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# **Handbook of Graduate Study, Department of Learning and Instruction**

# **Literacy Programs**

**Graduate School of Education**

**University at Buffalo**

**State University of New York**

**2018- 2019**

**While this handbook has been developed to assist you throughout your academic program, it does not constitute the whole of UB or GSE policies concerning students. It is the student’s responsibility to be aware of and comply with all policies, procedures and deadlines.**

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**Introduction**

GSE and this department supports and is committed to creating an inclusive learning environment where diverse perspectives are recognized, respected, and seen as a source of strength. Further, we wish to affirm our commitment to creating and maintaining a positive, welcoming, and inclusive environment that embraces diversity and strives to eliminate barriers to access, advancement, and full participation on the basis of race, gender identity, sex, sexual orientation, religion, disability, or veteran status for student, faculty, and staff.

**Department of Learning and Instruction**

***Julie Gorlewski, CHAIR***

**Purpose of Handbook.** This handbook was established to provide you with important information regarding university and department policies and procedures, your responsibilities, obligations and expectations as a student at UB, and UB services and facilities available to you.

**Welcome.** The Department of Learning and Instruction (LAI) provides quality professional education for graduate students pursuing educational careers through the University’s Teacher Education Program, Certificates of Advanced Study, and Certification Master’s and Non-certification Master’s study programs. Certification Tracks of Initial-Only, Initial/Professional, and Professional are available with specified content areas of Early Childhood and/or Childhood, English, English for speakers of other languages, Languages other than English, Literacy Specialist, Mathematics, Music, Science, and Social Studies with an option of in-person, online-only, or blended study. In addition, the department offers an undergraduate minor and combined programs through its UBTeach Initiative.

***Detailed information on your program of interest can be found beginning on page 12 of this handbook.***

**Department Vision Transforming Lives Through Critical Learning**

We take education to be a vital aspect of the transmission, construction, and transformation of culture and society. As researchers, teachers, and mentors, we prepare professional educators and scholars for colleges and universities as well as K-12 schools and educational agencies. Our work is distinguished by its commitment to multiple literacies and perspectives, to sociocultural understanding, and to social justice.

**Department Mission**

Located in a major research university in an urban setting, the promise of our mission differs radically from similar programs in most departments or schools in colleges and state universities. While we, too, prepare professionals for all roles throughout the K-16 education system, our real impact comes through the research and scholarship that informs our doctoral and professional education programs and contributes to creative, thoughtful, and informed practice.

**LAI Faculty**

|  |  |
| --- | --- |
| **CISL PhD**[**Richard Lamb**](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=dlbruce), Program Director[Sam Abramovich](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=samuelab)[Maureen Boyd](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=mpboyd)[David Bruce](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=dlbruce) [Claire Cameron](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=cecamero)[Yunjeong Chang](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=ychang28)[Elizabeth Etopio](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=etopio)[Julie Gorlweski](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=jgorlews)[Sameer Honwad](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=sameerho)[Sunha Kim](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=sunhakim)[Xiufeng Liu](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=xliu5)[Mary McVee](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=mcvee)[Deborah Moore-Russo](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=dam29)[Ryan Rish](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=ryanrish)[Sarah A. Robert](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=sarah)[Maria Runfola](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=runfola)[Alexandra Schindel](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=aedimick)[Lynn Shanahan](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=ls34)[Ji-Won Son](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=jiwonson)[Noemi Waight](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=nwaight)[X. Christine Wang](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=wangxc)[Randy Yerrick](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=ryerrick) | **Literacy Ed**[**Mary McVee**](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=mcvee)**,** Program Director[Maureen Boyd](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=mpboyd)[Ashlee Campbell](http://ed.buffalo.edu/about/directory/faculty/profile.html?uid=ashleeeb)[Lynn Shanahan](https://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=ls34)Jennifer SchillerBrenna TowleTyler RinkerCaroline Flury-Kashmanian |
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| **Education Studies** (non cert)[Ashlee Campbell](http://ed.buffalo.edu/about/directory/faculty/profile.html?uid=ashleeeb) | **Special Education PhD****Jointly Operated with Department of Exceptional Education, Buffalo State**[**Sharon Raimondi**](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=raimondi)**,** Program Director[Claire Cameron](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=cecamero)Shannon Budin, Buffalo StateGliset Colon,Buffalo StateCoordinator of Bilingual EducationLawrence Maheady, Buffalo StateEndowed Chair in Special EducationLisa Rafferty, Buffalo StateRaquel Schmidt, Buffalo StateChair, Department of Exceptional EducationAwilda Ramos-Zagarrigo, Buffalo StateDirector of TESOL |
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|  **LOTE,** Program faculty[**Lilliam Malave**](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=malave)**,** Program Director[Janina Brutt-Griffler](http://ed.buffalo.edu/about/directory/faculty/profile.html?uid=bruttg), faculty[Erin Kearney](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=ekearney), faculty[Lynne Yang](http://ed.buffalo.edu/about/directory/faculty/profile.html?uid=lryang), faculty | **Foreign and Second Language Education, Ph.D.**[**Lilliam Malave**](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=malave)**,** Program Director[Janina Brutt-Griffler](http://ed.buffalo.edu/about/directory/faculty/profile.html?uid=bruttg), faculty[Erin Kearney](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=ekearney), faculty |

**LAI Staff**

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| **Director, Fisher-Price Early Childhood Research Center****Christine X. Wang**wangxc@buffalo.edu716-645-4056 |  |

**Overview of Graduate Programs**

The Department of LAI offers a variety of disciplinary and interdisciplinary programs: Master of Education degrees leading to New York State (NYS) certification, Master of Education degrees that do not lead to certification and Advanced Certificates. Within the framework approved by department faculty and registered with the New York State Education Department (NYSED), graduate programs are designed to respond to current needs in education and to students' career goals and professional preparation. The programs consist of various learning opportunities: required course work; experiential learning; and research projects.

The LAI department faculty and student body works continuously to empower and support diverse voices and cultures to challenge outdated presumptions and set a new course for education that reflects our inclusive populous. Our immersive and engaging learning community welcomes into our academic community, faculty, staff, and students from globally represented cultural heritages and traditions.

All licensure programs offered by the Department of Learning and Instruction were accredited by the Teacher Education Accreditation Council (TEAC). Currently, we are pursuing accreditation through the Association for Advancing Quality in Educator Preparation (AAQEP).

#### **General Requirements for Admissions to Master's degree programs in LAI**

Each applicant must submit an application to the Department of Learning and Instruction through the UB GSE Admission office.

<http://ed.buffalo.edu/admission/how.html>.

International applicants must fulfill the University's [English Proficiency Requirement](https://www.buffalo.edu/internationaladmissions/graduate-english-waiver.html) as described under the University’s International Admissions policy. [International student resources](https://ed.buffalo.edu/teaching/admission/international.html) for the LAI Department, along with some [frequently asked question](https://www.buffalo.edu/international-student-services/for-new-students/frequently-asked-questions.html)s can be found using the links provided.

***Detailed information about the English Education program can be found beginning on page 12 of this handbook***.

**Program and Degree Policies**

The department abides by the established student advisement, candidacy, continuous registration, readmission, degree conferral timetable, qualifying exams, thesis dissertation and placement policies. For details regarding these policies use this [link.](http://ed.buffalo.edu/current-students/elp-students/program-and-degree-policies.html)

## **Academic Standards Review**

In order to sustain academic standards and eligibility for continued enrollment, financial aid, and participation in university activities, the faculty of the department of Learning and Instruction regularly reviews academic records of all graduate students. Essentially, this review addresses the quality of students’ studies as measured by the student course grades.

Every student's academic progress is reviewed at the end of each semester.

### **Academic Good Standing**

A student is in good academic standing if the student’s cumulative UB graduate grade point average (GPA) is a 3.0 or greater.

### **Academic Warning**

Students receive an academic warning if their cumulative UB GPA is less than a 3.0

An academic warning is not be noted on the student’s official transcript, however it will be disclosed on the student’s departmental record.

### **Academic Probation**

When students are on academic probation their UB GPA is less than 3.0 and they are considered to not be in good academic standing. A student is on academic probation, but not in academic good standing if his/her cumulative UB GPA is less than 3.0. Students can request to have UB summer or winter session grades evaluated as part of reconsideration of their probationary or dismissal status.

If a student is on academic probation (s)he cannot participate in university activities. In addition, students on academic probation will have to complete, with an academic advisor, a realistic academic strategy to complete further registration activity.

**Academic probation is not noted on a student’s official transcript, however it will be disclosed on the student’s record.**

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### **Academic Dismissal**

Students at UB who have been enrolled for two or more semesters and have earned a cumulative UB GPA of less than 2.0 will be dismissed from their program and the university regardless of their most recent semester GPA.

All dismissed students will receive official notification via U.S. mail. as well as through their UB email account. All further fall or spring semester registration access will be unavailable, however, dismissed students may register for or may keep their enrollment appointments for summer or winter sessions (e.g., students dismissed in December 2018 are able to enroll in winter 2019 courses).

Dismissed students may register as a non-degree students for enrollment in winter or summer sessions upon approval of their academic advisor. Students can apply for readmission one academic year after their dismissal (e.g., students dismissed after spring 2018 can apply for re-admittance for fall 2019).

Students may appeal their dismissal to the Dean of Graduate School of Education during a time specified in the dismissal letter. A consultation with an advisor is a requirement of the appeal process. If an appeal is granted, an outline of the terms and conditions of continued study will accompany the letter informing the student their appeal was successful.

Academic dismissal is noted on a student’s official transcript, and will be disclosed on the student’s record.

**The Role of the Academic Advisor**

Students are assigned an academic advisor once they have been admitted to the program. Students will consult with their academic advisors for guidance related to their program of study, course selection, and all other academic matters. Academic Advisors are also expected to review and sign documents related to application to candidacy.

**Literacy Education Faculty Members**

[Mary McVee](https://ed.buffalo.edu/about/directory/faculty/profile.html?uid=mcvee),Program Director

[Maureen Boyd](http://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=mpboyd)

[Ashlee Campbell](http://ed.buffalo.edu/about/directory/faculty/profile.html?uid=ashleeeb)

[Lynn Shanahan](https://ed.buffalo.edu/teaching/directory/faculty/profile.html?uid=ls34)

Jennifer Schiller

Brenna Towle

Tyler Rinker

Caroline Flury-Kashmanian

**Department Acronyms and Abbreviations**

* ***LAI*:** Learning and Instruction
* ***Literacy Programs*** refers to any of the following: Childhood EdM. with Literacy Emphasis, Literacy Specialist EdM., Literacy Education Online, or Literacy/Reading PhD. programs

**Department Student Organizations**

Use this link for information on Student Organizations within the Department of Learning and Instruction. [Graduate Student Association (LAI-GSA)](http://gsa.buffalo.edu/lai/)

**Alumni Association**

Use this [link](https://ed.buffalo.edu/alumni.html) for information on the GSE Alumni Association. While general gifts may be given to the school, it also is possible to restrict your donations to support specific programs or projects within GSE.

**Professional Associations**

[American Educational Research Association](https://www.aera.net/) (AERA)

[International Literacy Research Association](https://www.literacyworldwide.org/) (ILA)

[International Society of the Learning Sciences](https://www.isls.org/conferences) (ISLS)

[Literacy Research Association](https://www.literacyresearchassociation.org/) (LRA)
[National Council of Teachers of English](http://www2.ncte.org/) (NCTE)

[Society for the Scientific Study of Reading](https://www.triplesr.org/) (SSSR)

[**Teacher Education Information**](http://ed.buffalo.edu/content/dam/ed/tei/docs/Field-Experience-Student-Teaching-Guide.pdf)

The Teacher Education Institute (TEI) administers the clinical components for all initial and initial/professional certification programs. For further detail on expectations for field experience and student teaching, please refer to the [Guide to Field Experience and Student Teaching](http://ed.buffalo.edu/content/dam/ed/tei/docs/Field-Experience-Student-Teaching-Guide.pdf).

TEI also provides certification recommendations for the Literacy Specialist Ed. M.

**Advanced Certificate of Literacy Teaching and Learning**

**General Introduction and Information**

Our advanced certificate program in literacy teaching and learning is designed for teachers who have already been certified to teach in the areas of early childhood, childhood, adolescence or related educational areas (e.g., teaching English language learners, special education) and for educational professionals who desire more experience in the foundations of literacy learning and teaching.

**Credit Hours Advanced Certificate Requirements**

### **Required Courses (12 credits)**

* LAI 556 Classroom Assessment and Instruction (LAI 550 and LAI 551 prerequisites)
* LAI 557 Clinical Literacy Assessment and Instruction (LAI 556 prerequisite)
* LAI 558 Clinic-Based Practicum in Teaching Literacy (LAI 557 prerequisite) (A pre-approved elective may be substituted for LAI 558)
* LAI 559 School-Based Practicum in Teaching Literacy (LAI 557 prerequisite) (A pre-approved elective may be substituted for LAI 559)

### **Elective Courses (Choose One)**

* LAI 539 Strategic Teaching Strategic Reading Processes
* LAI 550 Literacy Acquisition and Instruction, PreK-Primary
* LAI 551 Childhood Literacy Methods
* LAI 552 Middle Childhood/Adolescent Literacy Methods
* LAI 560 Language Arts Methods
* LAI 563 Language, Literacy and Culture
* LAI 565 Children’s Literature
* LAI 576 Literacy and Technology
* LAI 580 Literature for Young Adults
* LAI 651 Research Seminar in Reading
* LAI 652 Practicum in the Supervision of Reading Instruction

**The Master’s (Ed.M) Degree**

**General Introduction and Information**

There are three different options for Literacy Master’s Degree (Ed.M) programs at UB. The Literacy Specialist Ed.M. requires prior certification in education. It is a dual Master’s that leads to a Literacy Specialist Certification (B-6; 5-12) with New York State. Childhood with Literacy Emphasis Ed.M. is a Master’s Degree program and provides further concentration in literacy. The Literacy Education Ed.M. is a fully online program delivered in a variety of formats: synchronous, asynchronous, and hybrid formats. (See definitions below).

1. [Literacy Specialist Education](http://ed.buffalo.edu/teaching/academics/teacher-ed/literacy.html)
2. [Childhood Education with an emphasis in Literacy](https://ed.buffalo.edu/teaching/academics/teacher-ed/childhood/literacy-emphasis.html)
3. [Literacy Education Studies](https://ed.buffalo.edu/teaching/academics/masters/literacy-studies.html) **(**100% Online or combination of online +seated. Courses are offered asynchronously, synchronously and hybrid. Not all courses are offered in all formats. Note definitions below):

**100% online** = All courses are available online.

**Asynchronous** = A course that is 100% online/digital access, and there is no common meeting time.

**Synchronous** = A course that is 100% online/digital access but there is a set day and time at which students must log in and be online (e.g., 7:00pm EST - 9:40pm EST).

**Hybrid** = A course that may be composed of students who are in a 100%/online space and students who are in a seated campus space where simultaneous interactions occur. Hybrid courses are almost always synchronous.

**Credit Hours & Master Coursework Requirements**

1. [Literacy Specialist Education](http://ed.buffalo.edu/teaching/academics/teacher-ed/literacy.html)

[Literacy Specialist Program Sheet](http://ed.buffalo.edu/content/dam/ed/teaching/docs/LitSpecialist_2_16_final.pdf)

1. [Childhood Education with an emphasis in Literacy](https://ed.buffalo.edu/teaching/academics/teacher-ed/childhood/literacy-emphasis.html)

[Childhood with Literacy Emphasis Program Sheet](http://ed.buffalo.edu/content/dam/ed/teaching/docs/LitSpecialist_2_16_final.pdf)

1. [Literacy Education Studies](https://ed.buffalo.edu/teaching/academics/masters/literacy-studies.html) The online literacy education studies EdM program is offered part-time and fully online. It is comprised of 30 credit hours and can be completed in two years.

**Requirements (27 credit hours)**

* LAI 539 Strategic Teaching and Reading Processes
 *(Prerequisites: LAI 550 and LAI 551)*
* LAI 550 Literacy Acquisition and Instruction PreK-2
* LAI 551 Childhood Literacy Methods
* LAI 552 Middle Childhood-Adolescent Literacy Methods
* LAI 556 Classroom Literacy Assessment and Instruction
 *(Prerequisites: LAI 550 and LAI 551)*
* LAI 560 Improving Instruction in Elementary Language Arts
* LAI 563 Language, Literacy, and Culture
* LAI 576 Literacy and Technology
* *Choose one:*
	+ LAI 565 Literature for Children and Young People
	+ LAI 580 Literature for Young Adults

**Electives (3 credits)**

* Any 1 course approved by your advisor

**Capstone Event**

**Master’s Comprehensive Examination or Master's Project:**

After completing about 24 to 27 hours, consult with your advisor about the Master’s Comprehensive Examination or Master's Project. If you opt to take the exam, then at the beginning of the semester that the exam will be taken, an Application for Comprehensive Examination form must be completed and submitted to the departmental office. Except for summer semester, students must be enrolled for at least 1 credit when they take their comprehensive exam. The project option requires prior consent and approval from student’s advisor.

**Certification Programs**

The Literacy Specialist Ed.M. requires prior certification in education. It is a dual Master’s that leads to a Literacy Specialist Certification (B-6; 5-12) with New York State. It is the only program that leads to a Literacy Specialist Certification.

* [Literacy Specialist Education](http://ed.buffalo.edu/teaching/academics/teacher-ed/literacy.html)

**Candidacy**

GSE Application to Candidacy Form: Upon successful completion of 12 to 15 credits in the Ed.M. program, submit a completed GSE Application to Candidacy form to the LAI Office (505 Baldy Hall). The form must include your advisor’s signature. The Application to Candidacy form can be found on the Graduate School’s website, <https://grad.buffalo.edu/succeed/graduate/application-to-candidacy.html>

**Research Opportunities & Internships**

Research opportunities and internships may be available for course credit through the Center for Literacy and Reading Instruction (ClaRI). Contact Dr. Mary McVee, mcvee@buffalo.edu.

**The Doctoral (PhD) Degree: Reading**

**Curriculum Instruction Sciences of Learning (CISL), Literacy/Reading Concentration**

**General Information**

Students in the CISL-Reading (Literacy) programs or PhD in Reading may choose to concentrate their work generally in the socio-cultural processes of learning and teaching literacy (e.g., reading, writing, classroom discourses, new literacies, multimodal composition, digital literacies, etc.) or concentrate on reading (e.g., teaching reading strategies, reading with diverse students, multimodal reading, etc.).

Students interested in doctoral study in a Literacy Focused PhD in Curriculum, Instruction and the Science of Learning should secure a CISL PhD Handbook. More information can be found at this [link](http://ed.buffalo.edu/teaching/academics/doctorate/cisl.html).

**Credit Hours and & PhD Coursework Requirements**

* Multidisciplinary concentration – 24 credit hours (includes required course: LAI 615 Seminar in Curriculum, Instruction and the Science of Learning)
* Research – 28 credit hours
* Dissertation – 10 credit hours
* Relevant master's degree courses – 10 credit hours

**PhD degree graduation requirements**

* An approved [Application to Candidacy form](https://grad.buffalo.edu/forms/atc.html).
* A completed [M-Form for Master's Degrees With Thesis and All PhD Degrees](https://grad.buffalo.edu/forms/m-form-thesis.html).
* Electronic submission of your dissertation. Please see our [Electronic Thesis and Dissertation Submission page](https://grad.buffalo.edu/succeed/graduate/electronic-submission.html) for submission instructions.
* Completion of the [doctoral degree recipient surveys](https://grad.buffalo.edu/succeed/graduate/surveys.html) (two surveys required for PhD students).

**Summary or Checklist of PhD Degree Graduation Requirements**

Please review the [Doctoral Degree Checklist for Graduation](https://grad.buffalo.edu/succeed/graduate/phd-checklist.html). The following items are required for conferral of a PhD degree.

**Guidelines for Dissertation**

**Introduction**

* [Graduate School of Education Dissertation Checklist and Timeline](https://ed.buffalo.edu/current-students/lai-students/dissertation-checklist.html)

**Dissertation Committee**

When completing the Doctoral Application to Candidacy, students should consult with their primary advisor to form a dissertation committee based on their interests.

* The chair of a Ph.D. or Ed.D. dissertation committee must be a member of the student’s department, must be a member of the UB Graduate School Faculty, and must NOT be of qualified rank. If special circumstances seem to require a chair of a Ph.D. or Ed.D. dissertation committee to be from outside of the student’s department but within GSE, then the appointment should be made with the advice and consent of the student’s department (i.e., designated departmental committee).
* The two additional required members of a Ph.D. or Ed.D. dissertation committee must hold the unqualified rank of assistant professor or above, or, if they are of qualified rank, they must be a member of the UB Graduate School Faculty.
* A person not meeting the above qualifications can be an additional (fourth) member of a Ph.D. or Ed.D. dissertation committee.
* Note: If an individual from outside the University at Buffalo faculty is proposed to serve on a dissertation committee, he/she must provide a curriculum vitae. The student and major advisor are asked to provide a statement affixed to this form as to why they believe that individual is more appropriate than a regularly appointed member of the University at Buffalo faculty.

**Dissertation Proposal**

**Guidelines for Dissertation Proposal Abstracts**

A dissertation proposal abstract (not over 200 words) should not only demonstrate appropriate form (grammar, spelling) but should also contain the following elements:

* A one- or two-sentence statement of the topic to be discussed or the problem to be investigated;
* An explanation of the purpose or importance of the proposed dissertation;
* A brief description of the information sources to be consulted (depending on the type of dissertation these may be: the subjects/participants, the field work context, published literature, written documents, etc.);
* A brief description of the proposed procedures for data collection and/or analysis of results (e.g., surveys, interventions, statistics, policy analysis, historical or philosophical treatments);
* A statement describing how the findings obtained or conclusions reached will be linked to a larger body of knowledge in the field.

**Dissertation Defense**

All doctoral candidates present a public defense of their dissertation findings. The findings are vetted by the dissertation committee.

**Result of Dissertation Defense**

Almost all dissertation defenses require further revision and refinement of the dissertation. This is the most common outcome. After defending the dissertation in a public forum, the dissertation committee convenes in a private session to discuss the outcome. The doctoral candidate is then invited in and results are shared. Students may fail a dissertation defense and be required to revise and defend their findings again, although this is a rare occurrence.

**Dissertation Paperwork**

Required paperwork for dissertation defense:

* [M Form](http://grad.buffalo.edu/content/dam/grad/study/mform-thesis.pdf)
* [Petition to Change Expected Conferral Date](http://grad.buffalo.edu/content/dam/grad/study/pet-amend.pdf) *(Only if necessary)*

**UB Guidelines and Requirements to Submit Dissertation**

[Dissertation Electronic Submission](http://grad.buffalo.edu/succeed/graduate/electronic-submission.html)

**International Students Information**

Questions and concerns related to International Student Services can be obtained through the International Student Services Office. The link for this resource is <http://www.buffalo.edu/international-student-services.html>

**Online Education**

[**Literacy Specialist Education**](http://ed.buffalo.edu/teaching/academics/teacher-ed/literacy.html)(Some coursework is offered online)

[**Childhood Education with an emphasis in Literacy**](https://ed.buffalo.edu/teaching/academics/teacher-ed/childhood/literacy-emphasis.html)(Some coursework is offered online)

[**Literacy Education Studies**](https://ed.buffalo.edu/teaching/academics/masters/literacy-studies.html)(100% Online or combination of online +seated. Courses are offered asynchronously, synchronously and hybrid. Not all courses are offered in all formats. Note definitions below):

* **100% online** = All courses are available online.
* **Asynchronous** = A course that is 100% online/digital access, and there is no common meeting time.
* **Synchronous** = A course that is 100% online/digital access but there is a set day and time at which students must log in and be online (e.g., 7:00pm EST - 9:40pm EST).
* **Hybrid** = A course that may be composed of students who are in a 100%/online space and students who are in a seated campus space where simultaneous interactions occur. Hybrid courses are almost always synchronous.

# **Degree Conferral**

# **Candidacy**

Apply for Graduation via the HUB Student Center.

Notify the University of your expected Conferral (graduation) date via the HUB Student Center. The “apply for graduation” link is on the “My Academics” tab.

Note: Should you miss the deadline, you will need to apply for the next conferral (graduation) date AND register for at least one credit hour in the semester you will graduate (maintain continuous registration policy).

# UB confers degrees three times a year:

## **Application Deadlines**

|  |  |  |
| --- | --- | --- |
| Graduation Term | Application Deadline | Conferral Date |
| Fall | October 15 | February 1 |
| Spring | February 22 | June 1 |
| Summer | July 15 | September 1 |

Use this [link](https://registrar.buffalo.edu/degrees/degreeconferral.php) for more information about degree conferral.

Commencement information can be found at this [link](https://www.buffalo.edu/commencement.html).

**Details regarding various tasks that relate to graduation can be found at the following links:**

* [Apply for Graduation: A Must Do, and Degree Checkout Status](https://registrar.buffalo.edu/degrees/degrees/index.php#apply)
* [Double Degree Candidates (i.e. BS and BA, two degrees awarded at one time)](https://registrar.buffalo.edu/degrees/degrees/index.php#double)
* [Follow Up With Advisement](https://registrar.buffalo.edu/degrees/degrees/index.php#advisement)
* [Review Your Transcript(s)](https://registrar.buffalo.edu/degrees/degrees/index.php#transcript)
* [Confirm Your Grades](https://registrar.buffalo.edu/degrees/degrees/index.php#grades)
* [Pay Outstanding Bills](https://registrar.buffalo.edu/degrees/degrees/index.php#bills)
* [Verify Your Name and Address](https://registrar.buffalo.edu/degrees/degrees/index.php#verify)
* [Sign Up For Your Commencement Ceremony](https://registrar.buffalo.edu/degrees/degrees/index.php#ceremony)
* [Check-in with Career Services & Take the Undergraduate Senior Exit Survey](https://registrar.buffalo.edu/degrees/degrees/index.php#career-services)

**Campus Resources and Services**

**a. Student Advisement**

Upon acceptance into a program, you will be assigned an adviser who will develop a tentative plan of study based on your career goals, experiences and needs. A student has the right to change advisers for any number of reasons including interest in another faculty member’s research, etc.

**b. Office locations**

The LAI Main Office is on the 5th Floor of Baldy Hall; the Teacher Education Institute is on the 3rd floor of Baldy Hall in room 375.

**c. UB Libraries**

There are multiple libraries available on campus for a complete listing please see the following link: <https://library.buffalo.edu/>.

However, two libraries will be of interest to music education students: The graduate library known as [Lockwood Memorial Library](https://library.buffalo.edu/lml/) and the [Music Library](https://library.buffalo.edu/music/) in Baird Hall.

**d. UB Information Technology**

UB offers students a wide range of IT services. Complete information, including free software available to UB students, is found at the following link: [**http://www.buffalo.edu/ubit.html**](http://www.buffalo.edu/ubit.html).

**e. UB Student Services**

For information regarding available student services, use the following link: [**https://1capen.buffalo.edu/**](https://1capen.buffalo.edu/).

**University Policy and Procedures**

**For a complete list of University Policies and Procedures please see the following websites:**

**Student Code of Conduct:** <http://www.buffalo.edu/content/dam/www/studentlife/units/uls/student-conduct/ub-student-code-of-conduct.pdf>

**Information Technology Polices:**

<https://catalog.buffalo.edu/policies/information_technology%20policies.html>

**Academic Integrity:**

<https://catalog.buffalo.edu/policies/integrity.html>

All policy and procedures for graduate study at UB can be found in the [Graduate School Policy Library](https://grad.buffalo.edu/succeed/current-students/policy-library.university-policies.html). By using this link you will be sure to find the most up to date information.

The LAI Department reserves the right to amend, alter, and update the policies, procedures, or other information provided in this handbook as needed. Changes, revisions, and amendments to the material in this handbook will be published on the LAI Department website and in future editions of the handbook.