

**UNIVERSITY OF MASSACHUSETTS AMHERST  
SCHOOL OF EDUCATION**

**ADVISING GUIDELINES  
FOR THE  
MASTER OF EDUCATION DEGREE**

**INTRODUCTION**

This booklet provides Master of Education (M.Ed.) degree students with information about School of Education and Graduate School procedures to aid the advising process and to promote continuous and smooth progress toward completion of the degree or certification.

There are three major steps toward the Master of Education degree:

1. Admission and Assignment of Initial Advisor and Formation of Projected Program of Study (File Form M-1).
2. Completion of the Program of Study
3. Completion of Proposed Program of Study (File Form M-2).

Within the framework of University Graduate School regulations, and with the advice and approval of an academic advisor, Master's degree students plan programs of study that include a minimum of 33 credits beyond the baccalaureate degree.

**NOTE:** The School Counselor Education and School Psychology concentrations admit students into a joint Master's/C.A.G.S. program. Students in the program receive their Master's and C.A.G.S. after completing 63 credits.

Graduate School regulations, requirements, and administrative processes which affect your progress toward receipt of the degree are found in the *Graduate School Bulletin* ([http://www.umass.edu/grad\\_catalog/education/masters.html](http://www.umass.edu/grad_catalog/education/masters.html)) and the *Graduate School Handbook*. Refer to those documents for information, regulations, and procedures concerning enrollment status, statute of limitations, grading policy, academic average for graduate degrees, satisfactory or reasonable progress, maximum credit loads, course withdrawal, incomplete, grades, academic dismissal, transfer of credits, leave of absence, program fee, off-campus fee, and readmission.

The guidelines that follow provide information which reflect elements unique to the School of Education ([www.umass.edu/education](http://www.umass.edu/education)) or items which have proven especially helpful to School of Education graduate students.

To ensure a successful Master of Education degree, carefully follow the appropriate degree completion checklist provided in this booklet and file the appropriate Master's degree forms with the Graduate Program Office.

## **GENERAL ACADEMIC GUIDELINES**

### **Minimum Credit Requirements**

**Master of Education (M.Ed.) degree concentrations in the School of Education must consist of at least 33 credits as follows:**

- at least 12 credits at the 600 level or above;
- at least 21 credits in the School of Education;
- at least 18 graded credits.

Individual programs of study may specify a particular course sequence.

- No greater than 9 credits from Independent Study or Independent Practicum

### **Satisfactory or Reasonable Progress**

A student must make satisfactory and reasonable progress toward completion of a degree program within the Statute of Limitations for that degree. A student who is not making satisfactory or reasonable progress is subject to termination.

**ADVISING CHECKLIST  
MASTER OF EDUCATION (M.Ed.)**

**Step 1 – Initial Advising and Planning a Program of Study**

- \_\_\_\_\_ Meet with assigned advisor to plan a program of study.
  
- \_\_\_\_\_ Review your academic concentration's requirements as well as School and Graduate School requirements. Graduate School regulations and requirements which affect your degree program are found in the following documents:  
*Graduate School Bulletin* and *Graduate School Handbook*.
  
- \_\_\_\_\_ Review the Master of Education degree program requirements and process.
  
- \_\_\_\_\_ Complete and file one copy of Form M-1 (Projected Program of Study) with the Graduate and Undergraduate Programs Office (Room 123, Furcolo Hall) within the first semester of study.
  
- \_\_\_\_\_ Plan to complete a program of study with a minimum of 33 graduate credits including:
  - 18 graded credits taken at the University of Massachusetts-Amherst.
  - 12 credits at the 600 level or above; and
  - 21 credits in the School of Education.
  
- \_\_\_\_\_ **Transfer of Credit.** Apply during the first year of study for transfer of appropriate credits taken at another institution or at the University of Massachusetts-Amherst while on a non-degree status or as a Continuing Education student\*\*.

A student must complete a Transfer of Credit Form for all courses to be transferred. The form is available in the Graduate and Undergraduate Programs Office (Room 123, Furcolo Hall) or by e-mail from the GPO. The form must be signed by an advisor and returned to the Graduate and Undergraduate Programs Office.

You may transfer:

- a maximum of 6 credits from a regionally accredited institution, or
- a maximum of 6 credits taken as a non-degree student, or

\*\*Under certain specific instances. Check with the Graduate Program Office (413 545-6984).

- Post-Baccalaureate courses are only transferable if you were formally accepted into the Post-B.A. Teacher Licensure Program, if they are at the 500 level or above, and if these credits were taken BEFORE entrance into the Master of Education degree program.
- A combination of the above may **not** exceed 12 credits.

Other important policies include:

- No credits may be transferred if taken more than three years prior to matriculation unless a waiver is requested from the advisor and approved by the Graduate School.
- **The transferred course grade received must be a B or higher. However, all courses taken outside of the University of Massachusetts-Amherst are transferable FOR CREDIT ONLY. They cannot be used to satisfy the letter grade or 600-level requirements.**

The transfer of credit process should be completed early in your first semester of study.

### **Step 2 – Completion of the Program of Study**

\_\_\_\_\_ Satisfactorily complete all course work agreed to on the Program of Study (Form M-1). **NOTE:** *If you are in a licensure program of study, you must check with your **academic advisor** that all requirements to meet licensure are being completed.)*

### **Step 3 – Verification of Completion of Program of Study and Filing for the Degree**

\_\_\_\_\_ Complete Form M-2 (Completed Program of Study), review with your advisor, and submit one copy of the signed form to the Graduate and Undergraduate Programs Office (Room 123, Furcolo). **NOTE:** *If you are in a licensure program of study, you must check with your **academic advisor** that all requirements to meet licensure have been completed.)*

\_\_\_\_\_ **Complete the Degree Eligibility Form (attached) and submit it to the Graduate and Undergraduate Programs Office at least one week before the Graduate School's published deadline.** (Your advisor or department chair do NOT sign this form.)

\_\_\_\_\_ Graduation is not automatic after completion of coursework. Degree candidates must apply for graduation with the above forms and must stay registered until graduation is completed.

\_\_\_\_\_ Check with the Degree Requirements Office at the Graduate School (413-545-0025) to verify if you owe any outstanding fees.

**MASTER OF EDUCATION**  
**(M.Ed.) FORMS**

**Purpose and Effect**

M-1 Advisement Information. Form M-1 assures that each student meets with an advisor, receives appropriate academic advising, and receives and reviews appropriate catalogs, handbooks, guidelines, rules, and regulations.

Form M-1 also highlights academic requirements, notes issues related to transfer of credits as well as concerns about student teaching and practicum experience.

Form M-1 allows the student to present information about relevant course work and prior experience and helps express goals and a rationale around which a coherent program of study can be formed. In effect, it is an academic agreement between the student and the School of Education. Form M-1 will be reviewed by the Graduate Program Director to ensure that requirements agreed to have been satisfactorily completed.

M-2 Form M-2 affirms that you have completed an approved program of study. It must be submitted to the Graduate and Undergraduate Programs Office (Room 123, Furcolo Hall) along with the completed Degree Eligibility Form (attached).

**Form M-1**  
**MASTER OF EDUCATION**

**PROPOSED PROGRAM OF STUDY**

\_\_\_\_\_  
**Student's Name** \_\_\_\_\_  
**Spire ID#**

\_\_\_\_\_  
**Cell/Local Telephone #** \_\_\_\_\_  
**E-Mail Address**

**Concentration:** \_\_\_\_\_

**Advisor's Name:** \_\_\_\_\_

(please print)

**Undergraduate Degree Received:**

<b>Degree</b>	<b>Institution</b>	<b>Major</b>	<b>Date</b>
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**Transfer Credits** toward the Master's degree which are allowable (a formal transfer of credit request form must be completed with the Graduate and Undergraduate Programs Office, Room 123, Furcolo Hall):

<u>Date</u>	<u>Institution</u>	<u>Course#</u>	<u>Title</u>	<u>Credits</u>	<u>Grade</u>
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**Course work and experiences prior to admission relevant to our intended Program of Study.**

**Goals and Rationale for your Program of Study** (explain the bodies of knowledge, skills, and competencies you expect to acquire through your Program of Study):

**Master's From M-1, continued...**

**Proposed Program of Study** (courses, skills, experiences)

<u>DEPARTMENT &amp; COURSE #</u>	<u>COURSE TITLE</u>	<u>SEMESTER/YEAR</u>	<u>CREDITS</u>
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**Total Credits:** \_\_\_\_\_

**NOTE:** *If you are in a licensure program of study, you must check with your **academic advisor** that all requirements to meet licensure are being completed.)*

**Student's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Graduate Program Director's Signature:** \_\_\_\_\_

This form is to be signed by the faculty member assigned as your advisor and filed with the Graduate and Undergraduate Programs Office (Room 123, Furcolo Hall) before the end of the first semester of study.

**Form M-2  
MASTER OF EDUCATION**

**COMPLETED PROGRAM OF STUDY**

\_\_\_\_\_  
**Student's Name** \_\_\_\_\_ **Spire ID#**

\_\_\_\_\_  
**Cell/Local Telephone #** \_\_\_\_\_ **E-Mail Address**

**Concentration:** \_\_\_\_\_

**Advisor's Name:** \_\_\_\_\_  
(please print)

<u>DEPARTMENT &amp; COURSE #</u>	<u>COURSE TITLE</u>	<u>SEMESTER &amp; YEAR</u>	<u>CREDITS</u>	<u>GRADE</u>
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**Total Credits:** \_\_\_\_\_

**NOTE:** *If you are in a licensure program of study, you must check with your **academic advisor** that all requirements to meet licensure have been completed.)*

**Student's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Graduate Program Director's Signature:** \_\_\_\_\_

This form is to be signed by the faculty member assigned as your advisor and filed with the Graduate and Undergraduate Programs Office (Room 123, Furcolo Hall) at least one week prior to the Graduate School's published deadline.



**SECTION C – To be completed by the degree candidate**

TO THE BEST OF MY KNOWLEDGE, THE INFORMATION GIVEN ON THIS FORM IS CORRECT AND COMPLETE.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

After signing this form, give it to your Graduate Program Director for verification.

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**SECTION D - To be completed by Graduate Program Director**

THE INFORMATION FURNISHED BY THE ABOVE NAMED CANDIDATE IN THE \_\_\_\_\_ PROGRAM HAS BEEN VERIFIED FROM DEPARTMENTAL RECORDS AND THE CANDIDATE HAS COMPLETED ALL PROGRAM REQUIREMENTS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name typed: \_\_\_\_\_

After signing this form, give to your Department Head/Chair for recommendation of degree.

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**SECTION E - To be completed by Department Head/Chair**

I RECOMMEND THAT THE ABOVE CANDIDATE BE AWARDED THE \_\_\_\_\_ DEGREE AT THE \_\_\_\_\_ 20\_\_\_\_ DEGREE GRANTING PERIOD.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name typed: \_\_\_\_\_

After signing this form, forward to Office of Degree Requirements, 534A Goodell Building, by posted deadline.

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**INSTRUCTIONS**

Type or print legibly all entries on this form. Mark items "N/A" that do not apply. SECTIONS A, B and C are to be completed by the candidate. For SECTION B, it is recommended that you obtain an official transcript from the Graduate Records Office for reference. LIST ONLY THOSE COURSES THAT YOU WISH TO APPLY TOWARD YOUR MASTER'S DEGREE. You may list current courses; simply leave the grade column blank. SECTIONS D and E are to be completed by the department.

You are responsible for submitting this form, your electronic or paper thesis and signature pages (as outlined below) to the Office of Degree Requirements by the posted deadline.

If you are submitting a thesis, there are now two methods of submission. We recommend electronic submission through the ScholarWorks@UMass Amherst submission site at <http://scholarworks.umass.edu/theses>. If that is not possible, please use the traditional paper submission process.

**Electronic Submission**

- Master's Degree Eligibility Form
- Electronic file(s) delivered to the ScholarWorks website
- Two signature pages with original signatures on acid-free paper (white, 8 ½" x 11")

**Paper Submission**

- Master's Degree Eligibility Form
- Two copies of thesis on acid-free paper (white, 8 ½" x 11"), including two original signature pages

If you have any questions regarding the completion of this form, call or visit the Office of Degree Requirements, Graduate School, 534A Goodell Building, during normal business hours, Monday - Friday, 8:30 a.m. – 5:00 p.m., tel. 413-545-0025.

**SCHOOL OF EDUCATION  
GRADUATE AND UNDERGRADUATE PROGRAMS OFFICE**

**STUDENT SURVEY**

Please return this completed survey to the Graduate and Undergraduate Programs Office (Room 123, Furcolo Hall) with your completed Master of Education Degree Form M-2 (Completed Program of Study).

**SECTION 1:**

1. Current Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year: \_\_\_\_\_

2. Academic Program of Study:

Admitted After September 1997

Bilingual/ESL/Multicultural Education

Child Study & Early Education

Educational Administration

Educational Technology

Elementary Teacher Education

Higher Education

Integrated Day

International Education

180 Days in Springfield

Policy Studies in Education

Reading & Writing

School Counselor Education

Secondary Teacher Education

Social Justice Education

Special Education

Springfield Science Teachers

3. Sex: Female \_\_\_\_\_ Male \_\_\_\_\_

4. Ethnicity: White \_\_\_\_\_ African-American \_\_\_\_\_ Hispanic \_\_\_\_\_

Native-American \_\_\_\_\_ Cape Verdean \_\_\_\_\_

Asian or Pacific Islander \_\_\_\_\_

5. Nationality: U.S. Citizen \_\_\_\_\_ Nonresident Alien \_\_\_\_\_

6. Status: Full-Time Student Working on Graduate Assistantship \_\_\_\_\_  
Full-Time Student Working Outside Academic Program of Study \_\_\_\_\_  
Part-Time Student \_\_\_\_\_

7. Pursuing Massachusetts Educator Licensure? Yes \_\_\_\_\_ No \_\_\_\_\_

**SECTION 2:**

Please rate your academic experience (circle the number corresponding to your rating) using the scale below. Leave items blank if they are not applicable.

**1-Very Poor**

**2-Poor**

**3-Satisfactory**

**4-Good**

**5-Very Good**

<b>Recruitment/Application Process</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
a. Quality of Brochures and Recruitment Information	1	2	3	4	5
b. Clarity of Admission Requirements and Process	1	2	3	4	5
c. Strength of Student Body	1	2	3	4	5
<b>Orientation and Initial Advising</b>					
d. Quality of Initial Orientation to Academic Requirements	1	2	3	4	5
e. Helpfulness of Information on University Resources	1	2	3	4	5
f. Adequacy of Assistantship/Financial Aid Information	1	2	3	4	5
g. Welcoming Climate for New Students	1	2	3	4	5
h. Faculty Direction in Initial Course Selection	1	2	3	4	5
<b>Academic Advising</b>					
i. Academic Advisor (Availability)	1	2	3	4	5
j. Academic Advisor (Knowledge of Requirements)	1	2	3	4	5
k. Academic Advisor (Advice on Courses)	1	2	3	4	5
l. Academic Advisor (Professional Mentoring)	1	2	3	4	5
<b>Courses and Faculty</b>					
m. Quality of Graduate Courses	1	2	3	4	5
n. Quality of Supervised Practica and Internships	1	2	3	4	5
o. Breadth of Graduate Courses	1	2	3	4	5
p. Quality of Instructors	1	2	3	4	5
q. Accessibility of Instructors	1	2	3	4	5
r. Availability of Courses (Scheduled Often Enough)	1	2	3	4	5
s. Availability of Courses (Scheduled at Appropriate Times)	1	2	3	4	5
t. Rigor of Courses	1	2	3	4	5
<b>Financial Aid/Graduate Assistantships</b>					
u. Availability of Financial Aid	1	2	3	4	5
v. Availability of Graduate Assistantships	1	2	3	4	5
<b>Job Search Support</b>					
w. Help in Job Search	1	2	3	4	5
<b>Certification/Licensure Office</b>					
x. Helpfulness of Information	1	2	3	4	5
y. Quality of Service	1	2	3	4	5
<b>Graduate &amp; Undergraduate Programs Office</b>					
z. Helpfulness of Information	1	2	3	4	5
zz. Quality of Service	1	2	3	4	5

Please comment on any of your ratings, especially areas rated "Very Poor" and "Poor":

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**SECTION 3:**

1. What have you found to be particularly valuable/useful?

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2. What suggestions do you have for program improvement?

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3. Knowing what you know now, would you enroll in your present program of study at UMass Amherst? Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain:

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**SECTION 4:**

Academic Advisor: \_\_\_\_\_