

**UNIVERSITY OF NORTHERN IOWA  
DEPARTMENT OF SPECIAL EDUCATION  
MAE CHECKLIST**

The following checklist will assist the graduate student in determining the course of action to follow in completing the degree. The checklist illustrates the various steps from the beginning to the end of the program. It is recommended that the student place their initials in the space provided after each step is completed. Each student must assume responsibility for the progress of his/her own program. Check with the Department of Special Education Office (Room 150A, Schindler Education Center) and your advisor periodically to be certain that appropriate action has been taken. The student may also wish to obtain the advisor's initial as each step is completed.

Checklist	Student's Initials	Advisor's Initials
1. Make application for Graduate Study to Registrar	_____	_____
2. Consult with advisor on degree program and submit GF-1 (Application for Program Approval) to advisor for approval. The GF-1 should be filed during the first semester of coursework.	_____	_____
3. Advisor verifies and submits GF-1 to Graduate Board	_____	_____
4. When admission to candidacy is granted by the Dean of the Graduate College, complete program as declared on GF-1	_____	_____
5. Report to Advisor when notice of Department Candidacy approval is received	_____	_____
6. Submit Request to Write Research Paper to Graduate Board	_____	_____
7. At the beginning of the term in which graduation is expected, complete and submit the Application for Graduation (GF-3)	_____	_____
8. Complete Thesis or Research Paper as required	_____	_____
9. File Thesis with Dean of Graduate College or Research Paper in Department of Special Education	_____	_____
10. Register and update credentials with Placement Bureau	_____	_____
11. Order Cap and Gown!	_____	_____
<b>12. Complete Recommendation for Endorsement Forms if completing coursework which entitles you to add an endorsement to your teaching certificate.</b>	_____	_____