

Saint Michael's College

MATESOL or Graduate Certificate in TESOL Candidacy Form

- This form must be filed with the student's advisor *immediately* after 9 credits have been earned.
- List credit hours *consistently* as semester hours in completing this report.

Name: _____ Student I.D. No. _____
Last First Middle

Program: MATESOL Graduate Certificate

Expected Completion Date: _____

A. COURSES COMPLETED TO DATE OR IN PROGRESS:

Dept.	Course No.	Title	Grade	Credit
<i>total credits:</i>				_____

B. PROPOSED COURSES TO COMPLETE YOUR PROGRAM:

Total Credit Hours to be Taken in Proposed Courses or Areas: _____

C. TRANSFER OF CREDIT REQUEST: *(Have an official transcript and a course description sent to the Program office.)*

Institution	Dept.	Course No.	Title	Grade	Credit

Total credits at Saint Michael's: (completed, in progress, proposed): _____ + *total credits to be transferred:* _____
= TOTAL credits _____

24 credits to complete Graduate Certificate; 36 credits to complete MATESOL.

D. CANDIDACY:

Advisor's Recommendation: _____

Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Received by Registrar: _____ Date: _____

E. AMENDMENTS: *(Attached request or additional notes.)*

DEPARTMENTAL GUIDELINES

- Students may not take more than 14 credits during a 15-week semester without receiving written approval or more than 9 credits during the regular 6-week summer session, and no more than 14 credits in all the summer session (that is, the Early, Regular, and Late sessions) including independent study credits.
- International students on a F-1 visa (student visa) should be advised that taking fewer than 9 credits during a 15-week semester violates U. S. Immigration regulations in regard to full-time student status.
- All students should be advised that the expected minimal work load for each semester hour of credit includes class meetings and 30 hours of assigned readings or other study assignments.
- Students may not transfer more than 6 credits. No transfer credits are allowed toward the Advanced Certificate. Transfer credits must be for graduate-level courses, must be within 7 years and must be relevant to the Program.
- Student may not take more than 3 credits by independent study.
- An independent study course must be done in residence and can not be approved until the student has selected an instructor who is willing to supervise the study and has submitted an outline of study signed by the instructor.
- See the Graduate Programs handbook for list of required and elective courses for the MATESOL and the Advanced Certificate in TESOL.



SAINT MICHAEL'S COLLEGE

MATESOL Program

One Winooski Park, Box 253

Colchester, Vermont 05439

www.smcvt.edu/graduate