

Graduate School of Education
Graduate Degrees Committee M.A./M.S. Application to Candidacy Checklist

This checklist must be attached to the M.A. or M.S. Application to Candidacy. A Graduate School Petition must be filed for any exceptions to M.A. or M.S. program regulations. Normally students should expect to file the M.A. or M.S. Application to Candidacy after two semesters of full-time enrollment.

Student's Name _____ Person Number _____

Department: Counseling, School, and Educational Psychology

Program (Circle One): M.A. in Educational Psychology M.A. in School Psychology
 M.S. in Mental Health Counseling M.S. in Rehabilitation Counseling

1. Please indicate the total number of credit hours that will comprise the program. _____
The Graduate School requires a minimum of 30 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
(Circle One)

3. Have at least 16 credit hours been taken within GSE? Yes No
(Circle One)

4. Will the minimum residency requirement of 24 credit hours be fulfilled? Yes No
Residency requirements for master's degrees can be satisfied through full-time or part-time registration.
(Circle One)

5. Please indicate the total number of transfer credits in the program. _____
Any number of transfer credits are allowed for M.A. and M.S. degree programs beyond those necessary to complete the residency requirement. Only those graduate courses completed with grades of "B" or better are eligible for consideration as transfer credit. Official transcripts for transfer credit must be on file with the department.

6. At the time of admission, did any courses in the program exceed the ten-year time limit?
Credit for coursework completed more than 10 years prior to admission to the program must be petitioned by the second semester of graduate study. A Graduate School Petition must be filed for each course exceeding this time limit. Yes No
(Circle One)

- Have petitions for all coursework more than 10 years old at the time of admission to the program been approved? Yes No N/A
(Circle One)

7. Will all degree coursework, beginning with the first registration in the current graduate program, be completed within the M.A. and M.S. four-year time limit?
If an extension of time limit for degree completion is sought, a Graduate School Petition must be filed. Yes No
(Circle One)

8. Does the major professor hold the rank of assistant professor or above at UB, as well as hold Graduate Faculty status?
If an exception to this regulation is sought, a Graduate School Petition must be filed. Yes No
(Circle One)

9. Has the Application to Candidacy been signed by the student, the major professor, and the department chair? Yes No
(Circle One)

Checklist Signatures:
Student _____ Date _____
Adviser _____ Date _____