

PROCEDURES OF THE ADMISSIONS COMMITTEE MASTERS/ LICENSURE PROGRAM

ADMISSIONS COMMITTEE COMPOSITION

The Admissions Committee is composed of (1) faculty members (or their designees) who serve as coordinators in the areas of Distance Education, Preschool & Early Intervention Special Education, Mild/Moderate Disabilities, Severe Disabilities, Visual Impairments, Deaf and Hard of Hearing, Deafblind, and BCBA; and (2) at least one faculty member at large. The Department Chair appoints these individuals and the Chair of the Committee.

APPLICANTS SEEKING ADMISSION TO THE DEPARTMENT

Applicants seeking admission to the Graduate School and Department of Special Education must prepare and submit a full admission file for consideration by the Admissions Committee. It is the responsibility of the applicant to ensure that each document is present and up-to-date.

REVIEW OF APPLICANTS

Admission to the program is based on a holistic rating system that takes each application component into consideration. The Committee also considers the difficulty of prior course work, trends in performance, workplace and interpersonal skills, and the ability to work with children, families, and professionals in various settings. Additional factors to be considered may be gender and/or minority status, to the extent consistent with applicable law, and any violation of the University and College of Education student codes. Committee members use their professional judgment to assess a candidate's potential to succeed in the program, as well as in the classroom.

Supplementary information may be requested from the applicant, such as additional written material and/or an interview with one or more Committee members. Department faculty will receive a list of applicants prior to each admissions meeting and will have an opportunity to provide written information to the Committee. Performance in special education classes taken prior to admission will be considered by the Committee.

After committee discussion, one of the following actions is taken: 1) recommendation to the Graduate School for acceptance into a Master's degree program (with a licensure option); 2) recommendation for denial of admission; 3) recommendation for no action. Actions require a majority vote of the Committee members present.

When the number of applicants exceeds the number of available places in a specialty area, as determined by the Department, the Committee will use a ranking system that holistically considers each application component. Each Committee member will do an independent ranking of the applicants in the specialty area prior to Committee discussion.

NOTIFICATION OF COMMITTEE DECISION

Complete files submitted by the application deadline will be forwarded to the Admissions Committee. The Admissions Committee will not review incomplete files. Approximately two to three weeks after the application deadline, applicants will be notified by mail of acceptance or denial into the program. Admission files become the property of the Department of Special Education and will not be returned to the applicant. **An incomplete file will be kept for one (1) year from the date of application, after which it will be destroyed.**

DENIALS

Questions or concerns about the basis for denial should be directed to the Chair of the Admissions Committee. Applicants who are denied admission may reapply to the department during a subsequent admissions period if they believe that new or updated materials will form the basis for admission to the Department. Applicants are encouraged to work with the Department Academic Advisor in preparing materials to ensure the application file is both complete and current.

APPEALS

If an applicant wishes to appeal a decision denying admission to the Department, the applicant should write a letter to the Department Chair describing the basis for believing that the decision violated the Admissions Committee's written standards and procedures. The Department Chair will review the decision for compliance with Committee standards and procedures. Based on the findings, the Chair will make a determination to uphold or reverse the decision.

CONFIDENTIALITY

Admissions files are handled confidentially in accordance with University Regulations and applicable law.

NONDISCRIMINATION & ACCESSIBILITY STATEMENT

THE UNIVERSITY OF UTAH DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, STATUS AS A DISABLED INDIVIDUAL, SEXUAL ORIENTATION, GENDER IDENTITY/EXPRESSION, GENETIC INFORMATION OR PROTECTED VETERAN'S STATUS, IN EMPLOYMENT, TREATMENT, ADMISSION, ACCESS TO EDUCATIONAL PROGRAMS AND ACTIVITIES, OR OTHER UNIVERSITY BENEFITS OR SERVICES.

ADDITIONALLY, THE UNIVERSITY ENDEAVORS TO PROVIDE REASONABLE ACCOMMODATIONS AND TO ENSURE EQUAL ACCESS TO QUALIFIED PERSONS WITH DISABILITIES. INQUIRIES CONCERNING PERCEIVED DISCRIMINATION OR REQUESTS FOR DISABILITY ACCOMMODATIONS MAY BE REFERRED TO THE UNIVERSITY'S TITLE IX/ADA/SECTION 504 COORDINATOR: Director, Office of Equal Opportunity and Affirmation Action, 201 South Presidents Circle, Rm 135, Salt Lake City, UT 84112, 801-581-8365, or www.oeo.utah.edu.

COMMITTEE GUIDELINES FOR MULTI-FACTORED ADMISSIONS PROCESS

Required Testing *ALL TEST SCORES MUST BE CURRENT (Taken within the past five years)*

For information regarding test score requirements, see *Minimum Admission Requirements on the Department website*.

NOTE: International applicants are also required to take the **Test of English as a Foreign Language (TOEFL)**. International applicants whose native language is English should check with International Admissions (801-581-3091) about requirements for taking the **TOEFL-iBT**. This test is internet-based and has an oral component to it. Another testing option available is the **IELTS**. Required test scores are as follows:

TOEFL-iBT (Internet-Based)	Required Score
Reading	25
Listening	25
Speaking	25
Writing	25
Total Required Score	100
IELTS	7 or above

Test scores must be current (taken within the past five years). Refer to the information sheet regarding test administration, test dates, and related information. **Applicants should specify on the test registration form that the test results be sent directly to the Department of Special Education.** Please refer to *“Deadlines and Checklist for Admissions”* for test deadlines.

GRADE POINT AVERAGE

- Minimum Undergraduate GPA of 3.00

RESUME/CV

TRANSCRIPTS

- Official transcripts from *all* colleges and universities attended

REFERENCES

- Current references (dated within one year of Committee review), including one from applicant's most recent supervisor (if applicable) and **at least one university or college professor** who are able to comment on applicant's qualifications for graduate study in special education

The committee may exercise its prerogative to follow up on letters of recommendation by contacting the respondent for additional information.

WRITTEN CAREER STATEMENT

- Content
- Professionalism of writing

BACKGROUND CHECK

- Proof of USBE-cleared background check

FACULTY COMMENTS

- Department faculty members are invited to provide, in writing, information about any applicant on issues relevant to the admission criteria. This information should be addressed to the Chair of the Admissions Committee and will be placed in the applicant's file.

OTHER CONSIDERATIONS

- Performance in Special Education classes taken prior to admission

7/9/2019