



MAT Checklist

Initials indicate that the student is aware of the policy

Initials	Requirement	Description
	Graduate Catalog	<p>* USFSP Graduate Catalog – Be sure you are familiar with the policies for USFSP http://www.stpt.usf.edu/spgrad/Graduate_Catalog.htm</p> <p>The first paragraph in the catalog clarifies student responsibility while enrolled in any graduate program. <i>“While advisors, department chairs, directors and deans are available to assist the student meet these requirements, it is ultimately the responsibility of the student to be acquainted with all regulations, and be responsible for completing requirements. If requirements for graduation have not been satisfied, the degree will not be granted.”</i></p> <p>Please be sure to review it and keep the web address for future questions and clarification.</p>
	Transfer of Hours and Residency Requirement	<p>Up to 12 hours from a USF institution can be transferred into a graduate program. Up to 40% of the USF program hours from a non-USF institution. All transfer credit must have grades of B or better. In addition, the majority of the student’s program must be completed through courses taken at USF St. Petersburg.</p>
	Course Substitution	<p>A Course Substitution form must be completed for any course in which advance approval has been given to use as a substitute for the original program of study</p>
	Program of Study	<p>Be aware of the sequencing for some of the courses within the MAT program (see MAT Suggested Course Sequence on the MAT website. Many courses are offered only one time a year)</p>

		<ul style="list-style-type: none"> * The special education courses are taken in sequence * The ESOL courses are taken in sequence * The two reading courses are taken in sequence * Many courses are offered only 1 x a year. Consider this when planning
	Application for Internship (EDG 6947)	<ul style="list-style-type: none"> *Must apply for Internship 2 semesters before interning * Fall Internship – must apply by Jan. 15th of the same year * Spring Internship – must apply by June 15th of the previous year * Must have submitted passing scores on all 3 subtests of the FTCE: General Knowledge Test, Professional Education Test, Subject Area Examination – Exceptional Student Education K-12 - before registering for Internship course.
	Application for Graduation	Must submit application for graduation early in the semester you plan on graduating – check the calendar for exact due date
	Collaborative Digital Network - USFSP COE Assessment System	Must have passed 12 AP's at the Bridging level or 6 AP's at the Fulfilled level to enroll and complete the Internship course, EDG 6947.
	Master's Portfolio	Review the requirements under the link for the Master's Portfolio (found under the MAT website). Documents to include within the portfolio are collected throughout your program. The final portfolio is compiled during the course, EDG 6947
	Online Forum	This requirement is part of the MAT program. The link is MATdiscussion.org . You will need a user id and password. Review the minimum requirements found the MAT website. Documentation of the MAT Online forum is a requirement of the final portfolio. Please be sure you are saving your posts from the discussion board. You will need your documentation to pass the final Master's portfolio.
	Academic progress during the program	No grade below C can be counted in a graduate program and an overall GPA of 3.0 must be maintained in the program.

	Mentor Program	Documentation of the MAT Mentor log is a requirement of the MAT program. Please be sure that you are keeping copies of your mentor log each semester. The Mentor logs are part of the final the Master's portfolio. If you are having any trouble connecting with your mentor or logging on to the system please let me know right away. You will need your documentation to pass the final Master's portfolio.
	Reinstatement to the program after an absence	Students who have not been continuously enrolled (6 hours of graduate credit every three continuous semesters) will need to apply for reinstatement and will be subject to admissions criteria in effect at the time of reinstatement.
	Enrollment during the Program	<p>This is a reminder of the policy for continuous enrollment in any graduate program at USFSP. Students must complete a graduate degree in 5 (the old policy was 7 years) or less years. In addition, students who have not been continuously enrolled (6 hours of graduate credit every three continuous semesters) will need to apply for reinstatement and will be subject to admissions criteria in effect at the time of reinstatement. If there is a chance that you will be out more than this period of time it is in your best interest to complete a Leave of Absence from the program. This will enable you to be out for up to 2 years without applying for reinstatement. The Leave of Absence form can be found on the USFSP Graduate website.</p> <p>Information from the Graduation catalog regarding enrollment policies:</p> <ul style="list-style-type: none"> • Time limitations: http://www.stpete.usf.edu/spgrad/degree requirements.htm#mastersdegree requirements • Continuous enrollment: http://www.stpete.usf.edu/spgrad/EnrollmentRequirements.htm • Leave of absence: http://www.stpete.usf.edu/spgrad/EnrollmentRequirements.htm • Leave of absence form: http://www.grad.usf.edu/newsite/thesis_dissertation/forms/Leave_of_Absence_Request_Form.pdf
	Enrollment during semester of graduation	All students must be enrolled in at least 2 graduate hours during the semester in which they have applied to graduate.
	Incomplete Grades	Incomplete grades will become F grades after 2 semesters and the F will be part of the GPA calculation.
	Probation	Students whose GPA falls below a cumulative 3.00 GPA will be considered on academic probation. After one

		semester on academic probation, a registration hold will be placed on the student's record. Students have two semesters in which to return their GPA to good standing.
	Time Limitations	Students have five (5) years from the acceptance into the program to complete their degree. (Applicable to all students admitted Fall, 2007 or later)
	ESOL Practicum FLE 5940	The ESOL Practicum is the third course in the ESOL sequence and requires 60 hours of field work in a school serving ESOL students. The Practicum can be completed in the summer for those students who are full time teaching during the school year.
	Internship EDG 6947	The Internship course is the fourth course in the special education sequence. This course can be completed in your own classroom if you are teaching full time. The other option is to take this course as a traditional Internship course. See the Internship link on the COE website for requirements.

Student's Signature

Date

Student's signature indicates the policy has been reviewed and the student is aware of the policy and understands the implications. Please keep a copy of this form for future reference. The original form will be kept in the student's file.