

**Graduate College of Education (COE)**  
**Important Dates for Fall 2011**  
**All M.A. and M.S. Degree Candidates**

<b>Deadline</b>	<b>Graduate Form <sup>1</sup> &amp; Required Documentation</b>	<b>Signatures &amp; Destination</b>	<b>FALL 2011</b>	<b>SPRING 2012</b>
Friday, September 23, 2011	<b>Application for Award of M.A. or M.S. Degree</b> ( <i>not a credential</i> ) <a href="http://www.sfsu.edu/~gradstdy/current-form.htm">http://www.sfsu.edu/~gradstdy/current-form.htm</a>  Attach <ul style="list-style-type: none"> <li>• Copy of GAP</li> <li>• Fee \$100.00</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty Advisor, or Department Chair-BH 156</li> <li>• Submit to SFSU Graduate Studies with fee payment, ADM 253, (415) 338-2234, gradstdy@sfsu.edu</li> </ul>	Graduation: January 3, 2012	
Friday, October 14, 2011	<b>Advancement to Candidacy/Graduate Approved Program (ATC/GAP)</b> <a href="http://www.sfsu.edu/~gradstdy/current-form.htm">http://www.sfsu.edu/~gradstdy/current-form.htm</a>  Attach <ul style="list-style-type: none"> <li>• Copy of unofficial transcript</li> <li>• Proposal for Culminating Experience</li> <li>• Copy of evidence of GET, or other Level I Written English Proficiency (WEP)</li> </ul> <a href="http://www.sfsu.edu/~spedcd/mawrtengreq.html">http://www.sfsu.edu/~spedcd/mawrtengreq.html</a>	<ul style="list-style-type: none"> <li>• Faculty Advisor, and Department Chair-BH 156</li> <li>• Submit to COE Graduate Coordinator, BH 240, (415) 338-2389</li> </ul>		Enrollment in: Culminating Experience Course, or complete Exam  Graduation: May 29, 2012
Friday, October 14, 2011	<b>Proposal for Culminating Experience (CE)</b> <a href="http://www.sfsu.edu/~gradstdy/current-form.htm">http://www.sfsu.edu/~gradstdy/current-form.htm</a>  Attach to <ul style="list-style-type: none"> <li>• ATC/GAP</li> </ul> Required for: <ul style="list-style-type: none"> <li>• MA <sup>2</sup> or MS <sup>3</sup> Written examination, or other option: SPED 894 Creative Work, SPED 895 Field Study, or SPED 898 Thesis</li> </ul> <i>Include as needed:</i> Protocol for Human Subjects, or Description, as required for chosen culminating experience; instructions at SFSU Graduate Studies website: <a href="http://www.sfsu.edu/~gradstdy">www.sfsu.edu/~gradstdy</a>	<ul style="list-style-type: none"> <li>• CE chair of committee and 2<sup>nd</sup> faculty member, and Department Chair-BH 156</li> <li>• Submit to COE Graduate Coordinator, BH 240, (415) 338-2389</li> </ul>		Enrollment in: Culminating Experience Course, or complete Exam  Graduation: May 29, 2012, or following semester
Friday, October 21, 2011	<b>COE Scholarship Application</b> <a href="http://coe.sfsu.edu/grad/graduate-office">http://coe.sfsu.edu/grad/graduate-office</a>	<ul style="list-style-type: none"> <li>• Complete application and submit to COE Graduate Coordinator, BH 240, (415) 338-2389</li> </ul>		Semester award disbursed.
Friday, December 16, 2011	<b>Report of Completion</b> Form available on department website: <a href="http://www.sfsu.edu/~spedcd/hndbksfms.html">http://www.sfsu.edu/~spedcd/hndbksfms.html</a>  Students complete form for <ul style="list-style-type: none"> <li>• SPED 894 Creative Work,</li> <li>• SPED 895 Field Study, or</li> <li>• SPED 898 Thesis, Oral Defense<sup>4</sup></li> </ul> [Department completes this form <i>only</i> for students taking comprehensive written examinations]	<ul style="list-style-type: none"> <li>• Faculty members (2) on CE committee, and Department Chair-BH 156</li> <li>• Submit <u>bound copy</u> of Creative Work or Field Study to COE Graduate Coordinator, BH 240, (415) 338-2389</li> </ul>	Graduation: January 3, 2012	
Friday, December 16, 2011	<b>Graduate College of Education EXIT Survey</b> <a href="http://coe.sfsu.edu/grad/graduate-office">http://coe.sfsu.edu/grad/graduate-office</a>	Online only. Required for accreditation assessment. Not the same as SFSU Graduate Survey or Credential Survey.	Graduation: January 3, 2012	

**SFSU Graduate Studies Guidelines for Master's Degree and Instructions for forms:**  
<http://www.sfsu.edu/~gradstdy/degree-guideline.htm>

Department of Special Education/ SFSU  
 (415) 338-1161

[www.sfsu.edu/~spedcd](http://www.sfsu.edu/~spedcd)

Graduate College of Education  
 Burk Hall 156

<sup>1</sup> Only typed forms are accepted.

<sup>2</sup> M.A. in Special Education exam with Department of Special Education, sign-up at least two weeks before exam.

<sup>3</sup> M.S. in Communicative Disorders exam, complete Clinic Request form previous semester of exam.

<sup>4</sup> Submit SPED 898, Oral Defense of Thesis, to SFSU Graduate Studies, ADM 253.