

Master of Arts in Education (MAEd): English as a Second Language (ESL)

Welcome to the Master of Arts in Education (MAEd) degree program at UAB’s School of Education and Human Sciences (SEHS) for preparing teachers for effectively teaching English Learners and Emergent Bilinguals. The first purpose of this master’s degree program is to guide educators in meeting the evolving needs of multilingual learners in today’s rapidly changing society. The second purpose is to deliver cutting-edge instruction through a standards-based, inquiry-focused approach for preparing educators to use state-of-the-art instructional strategies with multilingual learners. The third purpose is to ensure through online delivery that a quality program is available to educators regardless of where they live.

Location. The SEHS is housed in the Education-Engineering Complex (EEC) at 1150 Tenth Avenue South. From this location, the SEHS is close to two public elementary schools (Glen Iris and EPIC) and, also, within easy walking distance of street parking (free and metered).

Driving and Parking. <https://www.uab.edu/education/home/about/location-directions-parking>. If coming to campus, it is best to come with time to look for parking.

Candidate/Student. The words *candidate* and *student* are used in this packet. The word *candidate* refers to current and prospective students in the SEHS. The word *student* usually refers to learners in instructional settings who are being taught by SEHS candidates.

Important Links

School of Education and Human Sciences (SEHS): www.uab.edu/education

Academic Calendar: <https://www.uab.edu/students/academics/academic-calendar>

Tuition and Fees: <https://www.uab.edu/cost-aid/cost/detailed-tuition-fees>

Financial Aid: <https://studentaid.gov/understand-aid/types/grants/teach>

SEHS Scholarships: <https://www.uab.edu/education/home/students/school-of-education-scholarships>

SEHS Student website: <https://www.uab.edu/education/home/students>

Technology support: askIT@uab.edu

Class Schedule: google UAB class schedule

Class Registration and Tuition Payments: google UAB BlazerNet

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MAEd: The following information corresponds to UAB policies and procedures in effect on the date of this packet. For MAEd programs, this information also corresponds to codes and regulations mandated by the Alabama State Department of Education (ALSDE). Updated versions of this packet will take precedence over what is stated here. Such updates are usually in response to changes in ALSDE codes. The ALSDE periodically updates its codes to provide Alabama schools with educators prepared to meet the changing needs of today’s society. NOTE: If an updated program checklist offers more advantages to already-admitted students, candidates may request switching to the updated checklist.

Class A Certification Checklist

English for Speakers of Other Languages (ESOL)

Prerequisite: Class B in a teaching field from the ALSDE

	STATE OF ALABAMA DEPARTMENT OF EDUCATION TEACHER EDUCATION AND CERTIFICATION	ALSBE Approved by _____ Issued by _____ Date _____
9.18.22 B9 _____ Candidate's Name: _____ Issued to candidate on _____ by _____	Program: <u>English for Speakers of Other Languages (P-12)</u> Total Hours: <u>30-33</u>	
CLASS A PROGRAM CHECKLIST FOR TEACHING FIELD (Not Alternative Class A)		
Institution: <u>UNIVERSITY OF ALABAMA AT BIRMINGHAM</u>	Date Approved: <u>06/07/2022</u> Date Expires: <u>06/30/2026</u> Revisions: _____	
TEACHING FIELD	15	ADDITIONAL COURSES
(At least 1/3 of the program shall be in teaching field courses)		
EESL 610 Second Language Acquisition	3	EESL 630 Methods and Materials for Teaching ESL
EESL 612 Curriculum, Programs, and Policies	3	EESL 640 Teaching New Languages through Reading and Writing
*EESL 613 Teaching ESL in a Multicultural Society	3	EDU 614 Making sense of data to inform instruction
EESL 615 Grammar and Linguistics for ESL Teachers	3	EDU 615 Learning in context: from theory to practice
EESL 625 Phonology for Second Language Teachers	3	
Survey of Special Education Coursework:		
*If special education was never taken, the elective must be ECY 600		
ECY 600 Introduction to Exceptional Learners	0-3	Technology Standards:
If special education was completed for prior level certification, another approved diversity course is required which is as follows:		(met in EESL 630 and EESL 640)
*EESL 613 Teaching ESL in a Multicultural Society (see teaching field)		
Program Admission Requirements for Class A Certification in English for Speakers of Other Languages (P-12)		
Prospective students should NOT begin any coursework without first seeking advisement from the program faculty advisor (call 205-934-5371). Students who ignore this admission assume responsibility for their own mistakes.		
In addition to meeting the requirements for admission to the Graduate School, a candidate must meet requirements for unconditional admission to the English for Speakers of Other Languages (P-12) Program. To be eligible for unconditional admission to this Class A certification program, a candidate must hold a <u>valid</u> Alabama bachelor's level professional educator certificate in any teaching field.		
ALSBE Requirements for Alternative Class A Certification in English for Speakers of Other Languages (P-12)		
Once a candidate has completed checklist requirements and has met all admission, exit, and certification requirements, the candidate will be eligible for Class A certification in English for Speakers of Other Languages (P-12). To be eligible for this certification, the candidate must:		
<ul style="list-style-type: none"> - possess an Alabama Class B Professional Certificate in a teaching field; - submit a completed application for certification during the last term of enrollment in the Class A English for Speakers of Other Languages Education (P-12) Program (and no later than 60 calendar months upon completion of this degree program); - successfully complete all courses on the Class A program checklist, meet the criteria of UAB's Graduate School for completing the corresponding degree program, and earn a minimum GPA of 3.25 for all courses on this Class A checklist; - obtain a passing score on the Praxis in English for Speakers of Other Languages (ESOL) and meet all requirements for the Alabama Educator Certification Assessment Program (AECAP). 		
Dean of Education: <u>Michelle Robinson</u> Date: <u>10/13/2022</u>		

Course Calendar

Subject to change based on enrollment and/or other circumstances.

Courses	Fall	Spring	Summer	Fall, Spring
EESL	610, 615	625, 630, (odd-EFL 611)	612, 640, 690	(Span & Fren)
other	EDU 614	EDU 615	EDU 613	

NOTE: If teachers completed a teacher education program in another state, our School of Education checks to see if they had taken a special education course. If not, they must take ECY 600 as their elective.

Course Schedule for Pursuing Class A Certification in ESOL

Prerequisite: valid Class B in any teaching field issued by the ALSDE

This projected schedule is subject to change based on course scheduling, enrollment, and/or other circumstances.

PLAN	Candidates who start Fall 2024	Candidates who start Spring 2025	Candidates who start Summer 2025
Fall 2024	EESL 610 Second Language Acquisition EESL 615 Grammar for ESL Teachers		
Spring 2025	EESL 625 Phonology for ESL teachers EESL 630 Methods for Teaching ESL	EESL 630 Methods for Teaching ESL EESL 625 Phonology for ESL teachers	
Sum. 2025	EESL 612 Curriculum, Programs, Policies EESL/EDU 613 <i>Multicultural - Diversity</i>	EESL 612 Curriculum, Programs, Policies EESL/EDU 613 <i>Multicultural - Diversity</i>	EESL 612 Curriculum, Programs, Policies EESL/EDU 613 <i>Multicultural - Diversity</i>
Fall 2025	EDU 614 Making Sense of Data ...*	EESL 610 Second Language Acquisition EESL 615 Grammar for ESL Teachers	EESL 610 Second Language Acquisition EESL 615 Grammar for ESL Teachers
Spring 2026	EDU 615 Learning in Context...* <i>Application for Degree: April 1st</i>	EDU 615 Learning in Context...*	EESL 625 Phonology for ESL teachers EESL 630 Methods for Teaching ESL
Sum. 2026	EESL 640 Reading/Writing EESL 690 Internship (3 credit hours) <i>Praxis and Application for Certification</i>	EESL 640 Reading/Writing EESL 690 Internship (3 credit hours) <i>Application for Degree: July 1st</i>	EESL 640 Reading/Writing EESL 690 Internship (3 credit hours)
Fall 2026		EDU 614 Making Sense of Data...* <i>Praxis and Application for Certification</i>	EDU 614 Making Sense of Data...* <i>Application for Degree: Nov. 1st</i>
Spring 2027			EDU 615 Learning in Context...* <i>Praxis and Application for Certification</i>

*To be eligible for a student loan, graduate students must enroll in 5+ graduate credit hours within a given semester. If you plan to apply for a student loan, you can meet FAFSA's 5-hour requirement by enrolling in a second course (EESL 677 Field Studies) for 2 credit hours.

Course Schedule for Pursuing Dual Certification Class A: ESOL/Spanish or ESOL/French

Prerequisite: valid Class B in Spanish or French issued by the ALSDE


This projected schedule is subject to change based on course scheduling, enrollment, and/or other circumstances.

PLAN	Candidates who start Fall 2024	Candidates who start Spring 2025	Candidates who start Summer 2025
Fall 2024	EESL 610 Second Language Acquisition 1st Spanish or French course		
Spring 2025	EESL 630 Methods for Teaching ESL 2nd Spanish or French course	EESL 630 Methods for Teaching ESL 1st Spanish or French course	
Sum. 2025	EESL 612 Curriculum, Programs, Policies EESL/EDU 613 <i>Multicultural - Diversity</i>	EESL 612 Curriculum, Programs, Policies EESL/EDU 613 <i>Multicultural - Diversity</i>	EESL 612 Curriculum, Programs, Policies EESL/EDU 613 <i>Multicultural - Diversity</i>
Fall 2025	EESL 615 Grammar for ESL Teachers 3rd Spanish or French course	EESL 610 Second Language Acquisition 2nd Spanish or French course	EESL 610 Second Language Acquisition 1st Spanish or French course
Spring 2026	EFL 611 Adv. Methods: World Languages EESL 625 Phonology for ESL teachers	EFL 611 Adv. Methods: World Languages 3rd Spanish or French course	EFL 611 Adv. Methods: World Languages 2nd Spanish or French course
Sum. 2026	EESL 640 Reading/Writing EESL 690 Internship (3 credit hours) <i>Application for Degree: July 1st</i>	EESL 640 Reading/Writing EESL 690 Internship (3 credit hours)	EESL 640 Reading/Writing EESL 690 Internship (3 credit hours)
Fall 2026	EDU 614 Making Sense of Data 4th Spanish or French course <i>Praxis and Application for Certification</i>	EDU 614 Making Sense of Data EESL 615 Grammar for ESL Teachers <i>Application for Degree: Nov. 1st</i>	EDU 614 Making Sense of Data 3rd Spanish or French course
Spring 2027		EESL 625 Phonology for ESL teachers 4th Spanish or French course <i>Praxis and Application for Certification</i>	EESL 625 Phonology for ESL teachers EESL 630 Methods for Teaching ESL <i>Application for Degree: Apr. 1st</i>
Fall 2027			EESL 615 Grammar for ESL Teachers 4th Spanish or French course <i>Praxis and Application for Certification</i>

Class A Checklist for Dual Certification

ESOL and Spanish (identical to ESOL and French)

Prerequisite: Class B in Spanish (or French) from the ALSDE

 9.16.22 B0	STATE OF ALABAMA DEPARTMENT OF EDUCATION TEACHER EDUCATION AND CERTIFICATION	ALSBE Approved EPP: _____ Initials: <u>ASL</u> Approved: _____ Expired: _____ Revised: _____
Candidate's Name: _____		Program: Spanish and English for Speakers of Other Languages (P-12)
Issued to candidate on _____ by _____		Total Hours: 42-45
CLASS A PROGRAM CHECKLIST FOR TEACHING FIELD (Not Alternative Class A)		
Institution: <u>UNIVERSITY OF ALABAMA AT BIRMINGHAM</u>		Date Approved: <u>06/09/2022</u> Date Expires: <u>06/30/2028</u> Revisions: _____
TEACHING FIELD (At least 1/3 of the program shall be in teaching field courses)	27-30	ADDITIONAL COURSES 15
12 hours of Spanish at the 500/600 level 12 EESL 610 Second Language Acquisition 3 EESL 612 Curriculum, Programs, and Policies 3 *EESL 613 Teaching ESL in a Multicultural Society 3 EESL 615 Grammar and Linguistics for ESL Teachers 3 EESL 625 Phonology for Second Language Teachers 3		EFL 611 Advanced Methods: World Languages 3 EESL 630 Methods and Materials for Teaching ESL 3 EESL 640 Teaching New Languages through Reading & Writing 3 EDU 614 Making sense of data to inform instruction 3 Internship EESL 690 Internship in Second/Foreign Languages 3 <i>Note: The internship will be in teaching English for Speakers of Other Languages and shall be divided between early childhood/elementary and middle/secondary grades.</i>
Survey of Special Education Course: (required if not previously completed) ECY 600 Introduction to Exceptional Learners 0-3 <i>*If special education was completed for prior level certification, another approved diversity course is required which is as follows:</i> EESL 613 Teaching ESL in a Multicultural Society (see teaching field).		Technology Standards: (met in EESL 630 and EESL 640)
Program Admission Requirements for Class A Certification in Spanish and English for Speakers of Other Languages (ESOL) (P-12)		ALSDE Requirements for Class A Certification in Spanish and English for Speakers of Other Languages (ESOL) (P-12)
Prospective students should NOT begin any coursework without first seeking advisement from the Department of Curriculum and Instruction (call 205-934-5371). Students who ignore this admonition assume responsibility for their own mistakes. In addition to meeting the requirements for admission to the Graduate School, a candidate must meet requirements for unconditional admission to the Spanish and English for Speakers of Other Languages (P-12) Program. To be eligible for unconditional admission to this program, a candidate must hold a valid Alabama bachelor's level professional educator certificate in Spanish (P-12). Please Note: If an individual is unconditionally admitted to this Class A program based on a valid bachelor's level professional educator certification from another state, then the individual must hold valid Alabama Class B certification in Spanish (P-12) <i>before</i> completing this Class A dual certification program (Spanish and English for Speakers of Other Languages (P-12)) and subsequently applying for Alabama certification at the Class A level in Spanish and English for Speakers of Other Languages (P-12).		Once a candidate has completed checklist requirements and has met all admission, exit, and certification requirements, the candidate will be eligible for Class A certification in both Spanish and English for Speakers of Other Languages (P-12). To be eligible for both of these certifications, the candidate must: <ul style="list-style-type: none"> • possess an Alabama Class B Professional Certificate in Spanish (P-12); • obtain a passing score on the Praxis subject test in English for Speakers of Other Languages (ESOL) (P-12); • submit a completed application for certification during the last term of enrollment in the Class A Spanish (P-12) program and in the Class A English for Speakers of Other Languages (P-12) program (and no later than 60 calendar months upon completion of this degree program); • successfully complete all courses on the Class A program checklist, meet the criteria of UAB's Graduate School for completing the corresponding degree program, and earn a minimum GPA of 3.25 for all courses on this Class A checklist; and • meet all other requirements for the Alabama Educator Certification Assessment Program (AECAP)
		Dean: <u>Michelle Robinson</u>
		Date: <u>10/13/2022</u>

Internship Requirements for Traditional ESL Master's

300 clock hours with part at the ECE/elementary level and part at middle/secondary

Distribution of Internship Hours for Elementary Teachers during MAEd/ESL Courses*

Projected Plan for	Clock Hours**			Course Assignments, Activities, and Possible Sites
	ECE/Elem	Middle/Sec	either	
EESL 610 <i>Sec. Lang. Acquisition</i>	100			Teaching ELs in own class or during prep, evenings, or on Saturday
EESL 612 <i>Curric/Program</i>			15	3 days visiting EL summer programs, bus duty to bus duty
EESL 625 <i>Phonology</i>			5	Pronunciation teaching project
EESL 630 <i>ESL Methods</i>	100			Teaching unit to ELs in own class or during prep, after school, or Sat.
EESL 640 <i>Reading/Writing</i>			8	Providing individual literacy instruction to a struggling EL reader
			22	Teaching ELs
EESL 690 <i>Internship</i>		50		Teaching during a 2-week EL summer program (includes planning)
	☼	☼	☼	Completing an Internship Portfolio (starting 2 semesters earlier)
Total = 300+ hours	200	50	50	

* Secondary teachers will follow a similar plan but with elementary and secondary inverted.

** 6th grade (which includes rising 6th graders) can count as either elementary or secondary.

EESL 690 Internship in ESL, P-12

Summer enrollment in EESL 690 for 3 credit hours

Prerequisites for starting the internship:

Completed 7 of the following 8 courses (or be concurrently enrolled in the 7th course):

EESL 610, 612, 613, 615, 625, 630, 640

Passed (or be registered for) the ESOL Praxis #5362.

Internship Application: Due January 31 prior to summer of intended internship

Submit to Dr. Josephine Prado, jprado@uab.edu

Internship Seminars – online (required as part of EESL 690)

Interns MUST participate in these internship seminars. Full participation is obligatory.

Internship Teaching (required as part of EESL 690)

Interns must teach ESL for 8 to 10 consecutive days at a UAB-affiliated summer program for ELs (usually in June or July and close to where a candidate lives). Teaching schedule will depend on the structure of a school district's summer program. Failure to teach for 8–10 consecutive days at the designated summer program site will cause the internship to be postponed until the following summer. During these 8–10 days of teaching, each intern will be observed teaching three sheltered lessons, twice by a UAB supervisor and once by another intern. Each intern will also do one observation of a fellow intern teaching a sheltered lesson. Interns will document their internship teaching by preparing and submitting a sheltered internship portfolio.

Admission as a Degree-Seeking Student

1. **Create Application Account/Portal with the Graduate School:** www.uab.edu/graduate (click Apply Now, green top right)
 - a) Click on “Sign up” which is at the bottom of the screen below the “Sign in” button (*if first graduate application since 2017*)
 - b) Enter first name, last name and email address on the sign-up page, and click submit.
 - c) After you receive an email from the Graduate School, follow instructions and create your Application Portal password.
 - d) After this, go to the online application dashboard where you will now begin your application (and all future applications).
 - e) If you need help, please contact the Graduate School at 205-934-8227 or by emailing gradschool@uab.edu.

2. **Click Master’s degree.** From among the program options, select your **program** and then select your **concentration**:

English as a 2nd Language - **Concentration:** ESL cert., ESL/French, ESL/Spanish

Term: e.g., Summer 2024, Fall 2024, Spring 2025, Summer 2025 ... (*TERM will appear after you select a concentration.*)

Education Background: Identify all community colleges, colleges, and universities that you have attended.

Transcripts: Expedite your application by uploading a PDF of your unofficial transcripts from all colleges attended (except for UAB). Have official transcripts from each college attended (except for UAB) emailed to SOEtranscripts@uab.edu (OR mailed to **SEHS Office of Student Services (OSS)**, 1720 2nd Avenue South—EEC 311; Birmingham, AL 35294-4460)

Personal Essay (statement of purpose, academic interests, career goals, relevant background experience): Upload essay as a PDF.

Resume/CV: Update your resume or Curriculum Vitae (CV), save as PDF, and upload.

References (*waive right*): Include names and emails of three recommenders. UAB will automatically email them the reference form.

In-state Residency: If you believe you are a resident of Alabama, respond “yes” to **Do you claim to be a resident of Alabama?** Provide the following information: birth state, high school graduation state, dates resided in Alabama, address, and reason for relocating to Alabama. If you are classified as a non-resident and feel this is in error, you can submit a residency reclassification form.

Disciplinary and Criminal History: Respond to all questions and provide explanations if needed.

Application Fee: \$50. Pay online using a credit card or debit card. If you need help, contact the Graduate School.

3. **100% Complete** Once payment is submitted, you must go back to the application, sign electronically, and click SUBMIT button to send your application to the Graduate School. After your application is successfully submitted, you will receive a confirmation email.

4. Be sure to submit your application by the deadline for when you want to start. (NOTE: Official test scores can arrive a few days later.)

April 15 (admission to summer)	July 15 (admission to fall)	November 15 (admission to spring)
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5. **Interview:** When called for a Zoom interview, applicants should be professionally dressed (such as when doing a job interview).

6. **Application Status:** Check your application account periodically and/or contact the Graduate School, 205-934-8227, gradschool@uab.edu.

7. **Program Review:** After ALL materials arrive at the Graduate School, the application is reviewed by the targeted program in the SEHS. This program review usually takes from 2 to 6 weeks for an application to be fully processed (goal = ASAP).

8. **Admission email:** After your application has been processed, you will receive an email from the Graduate School with the subject line: “UAB Graduate School Admission Decision”. This email will prompt you to go to your application account and retrieve your letter:
 - Your student number (letter “B” followed by 8 digits) *NOTE: You will need this number for identification purposes.*
 - Your program (e.g., MAEd) and, if applicable, your concentration (e.g., Math)
 - Your status as an Alabama resident (with in-state tuition) or as a non-resident (with out-of-state tuition)

9. **BlazerID:** Follow the instructions in your admission letter with respect to processing a BlazerID (or reactivating your inactive BlazerID). Go to BlazerNet Central: www.uab.edu/blazerid and immediately process your BlazerID. This serves as your UAB email. You should check your UAB email regularly and must always use it in official communication with UAB. If you have linked your new UAB email to your home email, check frequently to make sure this connection is working properly.

10. **Faculty Advisor:** After being admitted as a degree-seeking student, you should contact your faculty advisor (Dr. Josephine Prado).

11. **Financial Aid** (if needed): To be eligible for a student loan, graduate students must enroll in at least 5 graduate credit hours in a given semester.

12. **HEALTH:** All non-online students (degree-seeking and non-degree seeking) must obtain medical clearance. After you are admitted, you will receive an email about obtaining medical clearance. It will have links to UAB’s Student Health and Wellness (SHW) website and to the Patient Portal: <http://www.uab.edu/studenthealth/medical-clearance>. Links to these SHW webpages are also available on your BlazerNET account. If you are pursuing the ESL-only master’s, all courses are online, and therefore you won’t need medical clearance. However, if you are pursuing the ESL/Spanish or ESL/French options, you must meet the medical clearance deadline. If not, you will be blocked from registering for class.

Which immunizations do you need? To find out, go to [Medical Clearance](#) and answer these questions:

-When did/will you matriculate (begin classes) at UAB?	Summer term 2016 or later	<u>Prior to summer term 2016</u>
-Are you a clinical or non-clinical student?	<u>Non-clinical (no patient contact)</u>	<u>Clinical (patient contact)</u>
-Are all of your courses completely online?	<u>Yes, all courses are completely online.</u>	<u>No, at least one class will be on campus.</u>
-Are you a United States citizen?	<u>Yes, I am a U.S. citizen.</u>	<u>No, I am not a U.S. citizen</u>

Level 1 Immunization. Most MAEd students are classified as Level 1 immunization: **MMR (Measles, Mumps, Rubella)**, **Tdap (Tetanus, Diphtheria, Acellular Pertussis)**, **Varicella (Chickenpox/Shingles)**; and **TB (Tuberculosis)** screening. Immunizations and TB screening are available at SHW (1714 Ninth Avenue South) for a fee. Make an appointment by calling 205-934-3581 or by accessing the Patient Portal at <http://www.uab.edu/studenthealth/services/immunizations-and-tb-tests>. Any questions, contact medclearance@uab.edu

Submitting records (patient portal). Click *Forms, Immunizations Entry, Add Record*. Upload documents as JPEG, JPG, PNG, or GIF.

Tuition (2024-25)

<https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees>

Online courses	Each semester hour of coursework	Each 3-hour course
In-state & out-of-state	\$572	\$1,716

Fees (2024-25): field supervision \$100, internship \$75, lab (clinical) \$50; graduation \$60; payment plan \$25, late payment \$50, reinstatement \$50 - \$150; transcript \$10

Application Deadlines

1) Application for Degree-seeking Admission Graduate School www.uab.edu/graduate click on **APPLY NOW**

Projected Term for Admission	Degree-Seeking Admission*
Summer (3 terms starting early May, early June, & late June)	April 15 th
Fall (starts late August)	July 15 th
Spring (starts early January)	November 15 th

*Subject to change: Updates will be posted at [Graduate School Deadlines](#)

2) Application for Degree. Graduate School's <http://www.uab.edu/graduate/online-forms>

Click on "Forms Used to Complete Graduate Study." Then scroll and click "Application for Degree – Master's and EdS".

SEHS students must meet SEHS deadlines and not the Graduate School's deadline. SEHS graduate students must submit their Application for Degree and pay the graduation fee (\$60) about **seven months before they intend to graduate**. Failure to do so will delay their graduation by at least one semester. The School of Education and Human Sciences (SEHS) recommends students to UAB's Graduate School for graduating with a master's degree. After approving the recommendation, the Graduate School awards the degree. Detailed and instructions are provided at this website: <https://www.uab.edu/education/home/students/important-deadlines-for-current-students>

3) Application for Certification: Office of Student Services: EEC 311

Students receive detailed information regarding certification application processing during their final semester. Detailed information is provided at the bottom of this website: <https://www.uab.edu/education/home/students/important-deadlines-for-current-students>

The SEHS recommends candidates to the ALSDE for **Class A Teacher Certification** in the targeted teaching field. After approving the recommendation, the ALSDE issues the certification. This process may take several months. Certification eligibility expires if candidates do not submit application within 60 months of graduation! If students have specific questions regarding certification, they should contact Ms. Tashara Walker tawalker@uab.edu

Non-Degree Seeking Status

UAB Graduate School, 205-934-8227 gradschool@uab.edu

Applicants who do not meet degree-seeking application deadline and wish to start taking courses that semester.

- Instructions:** Read the instructions for non-degree seeking students at <http://www.uab.edu/graduate/nondegreestudents>
- Non-degree application:** Submit a non-degree seeking application five business days before the start of the targeted term.
- Degree choice:** After clicking "Start new application", respond to the four key questions as follows:
 - For which of the following are you applying? **Non-Degree Seeking**
 - Intended Program of Study: **Education Non-Degree**
 - Concentration: **Not Applicable – the selected program does not offer concentration options**
 - Term: Select the term that you are interested in registering for as a non-degree seeking student.
- Payment:** Pay \$40 online (debit card or credit card) and click SUBMIT.
- Transcripts:** Non-Degree students must submit a copy of their transcript from a regionally accredited university showing that a bachelor's degree or higher has been awarded. This transcript may be unofficial and can be uploaded within the application prior to submission. If you would like to submit an unofficial copy of your transcript after submission, please send it via email to gradschool@uab.edu. Your application cannot be processed until the Graduate School has received a copy of your transcript. If you submit an official transcript for non-degree seeking admission, this transcript can later be used for degree-seeking admission.
- Admissions:** Once you have completed your application by paying the fee and submitting a transcript showing that a bachelor's degree or higher has been awarded from a regionally accredited university, the Graduate School will process your application within 1-3 business days. After an admissions decision has been rendered, you will be notified via email and will need to log back into the application dashboard to view your decision. You will find crucial information within your decision letter, such as a link to complete the Acknowledgement of Non-Degree Policies form, how to process your BlazerID if you do not already have one, and information regarding required overrides that must be issued to non-degree seeking students.
- No financial aid:** During the terms in which you take courses as non-degree seeking, you are NOT eligible for student loans.
- After you earn degree-seeking status, submit the form **Change non-degree seeking credit to degree-seeking credit**. You can find this form at <https://www.uab.edu/graduate/students/current-students/academic-policies-progress/forms>

I am interested in learning more about the ESL master's

Names: First & Middle _____ (preferred _____); Last _____ (former _____)

Date of Birth _____ Home email _____ Work email _____

Home Phone _____ Cell _____ Work Phone _____

Home Address _____ City _____ State _____ zip _____

Undergraduate degree: major _____ minor _____ college/univ. _____ year graduated _____

Graduate: degree _____ major _____ minor _____ college/univ. _____ year graduated _____

Current Employment: _____

Former Employment: _____

MAEd: Class B Certification (bachelor's level) _____ Name on Certification _____

Where and when did you take an introductory course to special education? _____

Total years of full-time teaching in an accredited school: _____

Prerequisite:

Valid Class B Teacher Certification from the ALSDE in any teaching field

I am aware of the following:

- 1) Applicants should read and follow the stipulations in this information packet and keep themselves informed regarding any changes.
- 2) All regulations described in this information packet **are valid only up until the date** on this packet.
- 3) Policies are established by UAB and ALSDE, these policies are subject to change, and candidates must abide by all such changes.
- 4) Candidates must submit their admission applications to UAB's Graduate School by the deadline. However, it is usually OK for exam scores to arrive a few days after the deadline.
- 5) When communicating with UAB faculty and staff by email, candidates should always use professional email etiquette, should fully identify themselves, and should also provide some background information.
- 6) After candidates have obtained a UAB email, they must check it frequently and always use it in official communication.
- 7) Candidates must take all of the education courses on their program checklist (no substitutions) and follow all procedures to earn a master's degree from UAB and, for an MAEd, to earn Class A certification from the ALSDE.
- 8) If recommended by a course instructor or the program director, candidates must take a writing course.
- 9) Candidates must always demonstrate a high level of professional dispositions worthy of the teaching profession. Failure to do so will result in being exited by the SEHS.
- 10) Candidates must maintain 3.25 GPA to progress from semester to semester and be eligible for a master's degree and for Class A certification. The Graduate School exits candidates following the second semester of academic probation (lower than 3.0).
- 11) Candidates must confer with their SEHS faculty advisor or with their program director whenever they have questions concerning their program. Advisors and program directors give advice but that they are not responsible for a candidate's program or degree.
- 12) Candidates must submit an Application for Degree about 7 months before their anticipated graduation. Failure to do so may delay their graduation by a full semester.
- 13) Upon discontinuing studies for more than a year, candidates must follow program in effect upon re-entry.
- 14) Candidates must submit an Application for Certification to the Office of Student Services during their final semester. If this application is not submitted within 60 months of graduation, candidates lose their eligibility for Class A certification.
- 15) After the master's degree has been posted on their transcript, candidates should submit a request to UAB for an official transcript to be sent to their school system in order to become reclassified in a new salary bracket. This salary reclassification will be finalized after the school receives official notification of the Class A certificate.

Signature: _____

Date _____