

Dear Special Education Program Applicant:

This packet contains all of the information, forms, timelines and due dates regarding the application process to the Graduate Program in Special Education at UCCS. Our process is very thorough and admission to the program is competitive. Our goal is to recruit the very best people to teach children and youth. It is our belief that students with the support of the faculty in Special Education take professional ownership and individual responsibility for their program plan as they move towards successful completion of their degree and special education licensure.

There are three admissions dates:

Spring Application Deadline- October 15
Summer Application Deadline-April 1
Fall Application Deadline-June 15

Please read all material carefully regarding the program and the application process.

Special Education Requirements-

1. Contact the College of Education at 262-4121 and schedule an initial advising appointment with a member of the Special Education faculty. Please bring an official or unofficial transcript of past academic work to share with the advisor. A tentative special education program plan of study will be provided to the student during this meeting.
2. Students applying to the graduate program in special education must pass either the PLACE or Praxis Elementary Content test **during** their first semester in the program. This is a requirement of the Colorado Department of Education.

Application for Special Education-

1. Fill out and submit the attached graduate application form, and supplemental application materials. You also need to submit a copy of your receipt for the application fee. When the College of Education receives your application, a file will be set up for you. You will be notified periodically of the status of your file. It is your responsibility to check on the status of your file as items are received.
2. Complete all parts of the application process:
 - a. **Transcripts-** Submit **two** official sets of **all** transcripts. Transcripts must be sent directly from all schools you have attended to Special Education Licensure Program, College of Education, University of Colorado at Colorado Springs, P.O. Box 7150, Colorado Springs, CO 80933-7150. To avoid confusion on transcripts, please indicate all the last names you have ever used when filing out your application.
 - b. **Resume-** Submit an up-to-date resume
 - c. **Career Goals Statement-** Please read and follow the guidelines in this packet for writing the required goal statement.

- d. **Confidential Reference Forms-** Distribute three forms to persons familiar with your academic work and your experience with children/youth. These reference forms must be returned directly to the College of Education. **Send all materials to:**
Hettie Myers
Special Education Department
College of Education
University of Colorado at Colorado Springs
P.O. Box 7150
Colorado Springs, CO 80933
- e. **Professional Interview-** The College of Education will contact you when your application file is complete to schedule your professional interview. These dates will be pre-arranged based on faculty availability and schedule. It is the student's responsibility to adjust their personal schedule to attend their interview. Students will be notified in a timely manner so they may adjust their schedules if needed.

The College of Education will notify you of the decision on your application by letter. If you are accepted you will be required to complete and sign the Oath and Consent form and return it to the Special Education Departmental office (COH 3012). In addition, you will need to obtain a set of fingerprints through a qualified law enforcement agency on a card provided by the College of Education. The completed fingerprint card must be returned to the College of Education accompanied by a check or money order for \$39.00 made out to the Colorado Department of Education.

If you have changes in name, address, place of employment, work or home telephone numbers, notify the College of Education immediately. We need to be able to reach you by phone or mail at all times. Thank you for your interest in the Special Education Program. We will give your completed application our careful consideration.

Sincerely,

Lindy Crawford, Ph.D.
Department Chair of Special Education
College of Education
University of Colorado at Colorado Springs