

COLLEGE of EDUCATION

University of Massachusetts Amherst

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 College and Graduate School requirements. Graduate School regulations and requirements that 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 (type) and submit your **Form M-1** (Projected Program of Study) with the Office of Academic Affairs (Room W114, Furcolo Hall) within the first semester of study.
- Plan to complete a program of study with a **minimum** of 33 graduate credits including:
 - at least 12 credits at the 600 level or above;
 - at least 21 credits in the College of Education;
 - at least 18 letter-graded credits from UMass Amherst;
 - minimum allowable grade is a C, however, you must have a cumulative grade point average of 3.0 or better to graduate;
 - no greater than 9 credits from Independent Study or Independent Practicum;
 - no courses below 500 level;
 - individual programs of study may specify a particular course sequence.
- 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 typed **Transfer of Credit Form** for all courses to be transferred. The Transfer of Credit Forms are available on the Graduate School website at:

<http://www.umass.edu/gradschool/policies-forms/forms-graduate-students> . The form must be signed by an advisor and returned to the Office of Academic Affairs in the College of Education.

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. Please check with the Office of Academic Affairs (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.**
- Courses for transfer must not have been used for any other degree. 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 (type) Form M-2** (Completed Program of Study), review with your advisor, and submit one copy of the signed form to the Office of Academic Affairs (Room W114, Furcolo) with your completed, typed M.Ed. Degree Eligibility Form (see below). **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 (type) M.Ed. Degree Eligibility Form and submit it to the Office of Academic Affairs with your typed Form M-2 by the posted College of Education deadline.** Your advisor or department chair does NOT sign the Degree Eligibility 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 Graduate School (413-545-0722) to verify if you owe any outstanding fees.