

Master of Education Application to Candidacy

Instructions

The Master of Education Application to Candidacy must be completed in consultation with your adviser. The date to submit the EdM Application to Candidacy varies by program area. Please check with your faculty adviser for the appropriate submission date for your program.

Graduate School of Education regulations governing the EdM degree can be found under “Policies and Procedures” on the GSE website at <http://gse.buffalo.edu/current/policies>. In addition, there may also be department requirements pertaining to EdM programs.

Any requests for waiver of a regulation/requirement must be submitted on a GSE Petition and accompany the EdM Application to Candidacy. If an exception to a regulation occurs after admission to candidacy, the EdM Application to Candidacy must be amended or a GSE Petition must be filed.

When completing the Application to Candidacy, please make sure that you:

1. Project a minimum of 32 credit hours of graduate work, with at least 16 credit hours in GSE.
2. Do not include any undergraduate courses in your list of proposed degree courses.
3. Do not include more than six credit hours of transfer credit in your list of proposed degree courses. Only graduate courses with grades of “B” or better are eligible for consideration as transfer credit.
4. Do not include courses that will exceed the five-year time limit at the time of anticipated degree conferral.
5. Provide a description for each informal course on an Informal Course Description form.

Final approval/disapproval of EdM Applications to Candidacy, except those in Education Studies, is decided by the department. EdM Applications to Candidacy in Education Studies must undergo department review, as well as review by the GSE Graduate Degrees Committee.

Master of Education Application to Candidacy

Name _____ UB Person Number _____
Last First Middle

Current Address _____
Number & Street City State Zip Code

Permanent Address _____
Number & Street City State Zip Code

Home Phone _____ Cell Phone _____ E-Mail Address _____

Educational Background (even if degree has not been conferred):

Institution	Dates Attended	Degree Awarded	Major Field	Credit Hrs Completed	Minor Field	Credit Hrs Completed

Professional Background:

Employer	Title	Type of Work	Employment Dates

Degree Program for Which Candidacy is Requested _____

Date of First Registration in Current Degree Program _____

Degree Requirement (please check one):

___ Comprehensive Examination ___ Project ___ Thesis

If you have indicated a comprehensive exam, please indicate the exam date _____

Date of Expected Graduation Term (please specify year):

Fall _____ Spring _____ Summer _____
(February 1st) (June 1st) (September 1st)

Proposed Degree Courses:

	Institution	Course Number	Course Title	Semester of Completion	Grade	Credit Hours
Foundations						
Research						
Major Field						
Electives						

Total Transfer Credit Hours _____

Total Credit Hours _____

Transfer Courses (MAXIMUM=SIX CREDIT HOURS):

Official transcripts of all transfer courses must be on file in the department office. If additional transfer courses are requested attach the information using the following format.

Course Number _____ Course Title _____

Catalog Description:

Course Number _____ Course Title _____

Catalog Description:

Education Studies Program Rationale:

A rationale is required for a program in Education Studies. The rationale should explain why existing programs are not appropriate and describe the relationship of the proposed program to your educational goals. Attach an additional sheet if needed.

Signatures (please sign and print name):

Student

Date

Adviser

Date

Department Chair

Date

Graduate Degrees Committee Chair

Date