GUIDELINES
M.Ed. CANDIDACY FORM

The purpose of the M.Ed. Candidacy is to plan your course of study. It must be approved by your Academic Advisor and the Director of Graduate Programs in Education before it can be placed on file in the Registrar's Office. Because this form includes proposed courses, courses can be changed at a later date with your advisor's approval. ***If you change your concentration, a Request for Change of Concentration or Licensure form must be submitted*** *(found in our office or on the web: www.smcvt.edu/graduate/forms).*

- *List the Saint Michael's College courses you* ***have taken****,* ***plan to take*** *and those you* ***wish to transfer*** *from another institution with the number of credits and grade (if completed) for each course.* ***List completed courses first.***

- *You must select a specific M.Ed. concentration, and your* ***credits must total a minimum of 36*** *(required for your chosen concentration, i.e. Arts in Education, Curriculum, Reading, School Leadership, or Special Education).*

- *If you wish to transfer credits, complete the* ***Transfer of Credit*** *form (found in our office or on the web: www.smcvt.edu/graduate/forms) and submit it with the official transcripts. Include* ***$15.00*** *for* ***each transfer credit****.*

- *Be sure to attach your* ***"Statement of Goals"*** *when you submit this form.* ***(A one page statement indicating the reason you are seeking Candidacy in the Graduate Education program. Be specific in describing your personal and professional goals, and how you believe your proposed course of study will help you meet them.)***

If you have any questions about the M.Ed. Candidacy process or this form, please contact your Academic Advisor.

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