

UNIVERSITY OF MASSACHUSETTS AMHERST
SCHOOL OF EDUCATION

ADVISING GUIDELINES
FOR THE
CERTIFICATE OF ADVANCED GRADUATE STUDY

INTRODUCTION

This booklet provides Certificate of Advanced Graduate Studies (C.A.G.S.) students with helpful information about School of Education and Graduate School procedures to aid the advising process and to promote continuous and smooth progress toward completion of the certificate.

There are three major steps to the C.A.G.S.:

1. Admission, Assignment of Initial Advisor and Formation of Proposed Program of Study (File **Form C-1**)
2. Completion of Proposed Program of Study
3. Certification of Completion of Proposed Amended Program of Study (File **Form C-2**)

Within the framework of the University Graduate School regulations and with the advice and approval of an academic advisor, C.A.G.S. students plan programs of study that include a minimum of 33 credits beyond the baccalaureate degree.

Candidates for the C.A.G.S. must complete a minimum of 30 credits beyond the Master's degree. These courses must comprise a coherent program of study.

Graduate School regulations, requirements, and administrative processes which affect your progress toward receipt of the degree are found in the Graduate School Bulletin (http://www.umass.edu/grad_catalog/education/cags.html) and the Graduate School Handbook. These publications are available on line at www.umass.edu/gradschool/handbook. Refer to those documents for information, regulations, and procedures concerning enrollment status, statute of limitations, grading policy, academic average for graduate degrees, satisfactory or reasonable progress, maximum credit loads, course withdrawal, incomplete, grades, academic dismissal, transfer of credits, leave of absence, program fee, off-campus fee, and readmission.

Advising Guidelines for C.A.G.S.

Page 2

The guidelines that follow provide information which reflect elements unique to the School of Education (www.umass.edu/education) or items which have proven especially helpful to School of Education graduate students.

To ensure a successful C.A.G.S. program of study, carefully follow the certificate completion checklist provided in this booklet and file the C.A.G.S. forms (also provided or explained in this booklet).

ADVISING CHECKLIST
CERTIFICATE OF ADVANCED GRADUATE STUDY (C.A.G.S.)

Date Completed: _____ **Concentration:** _____

Initial Advising and Planning of Program of Study:

- _____ Meet with assigned concentration advisor once a semester.
- _____ Review your academic concentration's requirements as well as School and Graduate School requirements. Graduate School regulations and requirements which affect your certificate program are found in the following documents: Graduate School Bulletin, Graduate School Handbook, All documents are online at:
http://www.umass.edu/gradschool/students_information_forms.htm
- _____ Review C.A.G.S. requirements and process.
- _____ Complete and file **Form C-1** (Projected Program of Study) with the Graduate Programs Office (Room 123, Furcolo Hall) by the end of the first semester.
- _____ Plan to complete a program of study with a minimum of 30 graduate credits:
 - **All 30 credits must be taken at the University of Massachusetts Amherst;**
 - at least 15 of those credits must be taken in the School of Education;
 - eighteen (18) of the credits must be at the 600 or above course-level number; and
 - all courses must be completed within a four-year time period.
 - No greater than 9 credits from Independent Study or Independent Practicum

Satisfactory or Reasonable Progress

A student must make satisfactory and reasonable progress toward completion of a degree program within the Statute of Limitations for that degree. A student who is not making satisfactory or reasonable progress is subject to termination.

Transfer of Credit:

- _____ Apply during the first year of study for transfer of appropriate credits taken at University of Massachusetts Amherst while on a non-degree status or as a Continuing Education student.

- _____ A student must complete a Transfer of Credit Form for all courses to be transferred. The form is available in the Graduate Programs Office (Room 123, Furcolo Hall). The form must be signed by an advisor and returned to the Graduate Programs Office.

- _____ You may transfer:
 - a maximum of six credits taken as a non-degree student, or
 - a maximum of six credits from a Continuing Education Response Course or Post-Baccalaureate licensure course only. Post-Baccalaureate courses are only transferable if you were formally accepted into the Post-Baccalaureate Teacher licensure Program and if these credits were taken BEFORE entrances into the Master of Education degree program.

Completion of the Program of Study:

- _____ Satisfactorily complete all course work agreed to on the Proposed Program of Study Form (**Form C-1**).

Verification of Completion of Program of Study:

- _____ Complete the Completed Program of Study Form (**Form C-2**), review with your advisor, and submit one copy of the signed form to the Graduate Programs Office (Room 123, Furcolo Hall).

- _____ **complete the Certificate of Advanced Graduate Study Eligibility Form and submit it to the Graduate Programs Office (Room 123, Furcolo Hall) at least one week before the Graduate School's published deadline. The Certificate is not automatic after completion of coursework. Candidates must complete appropriate paperwork and apply for the Certificate.**

**CERTIFICATE OF ADVANCED GRADUATE STUDY (C.A.G.S.) FORMS:
PURPOSES AND EFFECT**

C-1 Proposed Program of Study.

Form C-1 also highlights academic requirements, notes issues related to transfer of credits as well as student teaching or practicum experience concerns.

Form C-1 allows the student to present information about relevant course work and prior experience and helps express goals and a rationale around which a coherent program of study can be formed. In effect, it is an academic agreement between the student, the School of Education, and the Graduate School. Form C-1 will be reviewed by the Graduate Program Director to ensure that requirements agreed to have been satisfactorily completed.

C-2 Completed Program of Study

Form C-2 affirms that the student has completed an approved program of study. It must be submitted to the Graduate Programs Office (Room 123, Furcolo Hall) along with the completed Certificate of Advanced Graduate Study (C.A.G.S.) Eligibility Form (Form C-3)

Certificate of Advanced Graduate Study Eligibility Form

The Eligibility form notifies the Graduate School of the student's satisfactory completion of the required course work towards a C.A.G.S. This form must be returned to the Graduate Programs Office (Room 123, Furcolo Hall) to be signed by the Graduate Program Director, Department Chair

CAGS Form C-1

**CERTIFICATE OF ADVANCED GRADUATE STUDY
PROPOSED PROGRAM OF STUDY**

Please Print or Type:

Student's Name

SPIRE ID Number

Local/Cell Phone #

E-Mail Address

Advisor: _____

Concentration: _____

Master's Degree Received:

_____ Degree	_____ Institution	_____ Major	_____ Date
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University of Massachusetts Amherst transfer credits toward the Certificate of Advanced Graduate Study (CAGS) which are allowable (a formal transfer of credit request form must be completed with the Graduate Programs Office (Room 123, Furcolo Hall):

<u>Date</u>	<u>Department</u>	<u>Course #</u>	<u>Title</u>	<u>Credits</u>	<u>Grade</u>
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Course work and experiences prior to admission relevant to your proposed program of study:

Goals and Rationale for your Program of Study (explain the bodies of knowledge, skills, and competencies you expect to acquire through your Program of Study):

Proposed Program of Study (courses, skills, experiences)

<u>Department and Course #</u>	<u>Course Title</u>	<u>Semester/Year to be taken</u>	<u>Credits</u>
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Total Credits _____

Student's Signature

Date

Advisor's Signature

Date

Graduate Program Director
School of Education

Date

This form is to be signed by the faculty member assigned as your advisor and filed with the Graduate Programs Office (Room 123, Furcolo Hall) before the end of the first year of study.

CAGS ELIGIBILITY FORM
GRADUATE SCHOOL · UNIVERSITY OF MASSACHUSETTS – AMHERST
CERTIFICATE OF ADVANCED GRADUATE STUDY APPLICATION FORM

INSTRUCTIONS

Type all entries on this form. Mark items as "N/A" that do not apply.

PART I (on reverse side) is to be completed by the candidate.

PARTS II and III (below) are to be completed by the candidate.

Additional information for PART I is continued in Section D, below.

SECTION A – Information requested is self-explanatory.

SECTION B – Copy from your SPIRE transcript, in chronological order, the courses you wish to apply toward your C.A.G.S.

SECTION C – Sign and date this form and give it to the Graduate Program Office with your signed C-2 form.

PART I – Continued

SECTION D

TO THE BEST OF MY KNOWLEDGE, THE INFORMATION GIVEN ON THE REVERSE SIDE IS CORRECT AND COMPLETE.

Signature of Candidate: _____ Date: _____

After signing this form, give to Graduate Program Director for verification.

PART II – To Be Completed By Graduate Program Director

THE INFORMATION FURNISHED BY THE ABOVE NAMED CANDIDATE IN THE _____ PROGRAM HAS BEEN VERIFIED FROM DEPARTMENTAL RECORDS.

Signature: _____ Date: _____

Name Typed: _____

PART III – To Be Completed By School of Education Dean

I RECOMMEND THAT THE ABOVE NAMED CANDIDATE BE AWARDED THE CERTIFICATE OF ADVANCED GRADUATE STUDY AT THE _____ 20____ DEGREE GRANTING PERIOD.

Signature: _____ Date: _____

Name Typed: _____

After signing this form, forward to Office of Degree Requirements for processing of C.A.G.S. by Graduate School.

FOR GRADUATE SCHOOL USE ONLY

Date Form Received: _____ Received By: _____

(over)

**SCHOOL OF EDUCATION
GRADUATE AND UNDERGRADUATE PROGRAMS OFFICE**

STUDENT SURVEY

Please return this completed survey to the Graduate Programs Office (Room 123, Furcolo Hall) with your completed CAGS Form C-2 (Completed Program of Study).

SECTION 1:

1. Current Semester: Fall _____ Spring _____ Summer _____ Year: _____

2. Academic Program of Study:

Admitted After September 1997

Bilingual/ESL/Multicultural Education

Child Study & Early Education

Educational Administration

Educational Technology

Elementary Teacher Education

Higher Education

Integrated Day

International Education

180 Days in Springfield

Policy Studies in Education

Reading & Writing

School Counselor Education

Secondary Teacher Education

Social Justice Education

Special Education

Springfield Science Teachers

3. Sex: Female _____ Male _____

4. Ethnicity: White _____ African-American _____ Hispanic _____

Native-American _____ Cape Verdean _____

Asian or Pacific Islander _____

5. Nationality: U.S. Citizen _____ Nonresident Alien _____

6. Status: Full-Time Student Working on Graduate Assistantship _____
Full-Time Student Working Outside Academic Program of Study _____
Part-Time Student _____

7. Pursuing Massachusetts Educator Licensure? Yes _____ No _____

SECTION 2:

Please rate your academic experience (circle the number corresponding to your rating) using the scale below. Leave items blank if they are not applicable.

1-Very Poor 2-Poor 3-Satisfactory 4-Good 5-Very Good

Recruitment/Application Process					
a. Quality of Brochures and Recruitment Information	1	2	3	4	5
b. Clarity of Admission Requirements and Process	1	2	3	4	5
c. Strength of Student Body	1	2	3	4	5
Orientation and Initial Advising					
d. Quality of Initial Orientation to Academic Requirements	1	2	3	4	5
e. Helpfulness of Information on University Resources	1	2	3	4	5
f. Adequacy of Assistantship/Financial Aid Information	1	2	3	4	5
g. Welcoming Climate for New Students	1	2	3	4	5
h. Faculty Direction in Initial Course Selection	1	2	3	4	5
Academic Advising					
i. Academic Advisor (Availability)	1	2	3	4	5
j. Academic Advisor (Knowledge of Requirements)	1	2	3	4	5
k. Academic Advisor (Advice on Courses)	1	2	3	4	5
l. Academic Advisor (Professional Mentoring)	1	2	3	4	5
Courses and Faculty					
m. Quality of Graduate Courses	1	2	3	4	5
n. Quality of Supervised Practica and Internships	1	2	3	4	5
o. Breadth of Graduate Courses	1	2	3	4	5
p. Quality of Instructors	1	2	3	4	5
q. Accessibility of Instructors	1	2	3	4	5
r. Availability of Courses (Scheduled Often Enough)	1	2	3	4	5
s. Availability of Courses (Scheduled at Appropriate Times)	1	2	3	4	5
t. Rigor of Courses	1	2	3	4	5
Financial Aid/Graduate Assistantships					
u. Availability of Financial Aid	1	2	3	4	5
v. Availability of Graduate Assistantships	1	2	3	4	5
Job Search Support					
w. Help in Job Search	1	2	3	4	5
Certification/Licensure Office					
x. Helpfulness of Information	1	2	3	4	5
y. Quality of Service	1	2	3	4	5
Graduate & Undergraduate Programs Office					
z. Helpfulness of Information	1	2	3	4	5
zz. Quality of Service	1	2	3	4	5

Please comment on any of your ratings, especially areas rated "Very Poor" and "Poor":

SECTION 3:

1. What have you found to be particularly valuable/useful?

2. What suggestions do you have for program improvement?

3. Knowing what you know now, would you enroll in your present program of study at UMass Amherst? Yes _____ No _____ Please explain:

SECTION 4:

Academic Advisor: _____