

MASTER'S DEGREE ELIGIBILITY FORM (NON-THESIS STUDENTS)

Please type – Handwritten forms will not be accepted

SECTION A – To be completed by the candidate **SPIRE ID:** _____

ANTICIPATED DEGREE DATE: SEPTEMBER FEBRUARY MAY **YEAR:** _____

NAME – As it appears in SPIRE: _____

DIPLOMA NAME: Review and update your Diploma Name in SPIRE. Your Diploma Name can be found in the Student Center, under Expected Graduation Term / Graduation Data. If you need a special character for your name that is not available in SPIRE, please email the Graduate Student Service Center at: degreq@grad.umass.edu and in the email Subject line, enter: Diploma name - special character needed

DIPLOMA ADDRESS: Review and update your Mailing Address in SPIRE. Your diploma will be sent to the Mailing Address in SPIRE at the time of mailing. Please make sure that SPIRE always has the correct mailing address to ensure proper delivery.

EMAIL ADDRESS: _____

PHONE: _____

DEPARTMENT / Program : Education / _____

DEGREE: M.Ed.

SECTION B – List only graduate courses in chronological order exactly as they appear on your transcript to be counted toward the Master’s (must match transcript exactly).

| DEPT. | COURSE NO. | COURSE TITLE | SEMESTER & YEAR TAKEN | CREDITS | GRADE |
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| Total Credits: | | | | | |

SECTION C – To be completed by the degree candidate

To the best of my knowledge, the information give on this form is correct and complete.

Signature of Candidate: _____ Date: _____

Name typed: _____

After you sign this form, please submit it to the Office of Academic Affairs, W114 Furcolo Hall for verification.

SECTION D - To be completed by Dr. Shane Hammond, Graduate Program Director, College of Education

The information furnished by the above named candidate in the Education program has been verified from departmental records and the candidate has completed all program requirements.

Signature: _____ Date: _____

Name typed: Dr. Shane Hammond, Graduate Program Director, College of Education

SECTION E - To be completed by Dr. Ezekiel Kimball, Associate Dean of Academic Affairs, College of Education

*I recommend that the above candidate be awarded the M.Ed. at the _____ 20____
degree granting period.*

Signature: _____ Date _____

Name typed: Dr. Ezekiel Kimball, Associate Dean of Academic Affairs, College of Education

After signing this form, please forward it to the Graduate School Service Center, 534 Goodell, by posted deadline.

INSTRUCTIONS

Type all entries on this form.

SECTIONS A, B, and C are to be completed by the candidate. **SECTIONS D and E** are to be completed by the Office of Academic Affairs.

For **SECTION B**, please copy and paste the department, course number, and course title directly from your transcript on Spire.

LIST IN CHRONOLOGICAL ORDER ONLY THOSE COURSES THAT YOU WISH TO APPLY TOWARD YOUR MASTER’S DEGREE.

Course numbers and titles must match transcript and Form M-2 exactly. You may list current courses – simply leave the grade column blank for any course without a grade, understanding all grades for courses on this form must be posted on your transcript by the date final grades are due in order to be reviewed for the degree period.

You are responsible for submitting this form with your completed (typed), signed Form M-2 to the Graduate Program Coordinator in the Academic Affairs Office, W114 Furcolo Hall by the posted College of Education deadline.