**Special Education General Master’s Degree Checklist**

<table>
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<th>Minimum Graduate Degree Credit Requirement</th>
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<tr>
<td>M.S. – 30 credits</td>
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<tr>
<th>Minimum Graduate Residence Credit Requirement</th>
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<tr>
<td>M.S. –16 credits (300 level or above, no audits or pass/fail) taken as a graduate student at UW–Madison.</td>
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<tr>
<th>Minimum Graduate Coursework (50%) Requirement</th>
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<td>(Applies to students who were admitted fall 2014 and later)</td>
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**M.S. Special Education (General Master’s Track)**

15 credits must meet the graduate level course work requirement. RPSE courses that meet this designation include:

- RPSE 630, 660 Topic: Issues in Severe Disabilities
- RPSE 690, RPSE 699, RPSE 700, RPSE 710, RPSE 719, RPSE 741, RPSE 788, RPSE 789

Courses identified by other departments as meeting the graduate level course work requirement may also count toward this requirement.

**Prior Coursework Requirements: Graduate Work from Other Institutions**

Students are allowed to count graduate course work from other institutions (with advisor permission). Course work earned five or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

**Prior Coursework Requirements: UW-Madison Undergraduate**

With program approval, students are allowed to count 7 credits of course work numbered 300 level or above from a UW-Madison undergraduate degree toward the graduate degree. Course work earned five or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

**Prior Coursework Requirement: UW-Madison University Special**

With program approval and payment of the difference in tuition (between special and graduate tuition), students are allowed to count no more than 15 credits of course work numbered 300 or above taken as a UW-Madison University Special students. Course work earned five or more years prior to admission to a master’s degree is not allowed to satisfy requirements.

**Program-Specific Courses Required M.S. Special Education General Masters Track**

30 graduate degree credits to include:

- RPSE 700

Additional course work to be determined in consultation with faculty advisor

- Master’s comprehensive Exam

- Project and/or Thesis (to be determined in consultation with faculty advisor)

**Overall Graduate GPA Requirement**

3.00 GPA required

**Other Grade Requirements**

The Graduate School requires an average grade of B or better in all course work (300 or above, not including research credits) taken as a graduate student unless conditions for probationary status require higher grades. Grades of Incomplete are considered to be unsatisfactory if they are not removed during the next enrolled semester.

**Time Constraints**

Master’s degree students who are absent for five or more years will not be given credit for prior work.
# Master's Program Plan

**Student:** __________________________  **Program Entry (sem/year):** ____________

**Major Advisor:** __________________________  **Expected Completion (sem/year):** ____________

## Course Sequence

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### RPSE Seminars (15 credits)
- [ ] Choice (3 credits):
- [ ] Choice (3 credits):
- [ ] Choice (3 credits):
- [ ] Choice (3 credits):
- [ ] Choice (3 credits):

### Research Design & Statistics (3 credits)
- [ ] RPSE 700 (3 credits)

**Notes**

*Note: RPSE 700 can be counted as one of the RPSE seminar credits*

### Elective courses (15 credits)
- [ ] Choice (3 credits):
- [ ] Choice (3 credits):
- [ ] Choice (3 credits):
- [ ] Choice (3 credits):
- [ ] Choice (3 credits):

### Other Tasks
- [ ] Comprehensive exam
  - Date expected to submit exam ____________
- [ ] Advisor-approved project
  - Date to complete project ____________

### Notes
SPECIAL EDUCATION MASTER’S COMPREHENSIVE EXAMINATION POLICY

Fall semester writing period begins: October 15th
Spring semester writing period begins: February 15th

The Master’s comprehensive examination is a cumulative exam based on the student’s degree coursework. The student must have successfully completed a minimum of 18 degree credits of the required 30 credits and be enrolled in at least 3 credits during the semester they plan to write their exam. Early in the semester the student is planning to complete the examination, s/he must complete a Master’s Comprehensive Examination Application available online on the department’s website or from the department’s Student Services Coordinator (423 Education Bldg.) and schedule a meeting with their Major Professor. The student must bring to the meeting a completed Master’s Comprehensive Examination Application and a list of at least 4 draft questions that represent their program of study and/or a new interest area. The purpose of the meeting is to negotiate with the Major Professor a list of 4 potential questions. Your examination will consist of 2 questions which will be selected by your Major Professor from the list of potential questions. The student is then responsible for electronically submitting the completed Master’s Comprehensive Examination Application and the list of 4 potential questions to the Student Services Coordinator (rpse-exams@education.wisc.edu). On the first day of the 21 day writing period, either October 15th or February 15th, the student can pick up or request by e-mail the exam from the Student Services Coordinator (423 Education Bldg.) (rpse-exams@education.wisc.edu).

The student is ready to write her/his Master’s comprehensive examination when s/he has:

1. Completed a minimum of 18 credits of the required 30 degree credits and is currently enrolled in at least 3 degree credits.

2. Completed a Master’s Comprehensive Examination Application (available online on the department’s website or in 423 Education).

3. Written a minimum of 4 draft exam questions that are representative of their Master’s degree program and/or represent a new area of interest.

4. Scheduled an appointment with their Major Professor to develop a list of four potential exam questions.

5. Submitted their Application and a copy of the 4 potential exam questions to the Student Services Coordinator, Room 423 Education or rpse-exams@education.wisc.edu.

6. Requested their exam questions from the Student Services Coordinator, Room 423 Education or rpse-exams@education.wisc.edu.

Writing the Master’s comprehensive examination: October 15th is the begin date for the Fall Master’s comprehensive examination. February 15th is the begin date for the Spring Master’s comprehensive examination. There will be no Summer Master’s comprehensive examination offered. The Master’s comprehensive examination will consist of 2 questions which have been selected by your Major Professor from the list of the negotiated potential questions. On the first day of the 21 day writing
period, the student can request by e-mail the 2 exam questions from the Student Services Coordinator (rpse-exams@education.wisc.edu). There are no exceptions to the 21 day deadline without written consent of your Major Professor.

Your response for each question should be from 12-15 pages, not including the bibliography or cover page. Please do not exceed 15 pages. Each of the 2 papers that comprise your exam must have a cover or title page that includes the exam question, a title and a running head. An abstract is not required. The examination must be completed using the American Psychological Association (APA) guidelines (Times New Roman, 21 font, double spaced, 1 inch margins). It is the student’s responsibility to procure and adhere to the APA guidelines. Once you have completed your comprehensive examination papers you will submit them electronically to rpse-exams@education.wisc.edu

The grading of your examination:

Both of your papers will be sent to 2 faculty readers who will assess each paper using the Master’s Comprehensive Examination rubric found in the Master’s degree handbook. Your Major Professor will not be a primary reader. The readers will return a Comprehensive Exam Summary sheet for each paper to the Student Services Coordinator, and you will be apprised of the results. Each paper will be evaluated independently and an overall rating assigned. Each paper will be rated as Pass with honors, Pass, Revise or Fail. If you are required to revise one or both questions you will have 14 days to complete the revisions. If one or both of your papers is rated Fail, you will need to contact your Major Professor for a new question or questions, and you are required to repeat the examination. No revisions will be allowed for the second attempt. If you fail the second attempt, no further options will be available, and you will be dismissed from the program.
Master's Comprehensive Examination Application

Student's name____________________ ID # __________ Date application submitted ______

Advisor's name____________________ Exam begin date: October 15th ___ or February 15th ___

List of Master's degree coursework & credits completed:

<table>
<thead>
<tr>
<th>Course number and title</th>
<th>Credits</th>
<th>Semester taken</th>
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Draft exam questions (minimum of 4)

Once you have completed this application you must make an appointment with your Major Professor to develop the 4 potential examination questions. Following the meeting with your Major Professor you must electronically submit this completed application form and the 4 potential exam questions to rpse-exams@education.wisc.edu. On the exam begin date you must request the exam questions from rpse-exams@education.wisc.edu. No later than midnight on the exam end date, your completed papers must be submitted electronically to rpse-exams@education.wisc.edu.