

Master's Checklist

- Discuss primary interests and courses to be taken with your Program Area Adviser
- Begin coursework
- Decide which degree you want
- Register for Thesis or Report (M.A. only)
- Choose supervisor/readers for Thesis or Report (M.A. only)
- Prepare for Graduation
- Obtain approval of your Program of Work (POW)
- Graduation ceremonies

Discuss primary interests and courses to be taken with your Program Area Adviser

| | |
|---|---------------------|
| Bilingual/Bicultural Education..... | Dr. Maria Franquiz |
| Cultural Studies in Education..... | Dr. Luis Urrieta |
| Early Childhood/Elementary Teaching..... | Dr. Jennifer Adair |
| Learning Technologies..... | Dr. Paul Resta |
| Language and Literacy Studies..... | Dr. Melissa Wetzel |
| Physical Education/Teacher Education..... | Dr. Xiaofen Keating |
| Social Studies Education..... | Dr. Katie Payne |

If you are unsure, or if your Adviser is unavailable, all Master's students may be advised by the department's Graduate Adviser, Dr. Joan Hughes (SZB 436A).

**Note: You will have an advising bar on your registration record each semester. Before registering, you need to have the bar removed. THIS MUST BE REPEATED EVERY SEMESTER. Advising Bar Removal forms are accessible in SZB 436 or on the C&I wiki [Registration Forms](#) page.*

Begin coursework

All students must meet the following requirements prior to graduating:

- a) maintain a minimum 3.0 (B) cumulative GPA
- b) take at least 18 hours of coursework in the major area (EDC courses)
- c) take at least 6 hours of out-of-department coursework
- d) complete a course in research methodology (EDC 380R)

Note: All courses required for the Master's must be completed within a six-year period.

Additional course options:

- a) You may take 20% of your coursework (2 courses) on a CREDIT/NO CREDIT basis. These will not factor into your GPA.

b) You may include 6 semester hours of upper-division coursework if you are pursuing a Master of Education (M.Ed.), of which no more than 6 hours may be in either the major area or the supporting work.

c) You can only use 6 hours of upper-division coursework if you are seeking a Master of Arts (M.A.).

d) You may transfer a maximum of 6 graduate hours from another institution with approval from the Graduate Adviser, Graduate Studies Committee [foundation & research sequence courses only], and the Graduate School.

- Meet with Adviser to see if transfer is appropriate
- Transfer course must be graduate level courses taken for a letter grade
- Follow the Transfer of Credit procedures outlined on the Graduate School website at <https://gradschool.utexas.edu/academics/policies/transfer-credit>
- Graduate Adviser sends petition to the graduate dean

**Note: approved transferred courses never appear on a UT grade report.*

Decide which degree you want

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|---|
| Master of Education – coursework only (no thesis/no report) |
| 36 hours of coursework for all program areas |
| 30 hours at graduate level |

| Master of Arts – determine whether you will write a <i>Thesis</i> or <i>Report</i> | | |
|--|------------------------------|------------------------------|
| | <i>Thesis</i> | <i>Report</i> |
| Early Childhood/Elementary Teaching | Not an option for ECET | 30 hours of coursework, plus |
| | | 3 hour report |
| | | 33 hours total |
| Bilingual/Bicultural Education, Physical Education, | 30 hours of coursework, plus | 30 hours of coursework, plus |
| | 6 hours thesis | 3 hour report |
| | 36 hours total | 33 hours total |
| Cultural Studies in Education, Language and Literacy Studies | 30 hours of coursework, plus | 33 hours of coursework, plus |
| | 6 hour thesis | 3 hour report |
| | 36 hours total | 36 hours total |
| Learning Technologies | 33 hours of coursework, plus | 33 hours of coursework, plus |
| | 6 hour thesis | 3 hour report |
| | 39 hours total | 36 hours total |

Register for Thesis or Report (*M.A. only*)

- a) Thesis
 - You must register for EDC 698A before you take EDC 698B.
 - You must be registered for EDC 698B the semester you plan to graduate.
- b) Report
 - You must be registered for EDC 398R the semester you plan to graduate.

Choose supervisor/readers for Thesis or Report (*M.A. only*)

- a) The supervisor must be a professor within the department.
- b) At least one reader is required. The reader may be from a different department. Sometimes the supervisor can suggest someone if you do not have anyone in mind.

**Note: Occasionally, persons outside The University of Texas can serve as readers on theses or reports. In this case, you may obtain instructions and special paperwork from the grad coordinator. There is no oral defense of a report or thesis.*

Prepare for Graduation

- a) Review the Master's Graduation Guidelines and Deadlines at the Graduate School's website's [Deadlines & Submission Instructions](#) page.
- b) Contact the Graduate Coordinator at the *beginning* of the semester you plan to finish to have your electronic profile created. This must be completed *before* you apply to graduate.
- c) Submit the online [Graduation Application](#) by the designated deadline.

**Note: If writing a thesis or report, copyright information and formatting guidelines are also available for download.*

Obtain approval of your Program of Work (POW)

- a) The Area Program Adviser should sign-off on the specific requirements of your specialization.
- b) The student must fill out and submit to the Graduate Coordinator a POW form, listing their courses as they match up with the requirements of their degree program
- c) The Graduate Coordinator will submit an electronic POW to the Graduate School once you apply for graduation.
- c) The Graduate Adviser and Graduate Dean will approve your electronic POW and Graduation Application if you have met all the specific requirements of your specialization, as well as the basic requirements of our department.

Graduation ceremonies

- a) Graduate School holds Master's Convocation ceremonies each May. Graduates are recognized individually as the degree is conferred.
- b) You will automatically be invited to "walk" in the following May ceremony if you finish in August or December.
- c) Information on Graduation and Convocation is available on the Graduate School website's [Convocation](#) page.

A university-wide Commencement ceremony takes place at the end of each spring semester, complete with musical presentation, distinguished speakers, plus all the "pomp and circumstance" (including fireworks from the Tower!). Entire schools and colleges are recognized *en masse* at this event. All those who graduated in a previous summer or fall semester are invited back to participate in this grand celebration. Please contact the Office of Graduate Studies, Student Division (471-4511) for details on how to participate in either the Convocation or University-wide Commencement Ceremonies.

**Note: Do not be confused with the College of Education ceremonies, also held around the same time. You are graduating from the Graduate School, not from the College of Education.*

