

Candidate name: _____

Advisor: _____

GRADUATE SCHOOL FORMS: INFORMATION AND TIMELINE

- Application for Admission into the Program: Forms and entrance requirements for admission into degree study in the Graduate School are available through the Graduate School office or web site. Apply as soon as possible after making the decision to pursue the M.Ed., as no more than 12SH toward the degree may be accumulated prior to formal admission. Information on specific program requirements is available from the Master of Education Program Director in Teacher Education and Human Performance (TEHP). Concentration information is available from the specific Concentration Coordinator in the department/division in which the concentration resides.
- Program of Study: Your program of study is completed during your FIRST SEMESTER, in consultation with your M.Ed. advisor. Keep a copy as your 'roadmap' of classes to take each semester. A copy also remains in your advisor's file and the original is sent to the Graduate School.
- First Self-Evaluation of M.Ed. Outcomes: Complete your self-evaluation on the Master of Education program objectives during the first ED 501/502 Seminar and submit to the M.Ed. Program Director. This serves as a pre-test of your perceptions on entering the program, and familiarizes you with the overall M.Ed. learning expectations.
- Graduate Committee: Select your committee during your first semester or NO LATER THAN YOUR SECOND SEMESTER of M.Ed. Core classes. The form is completed by you, sent to your Chair, forwarded for signatures and filed in the Graduate School. Two members are from Teacher Education and two from the concentration area.
- Thesis/Project Proposal: Your proposal should be completed during the SPRING OR EARLY SUMMER of the year BEFORE you plan to conduct your project. Your proposal work is done with your Chair and a proposal defense meeting is scheduled at the end of that work. You should bring the Thesis or Major Paper/Project Proposal Form to the proposal meeting for signatures, OR, if the meeting is via conference call, arrange with the Chair to have the form at the meeting. Submit it to the Graduate School immediately after obtaining the signatures.
- IRB Form: The Institutional Review Board forms are on the university web site. Your IRB application is submitted IMMEDIATELY following your successful proposal defense. The IRB Chair must also sign your project/thesis proposal sheet. DO NOT begin research without Proposal and IRB approval.
- Graduate School Application for Graduation: This form communicates to the Graduate School when you intend to graduate. The form must be submitted by two weeks into the semester you will graduate. SUMMER graduates must submit the application by the SPRING semester deadline, i.e. mid-January.
- Thesis Defense Notification: Prior to your final defense for your project or thesis, submit the Thesis Defense Notification form to the Graduate School. Schedule your defense a minimum of 4 WEEKS BEFORE the end of the semester and submit the form by that date as well.
- Thesis Defense: This form should be brought to your final defense meeting and signed following your successful completion of that defense. Submit the forms to the Graduate School immediately following the defense. A minimum of 5 final printed, binder-ready copies of the paper and committee member signature sheets are due to Graduate School 2 WEEKS BEFORE the end of the semester.
- Second Self-Evaluation of M.Ed. Outcomes: Complete your self-evaluation on the Master of Education program objectives at your final Project/Thesis Defense meeting and submit to the M.Ed. Program Director. This serves as a post-test of your perceptions on completing the program.
- Recommendation for the Awarding of the Graduate Degree: This form will be signed at your final defense, and you will be recommended to the Graduate School for the degree following the receipt, by the Graduate School, of your five copies (of your thesis or project) for binding.