

**Graduate School of Education
Graduate Degrees Committee Ed.M. Application to Candidacy Checklist**

This checklist must be attached to the Ed.M. Application to Candidacy. Ed.M. Applications to Candidacy in Education Studies are reviewed by the GSE Graduate Degrees Committee. Ed.M. Applications to Candidacy in all other program areas are not reviewed by the GSE Graduate Degrees Committee unless a GSE Petition is filed for an exception(s) to Ed.M. program regulations. The date to submit the Ed.M. Application to Candidacy varies by program area. Please check with your faculty adviser for the appropriate submission date for your program.

Student's Name _____ Person Number _____

Department: CSEP ___ ELP ___ LAI ___ Program _____

1. Please indicate the total number of credit hours that will comprise the program.
GSE requires a minimum of 32 credit hours. Some GSE programs may have a higher credit hour requirement for degree completion. Undergraduate courses cannot be included in a master's degree program.
2. Have you listed in your proposed program of study all coursework taken up to and including the semester prior to the degree conferral date? Yes___ No___
3. Have at least 16 credit hours been taken within GSE? Yes___ No___
4. Please indicate the total number of transfer credits in the program. _____
A maximum of six hours of transfer credit may be included in an Ed.M. degree program if approved by the department. Only those graduate courses completed with grades of "B" or better are eligible for consideration as transfer credit. If an Ed.M. program requires more than the minimum 32 credit hours, additional transfer credit may be petitioned. Official transcripts for transfer credit must be on file with the department.
5. Has a full catalog description been provided on the Ed.M. Application to Candidacy for each transfer course included in the program? Yes___ No___
6. Will all degree coursework, beginning with the first registration in the current graduate program, be completed within the Ed.M. five-year time limit?
A GSE Petition must be filed for each course that will be beyond five years old at the time of anticipated degree conferral.

Have petitions for all coursework more than five years old at the time of anticipated degree conferral been filed? Yes___ No___
or N/A
7. Has a rationale been provided for an Ed.M. Application to Candidacy in Education Studies? Yes___ No___
8. Has the Application to Candidacy been signed by the student, adviser, and department chair? Yes___ No___

Checklist Signatures:

Student _____ Date _____

Adviser _____ Date _____