



**GRADUATE PROGRAMS IN EDUCATION - APPLICATION for M.Ed. CANDIDACY**

**CONCENTRATION:** \_\_\_\_\_

Name: \_\_\_\_\_ SMC ID# 80-\_\_\_\_\_

Address/C/S/Z: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I passed the writing assessment through:  GED 516: Educational Foundations  GED 558: Educator As Researcher  
 Semester/Year: \_\_\_\_\_ completed.

I plan to complete the writing assessment through:  GED 516: Educational Foundations  GED 558: Educator As Researcher  
 Semester/Year: \_\_\_\_\_ plan to complete.

I have attached my Statement of Goals (see guidelines on back)  Yes

**List of PROPOSED COURSES for Master's in Education (List courses already taken first. You may include up to 18 credits from your licensure program, except student teaching and seminar).**

GED Course #	COURSES	Credits	Semester	Grade
558	<b>Educator as Researcher (Not offered in Spring)</b>	3		
	<i>You need at least one semester between 558 &amp; 699</i>			
699	<b>Capstone Seminar (Not offered in Fall)</b>	3		

Institution	Course No.	PROPOSED TRANSFER* M.Ed. COURSES	Credit	Semester	Grade

Official Transcripts for transferred courses must be on file with the Registrar. Complete a Transfer of Credit form at [www.smcvt.edu/graduate/forms](http://www.smcvt.edu/graduate/forms) under "Education."

- (If applicable) I have completed a Transfer of Credit form and included my \$15.00 per credit transfer fee.
- Total Proposed M.Ed. Credits: \_\_\_\_\_ (Must be at least 36 credits)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GED Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 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. 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** (in GED office or on the web: [www.smcvt.edu/graduate/forms](http://www.smcvt.edu/graduate/forms)).

- List the Saint Michael's College courses you **have taken, plan to take** and those you **wish to transfer** with the number of credits and grade (if completed) for each course.  
**List completed courses first.**
- Select a M.Ed. concentration. Your **credits must total a minimum of 36** (required for your chosen concentration, i.e., Arts in Education, Curriculum, Literacy, 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](http://www.smcvt.edu/graduate/forms)) and submit it with the official transcripts. Include **\$15.00 for each transfer credit**.
- Attach your **"Statement of Goals"** with 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:

*Claudine Bedell, Director, [cbedell@smcvt.edu](mailto:cbedell@smcvt.edu), 802-654-2741*

*Amy Saks Pavese, Licensure Coordinator, Advisor, Elementary, ELL, Middle and Secondary Licensure  
[asakspavese@smcvt.edu](mailto:asakspavese@smcvt.edu), 802-654-2826*

*Rebecca Haslam, Advisor, Curriculum, Arts in Education, [rhaslam@smcvt.edu](mailto:rhaslam@smcvt.edu), 802.654.2306*

*Becky Wigglesworth, Advisor, Literacy, [bwigglesworth@smcvt.edu](mailto:bwigglesworth@smcvt.edu), 802.654.2495*

*Val Gardner – Advisor, School Leadership, [vgardner@smcvt.edu](mailto:vgardner@smcvt.edu), 802.654.2362*

*Amy Knight – Advisor, Special Education, [aknight@smcvt.edu](mailto:aknight@smcvt.edu), 802.654.2716*

Notes: Statute of Limitations - you must complete your Master's program within 7 years from the start of the first semester of course work including transfer credits.

**GED 558 Educator as Researcher is not offered in the Spring.**

**GED 699 Capstone is not offered in the Fall.**

**You need to leave at least one semester between these two courses.**