific to the skills and concepts needed as an emergent mathematics leader/specialist as they support the development of mathematics educators. The focus of this course will be:  
• The strategies of clinical supervision,  
• The understanding of the aspects of coaching,  
• The ability to give targeted feedback, and  
• The understanding of being a teacher-leader in the culture of a school.
This work will give the enrollee the foundation for becoming a mathematics leader using mentoring and supervision.

**EDU 534 Redefining Literacy: Living and Learning in Online Environments**
Prerequisite: Baccalaureate degree  
Term: Varies  
Prerequisites: Baccalaureate degree; and a teaching position or permission of instructor.

Today the term “literacy” no longer refers exclusively to the reading and writing of printed texts. Scholars, educators, and professionals recognize the importance of digital literacy to citizenship, education, information-sharing, and community-building. In response, this course will help deepen student’s understanding of a variety of digital writing technologies and to consider the ways in which our perceptions of self and others are mediated through these and other technologies. Over the course of the semester, students will craft and manage a digital identity at the same time that they learn about and experiment with a variety of web-based tools such as blogs, social networking sites, and micro-blogging applications. We will discuss the benefits and risks associated with digital foot-printing and will discuss the importance of self-literacy in a digital culture, particularly as it pertains to managing an online identity. We will also explore the impact that evolving Internet technologies hold for the processes of reading and writing, identity construction, and community-building, as well as the extent to which we as educators must pay attention to these processes in order to stay relevant in an increasingly multimodal society.

**EDU 535 CCSS – Mathematics in K-8 Classrooms**
Prerequisite: Baccalaureate degree  
Term: Varies  
The adoption of the Common Core State Standards (CCSS) in Mathematics has meant a shift in the content and pedagogy of mathematics. Educators need to have strong knowledge of the standards in each grade level. Teachers also need to know the principles for differentiating instruction around these standards in order to meet the range of learners in the classroom and how to assess their students’ progress.

The course will begin by examining the vertical alignment of the standards. Through engaging in numerous math activities connected to standards at each grade level, participants will be able to experience for themselves the essential mathematics incorporated into each of these domains. The focus on one or more content domains will serve as a model for how teachers can conduct this work independently or in school-based PLCs. Participants will conduct a semester-long action research study. Participants will then be guided through the process of conducting action research and will be expected to form a research question or problem statement related to their own classroom practice.

**EDU 540 A Close Look at Classic Fairy Tales: What Disney Didn’t Tell You**
Prerequisite: Baccalaureate degree  
Term: Varies  
Literary fairy tales, stories that have been removed from the oral tradition and retold in writing by one or more authors, should be the cornerstone of any study of literature and literacy. These stories contain the characters, plots, motifs, symbols, and themes that form the foundation of all modern fiction. Although many of the tales are fundamental enough to be the stepping stones between oral language development and literacy for emergent readers, others are complicated enough to provide the raw materials for novels, movies, operas, poetry, and ballets. This course is designed to familiarize participants with literary folk and fairy tales. The majority of the class will be devoted to the close reading and analysis of a select group of tales. A close analysis of the tales will include structural, psychological, historical, and
anthropological readings of literary folk and fairy tales and their cinematic counter parts; how social and cultural shifts have contributed to the development of the literary fairy tale; and consideration of the nature of the appeal of these tales that have survived and evolved over the past 300+ years and embedded themselves deeply into popular culture. The rest of the class will be devoted to classroom applications for fairy tale studies. As fairy tales are used from pre-k to graduate studies, participants will pursue fairy tales studies appropriate for the grade/age level they choose.

EDU 546 Online Teaching & Learning: An Overview  
Prerequisite: Baccalaureate degree  
Term: Varies  
How do teachers who excel in the classroom learn to translate that expertise into an online course that serves their students? What works well in online learning? This course offers an overview of online learning: its history, current status and future progress. Participants will also receive an introduction to learning theories and be introduced to different types of online teaching course design and educational technologies. Using case studies and a historical perspective of the evolution of online teaching, students will understand the challenges and advantages of establishing a distance learning course or program. The course will discuss course design, development, implementation, evaluation and the concept of building community.

EDU 547 Instructional Design for Online Course Development  
Prerequisite: Baccalaureate degree  
Term: Varies  
This course presents an overview of curriculum development and an introduction to instructional design for online courses. Participants will learn to design and evaluate curriculum, develop instructional materials, assess student learning and measure instructional outcomes for use in online classes. Topics include preparation of course outlines and syllabi, development of lessons plans, design of evaluation instruments and an explanation of how learning objectives and evaluation strategies affect the selection of content and materials.

EDU 548 Encouraging Online Communication and Community to Support Learning  
Prerequisite: Baccalaureate degree  
Term: Varies  
There are many free web tools available to educators and administrators who wish to foster community and communication on the web while increasing work efficiency. This course is based on theoretical frameworks for communication, collaboration, and cognition. Course participants will develop knowledge and skills of using asynchronous communication technologies, social networking applications, and online community development tools. The course will allow participants to explore social presence on the web, develop strategies to encourage participation, conflict resolution, netiquette, and collaborative learning. The course will be conducted through problem solving scenarios, simulations, and online discussions using a variety of web applications and frameworks. By the end of the course, students should have created a personally or professionally meaningful community to facilitate learning, peer support, or professional development.

EDU 550 School Law for Administrators  
Prerequisite: Baccalaureate degree  
Term: Summer  
This course is a survey of the legal bases of public education in the United States and of contemporary legal issues and cases affecting the practice of school administration. Although the primary objective is to acquaint the student with the legal principles governing public education in the nation and the State of
Maine, special attention will be given to those topics of school law which are, or should be, of immediate concern to the practicing school administrator.

**EDU 551 Changing Educational Organizations in a Diverse World**
Prerequisite: Baccalaureate degree
Term: Varies
This course is designed to provide an overview of educational organizations and the change process with attention to the impact of diversity on the local context. It draws on literature about organizational behavior, change, diversity, leadership, and professional learning communities. The course begins with an analysis of organizations and moves to a focused examination of the change process. Specifically, it will support a framework that acknowledges the important role that families, communities, and culture play on educational practice.

**EDU 552 Supervision and Evaluation of School Personnel**
Prerequisite: Baccalaureate degree
Term: Fall
This course provides an overview of supervisory practice in public schools. It draws upon effective schools, effective teaching, teacher and adult development, and supervisory practice literature as a foundation for direct assistance to teachers and general supervisory work. The course includes Maine State Law regarding hiring and dismissal practices, just cause, contract issues, dismissal, non-renewal, progressive discipline, and complaint investigation.

**EDU 553 Finance for School Administrators**
Prerequisite: Baccalaureate degree
Term: Spring
This course presents a comprehensive introduction to resource acquisition, management, and leadership at the school level. Further, it is designed to engage students in exploring the practical realities of resource leadership and to examine in depth their own skills and knowledge in light of their goals for school leadership. Specifically, in the course students will: 1) develop a comprehensive understanding of resource acquisition, management, and deployment as a central part of their leadership effectiveness; 2) understand the procedural and legal parameters for financial and other resource acquisition, management, and deployment; and 3) build skills and understanding for leading this dimension of the school effectively.

**EDU 556 Content Literacy for Middle and Secondary School Classrooms**
Prerequisite: Baccalaureate degree
Term: Varies
As the world of information and knowledge evolves, so too must adolescent students' abilities to process and apply understanding. This course explores how to fuse proven literacy strategies, metacognitive approaches, prevalent technology, and young adult media with curricular demands into more effective learning across the content areas.

**EDU 557 Family & Community Involvement in Literacy Learning**
Prerequisite: Baccalaureate degree
Term: Varies
This course will focus on literacy learning issues as they relate to various family configurations, socioeconomic status and multicultural diversity in Grades K-12. The role of contextual factors and community agencies in promoting literacy education within schools will be examined. The course will
also address communication skills and implementation of effective practices that enhance family and community involvement.

**EDU 558 Literacy Leadership in the Classroom**
Prerequisite: Baccalaureate degree  
Term: Varies  
This course will focus on leadership skills and strategies for the classroom educator. An emphasis will be put on reframing the culture of literacy leadership looking at the individual and team approaches in the classroom and school. Literacy communities are levers for change and participants will learn about best practices for developing a professional literacy community. All students have a right to literacy; therefore, this course will capitalize on helping students perform at optimum levels in reading, writing, speaking and listening.

**EDU 561 Middle/Secondary Mathematics Education**
Prerequisites: Baccalaureate degree and holds a teaching position  
Term: Varies  
This course includes methodological, curricular and professional issues in mathematics education, grades 6-12. Focus includes the following topics: Teaching and preparing for proficiency based education, response to Intervention structures and pedagogies; high school and middle school math content; use of materials; problem solving; use of technology; State Standards; professional development and leadership. Particular attention is given to the use of instructional technology, and the application of how-we-learn brain research in the mathematics classroom.

**EDU 568 Communication Tools for Teaching and Learning in Proficiency Based Education**
Prerequisite: Baccalaureate degree  
Term: Varies  
The goal of this course is to develop student-centered learning through technology integration and proficiency-based approaches. Themes include: using technology effectively in the classroom to promote 21st century skills; identifying ways students and teachers can use technology to enhance learning through research, communication, collaboration, and productivity strategies and tools; providing hands-on learning and the creation of curricular units and assessments, which address state and national academic and technology standards; facilitating student-centered classrooms that encourage student self-direction and higher-order thinking.

**EDU 569 Data and Information Tools for Teaching and Learning**
Prerequisite: Baccalaureate degree  
Term: Varies  
Information Tools are technologies that allow humans to collect, organize, analyze and utilize information. These tools include, but are not limited to: databases, semantic networks (concept maps), spreadsheets, expert systems, microworlds, search tools, visualization tools, hypermedia, and geographic information systems. In this course, participants will explore the purpose, function, and usage of some of these tools; the philosophy and research behind their design and usage; as well as how information tools can best be utilized and assessed in the classroom to enhance teaching and learning.

**EDU 571 Learning and Innovating with Digital Storytelling**
Prerequisite: Baccalaureate degree  
Term: Varies  
This course explores the development of digital media, the instructional design process and how to integrate these tools with the teaching of media literacy. Participants examine the way that media
(video, audio, images, etc.) can be used to enhance learning and develop the skills necessary to design, produce and evaluate the use of digital media in the classroom.

**EDU 572 Technology as a Change Agent**
Prerequisite: Baccalaureate degree
Term: Varies
Prerequisites: At least one technology course or permission of instructor.
Many teachers with expertise in educational technology are relied upon to take leadership positions with technology integration/advocacy, professional development, grant writing, technology purchasing, etc. However, they seldom have expertise in how to be leaders and agents for change at the organizational level. Every school and situation is different, and there are no “silver bullets” or “one-size-fits-all” lists of rules, but knowing the right questions to ask can mean the difference between effective leadership and frustration.

**EDU 574 Curriculum, Instruction, and Assessment for Proficiency Based Education**
Prerequisite: Baccalaureate degree
Term: Varies
This course is designed to provide participants with a review of the foundations of proficiency-based education. Participants will learn the key components of a proficiency-based educational system including school structures, curriculum, instruction, assessment, and reporting; and they will apply relevant theory and researched-based practices to the design of these key components. Participants will also engage in critical discussions and demonstrate awareness of the affective and behavioral considerations for teaching and learning in a proficiency-based learning environment.

**EDU 575 Instructional Leadership**
Prerequisite: Baccalaureate degree and 3 credits in Curriculum, Instruction, and Assessment or approval from Office of Graduate Studies
Term: Varies
This course is designed to build on participants’ prior knowledge of the foundations of proficiency-based education (PBE). The course will focus on instructional leadership practices that are useful and effective in the PBE classroom. Participants will analyze research on instruction and assessment practices; reflect on their local practices; create plans for improvement; and gather data to inform further action. The coursework will also explore leadership theory, the role of strategic planning, the change process, and strategies needed to successfully maintain and update a proficiency-based curriculum design.

**EDU 576 Seminar In Proficiency Based Education**
Prerequisite: Baccalaureate degree and successful completion of two of the following four courses (EDU 551, EDU 568, EDU 574, or EDU 575; or permission of the Office of Graduate Studies
Term: Varies
This course is designed for students to identify, with faculty support, an applied research project in proficiency-based education. Students will be expected to conduct literature reviews, explore theoretical frameworks, locate resources, and design strategies for implementing proficiency-based education. Seminar meetings will be responsive to students’ needs and allow for discussion, reflection, peer feedback, and support during project implementation.
**EDU 594 Designing a K - 8 Math Coaching Practice**  
Prerequisite: Baccalaureate degree, and be a member of the Maine Mathematics Coaching Project  
Term: Summer  
This is the first course in a three-course series. This course offers an introduction to the theory and practice of elementary (K - 8) mathematics coaching. Students will examine the literature related to mathematics coaching with particular attention to the different models employed by school districts and the efficacy of coaching. Focus will also be given to developing a shared vision of quality instruction in elementary school mathematics.

**EDU 595 Implementing a K - 8 Math Coaching Practice**  
Prerequisites: Be a member of the Maine Mathematics Coaching Project; and have successfully completed EDU 594  
Term: Fall  
This is the second course in a three-course series. During the course students will expand their mathematical content knowledge, mathematical knowledge for teaching, and mathematical pedagogy through case studies and research in the field. Participants will use this knowledge to critically examine their own teaching practice. Additionally, participants will continue studying and begin to practice skills for elementary mathematics coaching and subsequently refine their vision of an effective and appropriate coaching practice. Participants will collect and analyze data to inform professional development planning.

**EDU 596 Refining a K - 8 Math Coaching Practice**  
Prerequisites: Be a member of the Maine Mathematics Coaching Project; and have successfully completed EDU 594 and EDU 595  
Term: Fall  
This is the final course in a three-course series. In this course participants will work with the support of an on-site field coach to evaluate their work as an emerging elementary mathematics coach in their district. Collection and analysis of data will be necessary in order to answer the research question posed during the second course. Data will also be used to support the design of a professional development experience for teachers in the district. The role of an educational leader and the integration of technological tools will leverage this work. Focus on high quality mathematics learning and teaching will continue to be central to the course design.

**SED 503 Preparing Students for the Future: Transition Programming, Self-determination and Advocacy**  
Prerequisite: Baccalaureate degree  
Term: Varies  
This course prepares future special education teachers at the middle and secondary level to meet the transition requirements of IDEA by exploring issues and strategies for preparing adolescents and young adults with disabilities for the transition from school to adult life. We will explore these issues and strategies within the context of ecological models of human development. Students will: understand federal and state mandates for transition planning and historical perspectives of transition, explore and describe the five areas of transition, implement effective strategies for dealing with diversity and gender equity issues, implement key transition assessments and curricula, develop student-centered transition plans, and demonstrate awareness of how community agencies can collaborate to improve outcomes for youth with disabilities.
SED 504 Collaborative Partnerships Among Individuals with Disabilities, Families, and Professionals
Prerequisite: Baccalaureate degree
Term: Varies
Course Description (if applicable): This course focuses on collaboration and teaming strategies among individuals with disabilities, their families, general and special educators, school psychologists, paraprofessionals, and other related service providers in inclusive school and community settings. Assignments and activities require application of teaming and collaboration skills. Participants will also conduct research on collaborative interactions in school and community-based services. Course projects involve co-teaching, staff development, and problem-solving situations.

SED 505 Universal Design for Learning and Curriculum Access
Prerequisite: Baccalaureate degree
Term: Varies
This course introduces students to the concept of universal design for learning (UDL) and instructional technologies that provide educators with effective ways to create flexible methods, materials, and assessments to reach diverse learners. A focus will be on how to support students with a range of abilities to access the general education curriculum across content areas.

SED 506 Assessment in Special Education
Prerequisite: Baccalaureate degree
Term: Varies
This course examines assessment practices for children and youth from 3-20 years and provides a variety of hands-on experiences in using various assessment approaches including observations, curriculum-based measurement, and standardized instruments. This course includes opportunities to construct and use both formative and summative assessments, emphasizing the links between pre-assessment, program planning and instruction, and monitoring progress. Each student will work with a focus child or youth in their area of specialization to gain practice in constructing, evaluating, and implementing informal assessments, evaluating formal assessments and interpreting assessment information for other educators and parents. Each student will build skills and knowledge in increasing cultural competence related to assessment practices. During this course, we also will explore a variety of current issues including universal design, test accommodations, modifications, and assistive technology.

SED 507 Curriculum and Instructional Programming for Students with Disabilities
Prerequisite: Baccalaureate degree, and employed as a teacher or educational technician.
Term: Varies
Students will explore basic principles of curriculum development and instructional programming for students with disabilities. Students will focus on how to develop clear instructional goals and objectives for Individual Education Plans and then how to construct daily instructional programs to accomplish these goals and objectives. Students will explore current theory and practice regarding direct instruction as it applies to teaching reading and related skills.

SED 508 Classroom and Behavior Management of Students with Disabilities
Prerequisite: Baccalaureate degree, and employed as a teacher or educational technician.
Term: Varies
Students will explore basic principles of classroom and behavior management from prevention of problems through the development of a variety of positive responses to chronic misbehavior in special education and regular classroom settings. Students will develop and conduct a number of classroom
application projects designed to improve the behavior of individuals and groups of students. Students will also review current research on effective classroom and behavior management.

**SED 511 Mathematics Instruction for Students with Disabilities**  
Prerequisite: Baccalaureate degree  
Term: Summer  
This course, for practicing teachers, focuses on methods and strategies for introducing mathematical concepts to children and youth with disabilities, preschool through high school. Issues of concern, major curriculum thrusts, such as the Common Core State Standards, Maine Early Childhood Learning Guidelines, promising practices, methods to differentiate instruction, linking instruction and assessment, accommodations, modifications, and assistive technology are addressed in this course. Approaches for children of different age levels from preschool through secondary are included. Students will select course projects appropriate for the setting or grade level in which they work.

**SED 513 Early Childhood Speech & Language: Development, Disorders & Interventions**  
Prerequisite: Baccalaureate degree  
Term: Summer  
This course is designed to introduce future early childhood special and general educators to the development of speech and language in young children. Content includes an overview of the ages and phases of typical speech and language development and the link between speech, language and literacy. We will explore disorders and delays in speech and language and learn about research-based techniques for assessment, identification and intervention.

**SED 514 Literacy Development for All Students**  
Prerequisite: Baccalaureate degree  
Term: Summer  
This course introduces research-based approaches to (1) the assessment of and for literacy, and (2) the implementation of methods, materials, strategies, and techniques for supporting literacy learning of all individuals, including those with disabilities. Although this course focuses on the special needs of individuals with disabilities or who are at risk, individuals taking this course will learn ways to address the needs of all students in grades Pre-kindergarten through 12 and adults who struggle to read and write or to improve their reading and writing skills. Topics include: assessment, print awareness, phonemic awareness, phonics, fluency, vocabulary, comprehension, spelling, writing, and teaching reading and writing to English language learners. Opportunities will be provided for participants to explore independent learning on key course topics.

**SED 515 Early Intervention: Working with Infants & Toddlers w/Disabilities & Their Families**  
Prerequisite: Baccalaureate degree  
Term: Spring  
This course addresses various aspects of early intervention services including teaming with families; understanding development and risk during prenatal, natal, and postnatal stages; studying models for working with young children with disabilities and their families in natural environments; and examining infant and toddler program development and curriculum. Students will identify and use current research to increase personal knowledge and skills, applying their findings to present work settings.
SED 517 Professional Ethics, Cultural Competence, and Evidence-based Practices in Early Intervention and Early Childhood Special Education
Prerequisite: Baccalaureate degree
Term: Fall
This course examines professional and ethical practice within the range of delivery systems from early intervention to special education in community and school-based programs for children with disabilities, from birth to eight years of age, and their families. Case studies increase understanding of various medical conditions and related care on family concerns and on child development and learning. Students examine and practice developmentally appropriate methods and strategies, as well as develop skills in effective supervision and evaluation of others. Through the course, students engage in reflective inquiry regarding developing personal cultural competency. Students identify and use current research to increase personal knowledge and skills, applying findings to present work settings.

SED 518 Special Education Law
Prerequisite: Baccalaureate degree
Term: Summer
This course will provide prospective and practicing educators and school administrators with a working knowledge of relevant laws, policies, and regulations related to students with disabilities. Laws and regulations pertaining to the Individuals with Disabilities Education Act, Maine special education regulations, and Section 504 of the Rehabilitation Act will be discussed. Major course topics include Special Education eligibility and IEP development, student discipline, and curriculum access. The historical significance and practical application of laws affecting students with disabilities in school will be emphasized. In particular, the focus of the course will be on making effective educational decisions for students with disabilities.

SED 519 Assistive Technology
Prerequisite: Baccalaureate degree
Term: Spring
This course introduces students to assistive technology (AT). Course participants will investigate the use of assistive technology devices and services for individuals with disabilities. A range of technology will be examined from "low tech" devices that are inexpensive or easily modified to “high tech” devices that are expensive. Evaluation approaches, determination of appropriate uses of assistive technology, and funding will be explored. Methods and strategies for implementing assistive technology with students who require varying levels of support across settings and ages will be a primary focus.

SED 525 Basic Principles of Applied Behavior Analysis
Prerequisite: Baccalaureate degree
Term: Varies
This course - the first in a series of four - will introduce educators and other interested professionals to a behavioral view of teaching and learning. The course presents basic behavioral processes and principles (illustrated largely with respect to teaching children with autism) and provides a conceptual foundation for subsequent courses in behavioral assessment and the application of behavioral methods in specialized instruction. Readings will be drawn from both text and primary sources, both recent and classic in the field.
SED 526 Behavior Analysis and the Scientific Assessment of Learning
Prerequisite: SED 525
Term: Varies
This is the second course in a series of four. Building on the concepts taught in SED 525 Basic Principles of Applied Behavior Analysis, the purpose of this course is to acquaint educators and related professionals with the behavior analytic practice of science within the applied context of special education. Within this context, behavior analysis offers practical empirical approaches to (a) the multifaceted assessment of children's instructional and behavioral needs, and (b) the evaluation of supportive interventions predicated on such assessment. Readings will be drawn from both text and primary sources, both recent and classic in the field.

SED 527 Applying Behavior Analysis: Methods of Instruction and Behavioral Support
Prerequisites: SED 525 and SED 526
Term: Varies
The purpose of this course, building on the concepts taught in SED 525 Basic Principles of Applied Behavior Analysis and SED 526 Behavior Analysis and the Scientific Assessment of Learning, is to familiarize students with methods of: a) specialized instruction for students with special needs, and b) management of behavior that interferes with learning. The course represents the progression from conducting behavioral research to implementing practices derived from research.

SED 528 Autism Spectrum Disorders: Diagnosis, Intervention, Systems Support, and Ethical Considerations
Prerequisites: SED 525, SED 526 and SED 527
Term: Varies
The purpose of this course is three fold. First, students will be provided a historical overview of Autism Spectrum Disorder (ASD) and will learn the revised diagnostic criteria established by the American Psychiatric Association in 2013. A variety of screening instruments will be reviewed. Students will learn empirically validated strategies for the education and treatment of individuals with ASD from early intervention through the school years. Controversial practices will be reviewed and discussed. Second, students will become familiar with guidelines for developing systems of support in human service organizations. Students will learn to develop effective systems of staff training, support, and supervision. Competency-based training will be discussed in detail, along with steps to ensure treatment integrity. Students also will become familiar with peer review processes and methods of assessing consumer satisfaction. Third, students will learn the standards for ethical and professional conduct. Students will discuss ethics in detail and learn to recognize potential ethical dilemmas that arise in daily educational and clinical practice. Identification of pertinent ethical codes of conduct and resolution of ethical dilemmas will be reviewed.

SED 530 Identifying and Educating Learners Who are Gifted
Prerequisite: Baccalaureate degree
Term: Varies
This course introduces the participant to the education of gifted learners. Topics to be presented: conceptions of giftedness; myths and truths of gifted education; the necessity of gifted education; equitable identification of gifted learners from diverse populations; common cognitive and affective characteristics; highly gifted students; special populations of gifted learners; common social or emotional issues; necessary components of a gifted program; curriculum differentiation in the regular classroom; and acceleration vs. enrichment.
SED 531 Curriculum and Instruction for Learners Who Are Gifted
Prerequisite: Baccalaureate degree
Term: Varies
This course emphasizes the development of curricular and instructional opportunities to address characteristics and needs of the gifted child. Topics include: complexity and abstractness; differentiation from mainstream curriculum; modification of content, process, product, and learning environments; creative and critical thinking skills; the study of major ideas, issues, problems and themes across content areas; development of understanding of self and others; promotion of self-directed learning; career education; scope and sequence; and integration with district standards.

SED 532 Developing and Implementing Programs for Learners Who Are Gifted
Prerequisite: Baccalaureate degree
Term: Varies
This course prepares participants to build effective cohesive programs for gifted students, with direction provided by Maine Chapter 104 and the National Association for Gifted Children Program Standards. Topics include: program philosophy, goals and objectives; program models; identification procedures; curriculum and instruction; addressing atypical giftedness; grouping for instruction; teacher preparation; parent involvement; coordination between regular and special school programs; prevention of emotional problems; secondary vs. elementary programs; program advocacy and program evaluation.

SED 533 Teaching Critical and Creative Thinking in Gifted Programs and Classroom Settings
Prerequisite: Baccalaureate degree
Term: Varies
This course prepares teachers to increase the levels of critical and creative thinking in their classroom teaching. Topics include critical thinking, creative thinking, and problem solving in education in regular classrooms, arts or music classrooms, and in the education of gifted students. Participants will learn about assessment of critical thinking and creativity; social and cultural practices which facilitate or inhibit critical and creative thinking; and classroom practices which stimulate or inhibit critical and creative thinking in students and in teachers. Specific research-based classroom strategies will be taught.

SED 560 Teaching Individuals with Exceptionalities in the General K-8 Classroom
Prerequisite: Baccalaureate degree
Term: Varies
This course is designed to help general education teachers realize the connections between a theoretical understanding of the nature and needs of diverse learners (mostly those with disabilities but including those from multicultural backgrounds, those at risk for school failure and those who are gifted and talented), and the practical collaborative practices, instructional methods and classroom behavior management strategies employed by teachers to ensure these students achieve their fullest academic and social potential. Participants will have the opportunity at advanced levels to address The Maine Standards for Beginning Teachers, and CEC Standards and ITASC Principles for Special Education. It meets K-8 certifications requirements in the state of Maine. This course is specifically designed to meet MDOE’s requirement for "Teaching Exceptional Students in the Regular Classroom" as part of a regular classroom teaching certificate. Special Education teachers or those seeking Special Education certification should not enroll in this course.
SED 561 Teaching Individuals with Exceptionalities in the General 7-12 Classroom
Prerequisite: Baccalaureate degree
Term: Varies
This course is designed to help general education teachers realize the connections between a theoretical understanding of the nature and needs of diverse learners (mostly those with disabilities but including those from multicultural backgrounds, those at risk for school failure and those who are gifted and talented), and the practical collaborative practices, instructional methods and classroom behavior management strategies employed by teachers to ensure these students achieve their fullest academic and social potential. Participants will have the opportunity at advanced levels to address The Maine Standards for Beginning Teachers, and CEC Standards and ITASC Principles for Special Education. It meets 7-12 certifications requirements in the state of Maine. This course is specifically designed to meet MDOE's requirement for "Teaching Exceptional Students in the Regular Classroom" as part of a regular classroom teaching certificate. Special Education teachers or those seeking Special Education certification should not enroll in this course.

SHE 530 The Coordinated School Health Program
Prerequisites: Holds a teaching position, and a Baccalaureate degree
Term: Varies
This course will assist practicing teachers in becoming familiar with the discipline of health education and the coordinated school health model. The course will trace the evolution of school health as well as examine present and future trends.

SHE 533 Designing Curriculum and Methods in School Health Education
Prerequisite: Baccalaureate degree
Term: Varies
This course will present practicing educators with existing curricula and methods used in developing school health curriculum. Theory and research-supported practices will examine areas of instruction and acquisition of resources.
Academic Policies for Graduate Education

Academic Integrity Policy, Including Plagiarism
Everyone enrolled in graduate education courses at UMF is expected to adhere to the principles of academic integrity central to the academic function of the University. Any breach of academic integrity represents a serious offense. Each student has a responsibility to know the standards of conduct and expectations of academic integrity that apply to academic tasks. The Code of Academic Integrity is accessible by clicking on the following link: Academic Integrity Code. Violations of student academic integrity include any actions that attempt to promote or enhance the academic standing of any student by dishonest means. Cheating on an examination, stealing the words or ideas of another (i.e., plagiarism), making statements known to be false or misleading, falsifying the results of one’s research, improperly using library materials or computer files, or altering or forging academic records are examples of violations of this policy that are contrary to the academic purposes for which the University exists. Unless group work is assigned, coursework is normally completed independently. Acts that violate academic integrity disrupt the educational process and are not acceptable.

Plagiarism, the use without attribution of language, ideas, or the organization of ideas not one’s own, is a fundamental breach of basic academic principles and is prohibited in all courses. The development of original thinking and intellectual honesty are regarded as central to a graduate education. Although in the pursuit of these goals students will continually consult existing works, it is expected that they will acknowledge the debt owed to others by citing all sources. When books, journals, magazines, or any other sources are reviewed and the ideas or language therein used, they must be cited. Where specific guidelines are not given by the instructor, students should consult a current edition of the Publication Manual of the American Psychological Association on proper notation.

The case of any student who admits to or is found guilty of a violation of academic integrity will be reviewed by the UMF’s Vice President for Student and Community Services. The student will be subject to appropriate sanctions, including expulsion from the University. Graduate students are held to the same Academic Integrity code that is applicable to UMF’s undergraduate program. Students are responsible for familiarizing themselves with the Academic Integrity Code.

Academic Record Changes
Considerable care is taken to ensure that course registration and grades entered on a student’s permanent record are accurate. Any student who suspects an error has been made should take the matter up immediately with Merrill Center (207) 778-7100. Records are assumed to be correct if a student does not report to Merrill Center within one year of the completion of a course. At that time, the record becomes permanent and cannot be changed. The student is expected to check his/her records on UMS MaineStreet on a regular basis.

Academic Standing

Certificate Programs

No graduate course within the certificate program can be taken for Pass/Fail, and satisfactory completion of a specific certificate program requires a cumulative GPA of 3.0 for courses within the certificate program, with no more than one C (2.00). A grade of C- is not acceptable; if a C- or below is earned in a course, the participant will be required to retake the course to raise the grade or be dropped from that specific certificate program. Even though certificate programs are not degree bearing, they will be designated on a student’s official transcript. Grades for each course taken as part of a certificate
program will appear on a student’s transcript. When the total certificate coursework is completed, the certificate title and date of award will be indicated on the student’s transcript, as well.

**M.S. Ed. Programs**

To remain in good academic standing, graduate students must maintain a 3.00 (B) grade point average. A student who receives a C or below will be interviewed by the Director of Graduate Programs in Education to determine if continued matriculation is appropriate. Should a student’s grade point average fall below a 3.00, the student will be put on academic probation and given two semesters to bring the grade point average up to 3.00. If, after those two semesters, the student has been unsuccessful in attaining a 3.00 grade point average, the student will be dismissed from the program.

**Class Attendance**

UMF subscribes to the policy that sound scholarship involves attendance at all classes. Students are expected to attend classes and are responsible for all class work whether they are present or absent. Instructors establish their own attendance policies, but they must state the class attendance policy in writing on the course syllabus. Students are permitted to leave a class meeting without penalty if the instructor does not appear within ten minutes of the scheduled beginning of the class period and has not sent word that s/he will be late or made previous arrangements with the class.

**Confidentiality Policy**

The University complies with the Family Rights and Privacy Act of 1974 (the Buckley Amendment). The statute gives students the right to inspect and review their educational records and provides guidelines for the correction of inaccurate or misleading data. It also authorizes the release of information only with the written consent of the student. For the complete University Confidentiality Policy, contact Merrill Center at (207) 778-7100.
Grading System

Grades at UMF are given in terms of letters, with the option of a plus or minus designation (with the exception of no A+), representing levels of achievement. The basis for determining a grade is the relative extent to which the student has achieved the objectives of the course. The graduate students’ work in each course is graded as follows:

A Excellent
B Proficient
C Approaching proficiency
D Unsatisfactory
F Failure

Please note: If a course is repeated once, the second grade only is figured into the GPA. In the event that a course is repeated more than once, the second and all subsequent grades are counted. A student is responsible for meeting academic benchmarks for his/her program, including minimum GPA standards and policies.

Grades less than C are not acceptable for graduate work. Other letter grades are as follows:

• I Incomplete

All prescribed course work is to be completed during the semester or term in which the course is offered unless the syllabus specifies a longer period of time. If medical or other emergency conditions develop, the instructor may, at his or her discretion, award a grade of Incomplete (I). The “I” permits an extension to allow the student to complete the course work within a period of up to a full semester. Summer session is counted as a semester for the graduate program. Therefore, a student receiving an Incomplete at the end of the Spring semester must complete the course work by the end of August of the same year.

An Incomplete grade is a privilege granted by a faculty member in response to extraordinary circumstances. The “I” should not be understood to be the normal response to missing work. Ordinarily, when a student has failed to complete required course work by the end of the semester, the instructor will either report a grade for the course in which the missing work is given a value of zero or, in cases where failure to complete assigned work constitutes failure to meet the minimum requirements of the course, award a grade of F. The grade of Incomplete shall be awarded only when the following conditions are met: 1) the student has valid reasons for not completing the work; 2) the student has presented these reasons to the instructor; and 3) the missing work constitutes less than one-third of the required work for the course.

When a grade of Incomplete is awarded, the instructor shall specify in writing the work to be completed and the deadline by which it is to be completed, using the Incomplete Form, with copies to the student and to Merrill Center. The instructor is not required to allow the full period (a semester) for the completion of the missing work, however.

When the missing work is completed, the instructor shall promptly submit a Change of Grade Form to Merrill Center, changing the Incomplete to the appropriate letter grade. Since the maximum term for Incomplete grades is one semester, the instructor must submit a change of grade form for each Incomplete on or before the date on which grades are due for the semester following the semester in which the Incomplete was awarded. The instructor may not continue
the Incomplete for a second semester. The instructor’s failure to submit a timely Change of Grade Form for an Incomplete shall be treated as equivalent to failing to submit grades for a class and shall be reported to the Associate Provost and Dean of the College of Education, Health, and Rehabilitation.

- **L Left** (Stopped attending) The grade of L may be assigned to students who stopped attending a course without officially dropping the course. The grade of L will be computed as an F for purposes of the student’s grade point average.

- **MG Missing Grade** Occasionally, faculty may assign student invalid grades for a course, or may fail to submit a grade for a particular student in a course. In these cases, Merrill Center will note this act by designating a missing grade, or MG, instead of a grade for the course. Missing grades must be resolved by the end of each semester. Merrill Center shall notify faculty members involved, and the Associate Provost and Dean of the College of Education, Health, and Rehabilitation, when students carry unresolved MGs on their transcript for one semester. If the missing grade is not resolved by the instructor, an MG grade will be automatically counted as an F in the grade point average and so indicated on the student’s permanent record as “MG.”

- **W Withdrawal** After the drop period, a student may withdraw from a course through the 60% point in the course without academic penalty. The student must obtain an official Course Withdrawal Form from Merrill Center. This form must be signed by the instructor. The W is an official grade notation; however it will not be included in computing the student’s grade point average. If a student has not officially withdrawn before 60% of the course is completed, one of the above regular grades will be assigned. The W notation may be obtained after 60% of the course has been completed under unusual circumstances if so determined by the instructor and the Associate Provost and Dean of the College of Education, Health, and Rehabilitation. A threat of failure is not considered to be an unusual circumstance.

- **DG Deferred Grade** If a course syllabus specifies that work may extend beyond the semester or term in which the course is offered, students may be assigned a progress grade designated by the letter grade DG. The DG will remain on the grade record until the final grade is submitted. All DG grades must be converted to final grades to complete graduation requirements.
Permanent Academic Record
The permanent academic record is maintained by Merrill Center for all students. The only true and valid documentation of academic work and student status is an official transcript of the academic record, stamped with the Registrar’s signature and embossed with the seal of the University. The transcript is available only with the signature of the student and will be released to that student or a designee only if there are no outstanding charges against his or her account with Merrill Center. An unofficial transcript can be obtained by the student through his/her student Center in MaineStreet (http://mainestreet.maine.edu).

Costs

<table>
<thead>
<tr>
<th>Tuition</th>
<th>1-Credit</th>
<th>3- Credits</th>
<th>6-Credits</th>
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<tr>
<td>Maine resident</td>
<td>$379.00</td>
<td>$1,137.00</td>
<td>$2,274.00</td>
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<tr>
<td>Non-resident</td>
<td>$550.00</td>
<td>$1,650.00</td>
<td>$3,300.00</td>
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</table>

Unified Fee

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6.5 credits</td>
<td>$84.00 per term</td>
</tr>
<tr>
<td>7-11.5 credits</td>
<td>$166.50 per term</td>
</tr>
<tr>
<td>12+ credits</td>
<td>$327.50 per term</td>
</tr>
</tbody>
</table>

The financial requirements of the University, changing costs, state and legislative action, and other matters may require adjustment of these published charges and expenses. The University reserves the right, up to the date of final registration for a given academic term, to make such adjustments as may be deemed necessary by the University of Maine System Board of Trustees.

The unified fee is used to acquire up-to-date technology equipment and services for students, and it supports Mantor Library, intercollegiate athletics, and student organizations.

Other Fees

- Individual courses also have additional books and course fees. Notification about these costs is available at the time of registration.
- Non-matriculated students pay an additional $50.00 per course Outreach Fee
- Matriculated students
  - Tk20 Assessment Fee - $100.00 one-time fee

Health Insurance

Under the provisions of the Federal Affordable Care Act (ACA), signed into law in 2010, all citizens are required to provide proof of health care coverage. In order to comply fully with the provisions of this federal law, the University of Maine at Farmington, along with the other six universities of the University of Maine System, will require proof of health insurance coverage as a condition of enrollment in courses for all students, beginning July 2014.

The Affordable Care Act further provides an extension for young adults by allowing them to remain on their parents’ insurance plan until they reach the age of 26. In the absence of parental insurance coverage, however, or other independent health insurance, all students must enroll in a new Student Health Insurance Plan (SHIP) provided by the University of Maine at Farmington, if they are a graduate level student taking six credits in the Fall or Spring term.
The ACA-compliant Student Health Insurance Plan (SHIP) is administered by United Health Care, Inc., who has contracted with Harvard-Pilgrim for the plan’s network of hospitals, physicians, and other health care providers. UMF’s SHIP also complies with the college health plans endorsed by the American College Health Association. The plan offers: a decreased premium rate from what UMF offered previously for its voluntary health insurance for students; better benefits overall; and a lower premium rate than what students can obtain in the Marketplace for comparable coverage.

- Please contact Merrill Center for pricing.

Registration

By registering at the University of Maine at Farmington, students agree to pay all charges on their tuition and fee accounts when due. They also acknowledge that failure to make a required payment by the stated deadline can result in late payment and service charges, inability to register for a future term, and/or withholding of a transcript and/or diploma.

A student's registration may also be blocked if immunizations have expired or library materials have not been returned.

Financial Responsibility Statement

The Financial Responsibility Statement (FRS) is a statement that describes the financial obligation a student accepts when he or she enrolls for classes at any campus of the University of Maine System. The statement, and it’s acceptance, is a legal agreement between the student and the University of Maine System. Ensuring that students understand the financial commitment they are making when they register for courses is an important component of a student’s financial literacy and is also required by the Federal Bureau of Consumer Protection.

The FRS will need to be completed prior to registration each fall/spring term, and will cover registration at any of the University of Maine System campuses. A registration hold will prevent you from registering for classes until you complete the on-line FRS process. The hold will be removed immediately upon completion.

Methods of Payment

If you are enrolled in a UMF course, you are considered to be a UMF student.

- By registering for the course, you acknowledge your understanding that a seat has been reserved for you and that you are responsible for payment.
- Payment or a 3rd Party Authorization (P.O.) is required when you register. Late fees may be assessed on any accounts not paid in full at the time of registration.
- You may not receive a paper bill for your course(s). Please log on to MaineStreet to see your bill.
- You can pay your bill by:
  o debit or credit card (Master Card, American Express, Visa or Discover) through your Student Center
  o electronic check (ACH), through your Student Center
  o check. Please mail to Merrill Center; 224 Main Street; Farmington, ME 04938.
If your school district is paying for the course, please fax the purchase order to 207-778-7555 or mail it to UMF at the address above. If your district will pay only after you receive your grade, you will need to pay UMF up front and be reimbursed after you complete the course and meet your district’s requirements; otherwise you will be charged a $50 late fee.

Tuition and Fee Adjustments

You may drop a UMF course, or withdraw from the University of Maine System, by contacting Merrill Center (207-778-7100). The date you contact the UMF Merrill Center regarding your intent to withdraw or drop a course will determine your financial adjustment, if any.

If you fail to notify the UMF Merrill Center that you stopped attending or never started your course(s), you will receive a failing grade and will be charged full tuition and fees.

Financial Policies

The financial requirements of the University, changing costs, state and legislative action, and other matters may require adjustment of charges and expenses. The University reserves the right, up to the date of final registration for a given academic term, to make such adjustments as may be deemed necessary by the Board of Trustees. The student acknowledges this reservation by submitting an application for admission or registration. Any student who fails to pay tuition and fees when due by the above described methods, or who fails to receive prior consent from the Student Accounts Office to delay payment, is subject to administrative dismissal for the current semester and suspension from UMF for the following semester. Transcripts and future registrations are prohibited until the student's account is current. Unpaid accounts are forwarded to outside agencies for collections. Collections costs may be added to the balance due.

Course Load

Typical graduate students take anywhere from 3-10 credits per term. To qualify for benefits such as financial aid, Veteran’s Benefits, and Native American Waivers, there are additional enrollment criteria outlined below. For financial aid purposes, eligibility rules and levels of aid vary for different types of financial aid, and thus students must always consult with the Financial Aid Office in the Merrill Center regarding any questions concerning impact of course load on scholarships, grants, loans, loan repayment, loan deferment, student employment and other aid-related matters.

Financial Aid

Limited financial aid is available to students matriculated into the Master of Science in Education programs. Students may apply for Federal Direct Student Loans or loans through qualified private sources. Submission of the Free Application for Federal Student Aid (FAFSA) must be made to receive a Federal Direct Loan. For more information, contact the UMF Financial Aid Office through the UMF Merrill Center: 207-778-7100. All application materials submitted to the Financial Aid Office are handled confidentially.

Qualifications for Financial Aid

A student must be matriculated into a degree program; enrolled in at least 3-credits per term; and meet Satisfactory Academic Progress requirements to qualify for Financial Aid. Students enrolled in a single course or certificate programs are not eligible for financial aid.
Withdrawing and Financial Aid

A student who is receiving financial aid and who withdraws from UMF before the end of a semester may be required to return all or part of the financial aid funds received for that semester.

Veteran’s Benefits

Veterans' benefits are available at UMF based on the approval of the University's programs by the Maine State Approving Agency for Veterans Education for the education and training of veterans, service persons, and dependents of disabled and deceased veterans. Students should contact the nearest VA regional office for information concerning eligibility, counseling, and benefits. Once admitted, new students should advise the Merrill Center that they wish to be certified for VA benefits. They must be matriculated into a degree program, and enrolled in at least three-credits each semester for full-time benefits. It is the responsibility of the student and the University to notify the VA of any change in status which affects the student's benefit amount.

Native American Aid Programs

Native American Tuition Waivers covering tuition and mandatory fees are available for members of the Passamaquoddy, Penobscot, Houlton Band of Maliseet and Aroostook Band of Micmac tribes, as well as other federally, state or provincially recognized Native American Tribes who have resided in Maine for at least one year prior to application for purposes other than education. More detailed guidelines for these waivers are available at the Financial Aid Office.

Satisfactory Academic Progress

Satisfactory Academic Progress is used to define successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the University to establish, publish and apply standards to monitor progress towards degree completion. Students must meet these minimum Satisfactory Academic Progress (SAP) requirements in order to be eligible for student aid funds. If you are not meeting the minimum standards, even if you are allowed by the Office of Graduate Studies to continue your enrollment, you will have to do so without the benefit of financial aid. Each of the three following standards must be met:

1. Maximum Time Frame:
   Federal regulations require that the University set a maximum time frame for successful completion of degree programs for financial aid eligibility, which aligns with the University’s completion timeframe.
   - Master of Science in Education in Educational Leadership: All work for the degree must be completed within six years of matriculation. For the M.S. Ed. in Educational Leadership degree the University has set the maximum number of attempted credits at 51.
   - Master of Science in Early Childhood Education: All work for the degree must be completed within five years of matriculation. For the M.S. Ed. in Early Childhood degree the University has set the maximum number of attempted credits at 54.

2. Qualitative Standard – Cumulative Grade Point Average:
   Matriculating students are required to maintain a grade point average based on the number of credits that are earned. As a matriculated graduate student you must maintain a cumulative 3.0 grade point average.

3. Quantitative Standard – Successful Completion of Credit Hours Attempted:
Matriculated students are required to successfully complete a specific percentage of credits that are attempted. The University uses the following scales:

<table>
<thead>
<tr>
<th>Attempted Credit Hours</th>
<th>Percentage Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-11</td>
<td>50%</td>
</tr>
<tr>
<td>12 and above</td>
<td>75%</td>
</tr>
</tbody>
</table>

**How are students notified of progress?**
Progress is measured once each academic year, normally at the end of the spring semester. If the student is not making satisfactory academic progress, s/he will receive communication from UMF Financial Aid Office regarding the loss of eligibility for further financial aid.

**What if there are special circumstances?**
Every student has a right to appeal if s/he believes that there are special circumstances. Please see the section on Appeal of Financial Aid Suspension.

**Definitions**

**Attempted Hours**
For the purpose of this policy attempted hours include: audited classes; classes withdrawn from; deferred grades; incomplete grades; missing grades; repeated courses. Letter grades of “A” through “D” shall be considered completed. All other grades including F, L, W, AU, I, DG, and MG, will not be considered as credits completed.

**Repeated Coursework**
If a course is repeated once, the second grade only is figured into the GPA. In the event that a course is repeated more than once, the second and all subsequent grades are counted.

**Passed Hours**
For the purpose of this policy passed hours include: Passed credits hours that can be used for the purpose of completing degree requirements.

**Transfer Students**
If a student earned credits at a previous institution(s) that will be accepted toward his/her degree, those accepted hours will be included as attempted hours for the purposes of satisfactory progress evaluation. For example if a student attempted 6 hours at the University of Maine at Farmington and transferred in 9 credits to his/her academic record, all tests to evaluate satisfactory academic progress (Quantitative, Qualitative and Maximum Time Frame) would be based on 15 attempted hours.

**Appeal of Financial Aid Suspension**
A student placed on Financial Aid Suspension who has experienced undue hardship, (e.g., death of a relative of the student; personal injury or prolonged illness of the student; or special circumstances as determined by the institution.), may submit a written appeal, by August 1 for fall aid and December 1 for spring aid, to the Director of Financial Aid. The appeal must explain the circumstance that prevented the standards from being met. It is suggested that a student provide third party documentation, if available, to support an appeal of a financial aid suspension. Upon successful appeal, the student may be placed on Financial Aid Probation for one period, and will be able to receive financial aid during that time. If at the end of the probationary period the minimum standards are not met, or the student has failed to meet the requirements of the academic plan developed as part of the probation period, the student’s financial aid eligibility will be suspended. All appeals will be reviewed.
by the Financial Aid SAP Appeals Committee. The student will receive written notification of the committee’s decision within 30 days of receipt of the appeal.

Condition of Financial Aid Reinstatement
Students must complete the required number of credits and achieve the corresponding cumulative GPA as outlined during the probationary period in order to have their financial aid eligibility reinstated or meet the requirements of the academic plan devised by the SAP Appeals Committee.
Withdrawal from a Course

Academic Result
A student may withdraw from a course before 60% of the course has elapsed without experiencing an impact on his/her grade point average. A W will remain on the permanent transcript, but this grade will not figure into the GPA calculation. The 60% calculation is determined from the first day the course is scheduled to begin, and calendar days (not class days) form the basis of this calculation.

To withdraw from a course, a student must complete the official Withdrawal Form, which is available from Merrill Center. If a student has not officially withdrawn before 60% of the course is completed, the student will be assigned a regular grade by the instructor, based upon completed work and standards articulated in the course syllabus. The W notation may be assigned after 60% of the course has been completed under extenuating circumstances when agreed upon by the instructor and the Associate Provost and Dean of the College of Education, Health, and Rehabilitation.

See below for information about financial adjustments for dropping from a course and withdrawing from the University.

Class Add/Financial Adjustment for Dropping of Class(es)
Adding classes at any time may result in additional charges to the student’s account. For purposes of calculating financial adjustments, attendance includes weekends and holidays, and ends on the student’s last day of attendance as determined when (s)he notifies the institution’s designated official or office, that (s)he is dropping or withdrawing from a class(es) while remaining enrolled in other class(es). Dropping or withdrawing from classes will result in an adjustment in accordance with the following schedule:

- **Classes 12 weeks or more in length:** 100% prior to the end of the second week (14 days)
- **Classes 11 weeks in length:** 100% prior to the end of the eleventh day (11 days)
- **Classes 10 weeks in length:** 100% prior to the end of the tenth day (10 days)
- **Classes 9 weeks in length:** 100% prior to the end of the ninth day (9 days)
- **Classes 8 weeks in length:** 100% prior to the end of the eighth day (8 days)
- **Classes 7 weeks in length:** 100% prior to the end of the seventh day (7 days)
- **Classes 6 weeks in length:** 100% prior to the end of the sixth day (6 days)
- **Classes 5 weeks in length:** 100% prior to the end of the fifth day (5 days)
- **Classes 4 weeks in length:** 100% prior to the end of the fourth day (4 days)
- **Classes 3 weeks in length:** 100% prior to the end of the third day (3 days)
- **Classes 2 weeks in length:** 100% prior to the end of the second day (2 days)
- **Classes 1 week or less in length:** 100% prior to the end of the first day (1 day)

Student University Withdrawal (from all university system courses):

Determination of Attendance
For purposes of calculating financial adjustments, attendance includes weekends and holidays, and ends on the student’s last day of attendance as determined when (s)he notifies the institution’s designated official or office that (s)he is withdrawing from all university system classes. Students who cease attendance without notifying the University within thirty (30) days of their last date of attendance will not be entitled to any adjustment of charges without approval of a written appeal. The designated
university official will make a decision regarding the appeal based on the documentation and/or conditions presented.

**Tuition and Mandatory Fees University Withdrawal Adjustment Schedules**

- **Classes 12 weeks or more:**
  - 100% prior to the end of the second week (14 days)
  - 75% prior to the end of the fourth week (28 days)
  - 50% prior to the end of the sixth week (42 days)
  - 25% prior to the end of the eighth week (56 days)
  - 0% after the eighth week (57 days and after)

- **Classes 11 weeks in length:**
  - 100% prior to the end of the eleventh day (11 days)

- **Classes 10 weeks in length:**
  - 100% prior to the end of the tenth day (10 days)

- **Classes 9 weeks in length:**
  - 100% prior to the end of the ninth day (9 days)

- **Classes 8 weeks in length:**
  - 100% prior to the end of the eighth day (8 days)

- **Classes 7 weeks in length:**
  - 100% prior to the end of the seventh day (7 days)

- **Classes 6 weeks in length:**
  - 100% prior to the end of the sixth day (6 days)

- **Classes 5 weeks in length:**
  - 100% prior to the end of the fifth day (5 days)

- **Classes 4 weeks in length:**
  - 100% prior to the end of the fourth day (4 days)

- **Classes 3 weeks in length:**
  - 100% prior to the end of the third day (3 days)

- **Classes 2 weeks in length:**
  - 100% prior to the end of the second day (2 days)

- **Classes 1 week or less in length:**
  - 100% prior to the end of the first day (1 day)

*Note: Flat rate tuition and fees may result in different or no adjustments.*
Withdrawal from an M.S. Ed. Program

Student Withdrawal. To withdraw from the University the student must complete the official form obtained from Merrill Center. If a student does not complete the form, but does not register for two consecutive semesters, this will constitute program withdrawal. If a student voluntarily withdraws from the program s/he must re-apply.

Dismissal from an M.S. Ed. Program

A. Academic Dismissal. If a student has not made satisfactory academic progress toward fulfilling degree requirements, the student may be dismissed from the University.

B. Administrative Dismissal. A student may be dismissed from the program for reasons of a professional nature as determined by the Director of Graduate Programs in Education in consultation with the Associate Provost and Dean of the College of Education, Health, and Rehabilitation.

Students may appeal academic and administrative decisions by following the Appeals Process section of this catalog.

M.S. Ed. in Educational Leadership

A student who finds it necessary to withdraw from a course that is part of the core program must meet with the Director of Graduate Programs in Education to plan an appropriate, alternative course of study to maintain as much of the sequencing and essence of a cohort as possible.

M.S. Ed. in Early Childhood

Due to the program course rotation cycle, withdrawal from a course could extend the graduation date. In the event that a student must withdraw from a course, contact with the advisor is necessary.

Withdrawal From a Certificate Program for non-enrollment

A student is expected to make consistent progress towards the certificate and maintain regular communication with his/her academic advisor. If a student does not enroll in a course for two consecutive terms when an appropriate course is offered, a space in the program will not be maintained, and the student will be withdrawn from the certificate program. The student may request re-activation by completing the Intent to Participate form.

Student Appeals and Complaints

Academic Grade Appeal Policy

Under certain limited circumstances, a student may appeal a grade awarded by a faculty member in a course. Because the faculty member who issued the grade is in the best position to evaluate the performance of students enrolled in his or her course, the faculty member’s academic judgment and academic evaluation of a student’s work shall not be reviewable.

However, a student may appeal a grade is he or she can demonstrate that the faculty member: (1) failed to follow published evaluation criteria for the course; (2) disregarded published academic policy; or (3) used non-academic criteria to evaluate the student’s work in an unfair or discriminatory way. A student with a grievance of this sort against a faculty member may appeal following procedures outlined below.

1. The student must file a written complaint with the faculty member. The written complaint should be submitted within ten days from the day the grade is posted. It should detail the
reason for the appeal and should provide any available supporting evidence. The student should also submit a copy of the complaint to the Director of Graduate Programs in Education, or the Associate Provost and Dean of the College of Education, Health, and Rehabilitation if the instructor involved in the appeal is the Director of Graduate Programs in Education.

2. If the Director of Graduate Programs in Education (or Associate Provost and Dean of the College of Education, Health, and Rehabilitation, if appropriate) does not receive written notification from either the faculty member or the student of resolution of the issue within ten business days, the Director of Graduate Programs in Education (or Associate Provost and Dean of the College of Education, Health, and Rehabilitation) will schedule a hearing with those involved. The Director of Graduate Programs in Education (or Associate Provost and Dean of the College of Education, Health, and Rehabilitation) must provide a written record of the hearing and submit a recommendation in writing to those involved.

3. If, after five academic days following the hearing with the Director of Graduate Programs in Education, the matter remains unresolved, the student, the faculty member, or both may appeal to a Graduate Council hearing panel. This panel shall consist of three members chosen by lot from the Faculty Senate, excluding members from the same division as the faculty member being grieved.

4. The appeal to the Faculty Senate must be in writing and accompanied by all previous written material concerning the matter.

5. The Senate panel shall call a hearing at which the student and the faculty member will be invited to appear. The Director of Graduate Programs in Education may attend at the request of the student, the faculty member or the hearing panel.

6. The Senate panel shall act as arbiter of the grievance before it, and its decision regarding the issue before it shall be binding on all parties to the dispute. The decision of the Senate panel shall be communicated to the student and the faculty member within five days of the hearing.

7. If the Senate panel decides that the student's grade should be changed, the faculty member must change the grade within ten academic days of receiving notification of Senate panel's decision. If, after ten days, the faculty member has not changed the grade and there is no appeal to the Vice President for Academic Affairs/Provost (VPAA) pending, the Senate panel shall refer the matter to the VPAA, who shall change the grade.

8. If either the student or the faculty member wishes to appeal the decision of the Faculty Senate panel, he or she may do so within five academic days of receiving written notification from the panel. To appeal the decision, the student or faculty member must submit a request for appeal to the VPAA. The appeal must be in writing and accompanied by all previous written materials concerning the matter.

9. The decision of the VPAA shall be communicated to the student and the faculty member in writing. This decision shall be final and binding, and all parties shall be required to adhere to it. If the VPAA decides that the grade should be changed, the faculty member must change the grade within five academic days of receiving written notification of the VPAA's decision. If the grade has not been changed after five academic days, the VPAA shall change the grade.
**Appeal Process**

It is presumed that the administrative decisions regarding students and students’ records are made in an environment of mutual confidence and respect among the persons involved in the process. However, there may be a case where a student might question the decisions made. If so, the procedure for appeal is as follows:

1. The student first requests, in writing, the decision-maker to reconsider on the basis of information or insight provided by the student. A response to the appeal must be made within ten business days.

2. If dissatisfied with the response, the student may appeal to the supervisor to whom the decision-maker reports. The second appeal must be in writing. The supervisor has ten business days to respond.

3. A final appeal may be made in writing to the Vice President for Academic Affairs/Provost (VPAA). It is at the VPAA’s discretion whether or not the student’s appeal will be considered.

4. Exceptions to the above:
   a. Discipline cases are governed by the Conduct Code to be found in the Student Handbook or other legal documents.
   b. Parking tickets are handled by Public Safety and the local court system.
   c. Decisions relating to a professor or classroom situation (not involving grades) are appealed as follows:
      i. Professor
      ii. Director of Graduate Programs in Education
      iii. Associate Provost and Dean of the College of Education, Health, and Rehabilitation
      iv. Vice President for Academic Affairs/Provost (VPAA)
Notices

Non-discrimination Notice

• The University of Maine at Farmington does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran status in employment, education, and all other programs and activities.

• Questions and complaints about discrimination in any area of the University should be directed to the Equal Opportunity/Affirmative Action Officer, 224 Main Street, Farmington, Maine 04938; telephone: 207-778-7271; TTY: 207-778-7000; email: umf.hr@maine.edu. More information is also available here http://www.umf.maine.edu/about/diversity-aa-statement/.

Disability Accommodations

Students requesting academic accommodations should be directed to:

Coordinator of Academic Services for Students with Disabilities
252 Main Street
Farmington, ME 04938
(207) 778-7295 (voice) or (207) 778-7214
(207) 778-7000 (TTY/TDD)

For further information, see policies at this site:
http://departments.umf.maine.edu/accessibility/index.html

Inquiries about the application of the Americans with Disabilities Act should be directed to:

Director of Facilities
ADA Compliance Officer
Department of Facilities Management
147 Farmington Falls Road
Farmington, ME 04938
(207) 778-7009 (voice) or (207) 778-7000 (TTY/TDD)

FERPA

The University of Maine at Farmington (UMF) hereby informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which UMF intends to comply fully, was designed to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Local policy explains in detail the procedures to be used by the institution for compliance with provisions of the Act. The Policy can be found on myCampus; a copy can be requested from the Office of the Registrar. This office also maintains a Directory of Records which lists all education records maintained on students by this institution. Questions concerning the Family Education Rights and Privacy Act may be referred to the Office of the Registrar.
Accreditation

NEASC
• The University of Maine at Farmington is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education.
• Accreditation of an institution by NEASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.
• NEASC accreditation is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.
• Inquiries regarding the accreditation status by NEASC should be directed to the administrative staff of the institution. Individuals may also contact the New England Association of Schools and Colleges: 209 Burlington Road, Bedford, Massachusetts 01730-1433; telephone: 781-271-0022. E-mail: cihe@neasc.org

NCATE
The University of Maine at Farmington's teacher education programs are accredited by the National Council for Accreditation of Teacher Education (NCATE). NCATE is a specialized, nongovernmental, national professional accrediting agency. Through the accreditation process, NCATE provides assurance to the public that professionally accredited units have met national professional standards. NCATE works with other educational organizations to ensure that accreditation, licensing, and advanced certification standards are compatible and that teacher education programs are of the highest quality.

Professional Licensure and Certification Notice
Students who are pursuing degrees leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, or practica through their degree program should be aware that their host facility may require a criminal background check, fingerprinting, or drug screening. In such situations, each student is responsible for obtaining and paying for the background check or other screening process and for delivering required documentation to the facility. Although the university will make reasonable efforts to place admitted students in field experiences and internships, it will be up to the host facility to determine whether a student will be allowed to work at that facility. Students should further be aware that a criminal record may jeopardize licensure by the state certification body. Students may consult the certification body corresponding to their intended occupation for more details. Successful completion of a program of study at the University of Maine at Farmington does not guarantee licensure, certification, or employment in the relevant occupation.

Use of this Catalog
This catalog provides information to students but should not be considered a contract between a student and the University of Maine at Farmington. While we make every effort to provide information that is accurate at the time the catalog is prepared, changes may occur without prior notice in such areas as program offerings, curricula, tuition and fees, degree requirements, regulations and policies, schedules, courses, and other matters contained herein. Such changes may apply to students currently enrolled as well as to prospective students.