

**Steps to Completing M.Ed. or M.S.Ed.**  
in Education (not applicable to Special Education)

**Note:**

These pages do not replace or supplant any information in the Graduate Catalog. Advisees who were accepted into an Education Master's program after July 2005 follow the steps in section A. below. Students who were admitted prior to that follow the Graduate Catalog for the year they entered and should follow the steps in section B below. Advisees follow the catalog for the school year in which they were admitted to an Education program. All editions are available online.

**A. Program Acceptance July 2005 or later (“new” program):**

1. Have you noted the Graduate Catalog online? Please refer to your acceptance letter to see which track was assigned. Is it correct? If not, please complete a Change of Program form at the first meeting with your advisor. Your first meeting with your advisor should take place within the first two weeks of beginning coursework in your program; earlier is better if possible to be sure you are taking appropriate courses before taking any of them.
2. Obtain a hard copy Graduate Evaluation Record from your advisor and fill it out to have a plan of course completion. The paper Evaluation Record includes important information that was not possible to note on Web Adviser. Please note Date Admitted on this form and write beneath it the anticipated completion date. A copy of this page should be placed in your department file by your advisor.
3. If you are seeking certification, there is a separate page that is followed for those requirements. Students obtain certification requirement pages from Judith Brayer (Alumni Hall, G7); you will want to reference that page in order to plan graduate equivalent courses since some of the courses can accomplish both certification and graduate credits (e.g., ED 2205 Educational Psychology has an equivalent of ED 5505 Educational Psychology).
4. If you are not aware of how to use Web Adviser, please ask your advisor how to log on, check grades, and register for courses.
5. Please obtain a Mansfield University ID card so you will have access to the library.
6. If you do not take courses for any given semester before your last semester in a program, please register in the “Continuing Enrollment” category so that the university knows you are still a student in one of the programs. In addition to maintaining access to the library, you will not need to reapply or re-enter your program.

**B. Program Acceptance Prior to July 2005 (“old” program):**

1. Advisees should keep a copy of the Graduate Catalog for the year in which they were admitted to an Education program (it is available online if you don't have one). Graduate Evaluation Records for the program under which you were admitted are followed. Included in that degree was the requirement of an Oral Final Examination as the final departmental requirement.

2. You may wish to compare the old program ER to the new program ER to see which is more advantageous to you. Students wishing to change to the new program (July 2005 or later) should complete a Change of Program form and submit it to their advisor. The Registrar's Office has the policy that students may change to a newer program at any time. It must be requested in writing, however. This form and others may be printed from the following website: [http://records.mansfield.edu/RegistrarsOfficeForms\\_000.htm](http://records.mansfield.edu/RegistrarsOfficeForms_000.htm).  
If no change is requested to the new program, please proceed to number 3.
3. If you do not take courses for any given semester before your last semester in a program, please register in the "Continuing Enrollment" category so that the university knows you are still a student in one of the programs. In addition to maintaining access to the library, you will not need to reapply or re-enter your program.
4. Oral Final Exam Guidelines (2002) should be followed. Nothing has changed except that both the M.Ed. and M.S.Ed. may have a research and/or practitioner focus as determined by advisor in consultation with the advisee.

\_\_\_Students ideally received a copy of the Oral Final Examination Guidelines at their first meeting with their advisor.

\_\_\_After 9 credit hours, the student should identify their plan for a final project and seek advisor approval.

\_\_\_At the halfway point through programs, candidates should identify potential committee members in consultation with advisors.

Also:

\_\_\_Does the paper and/or annotated bibliography have an overall focus or theme?

\_\_\_Are the articles research-based?

\_\_\_Are the references within the last 7 years? If not, are the older ones included for a reason and because they are of higher quality than is available for a more current reference?

\_\_\_Students should know well in advance that hard copies are to be provided to the oral exam committee at least one week prior to the examination date, and two weeks would be better.

\_\_\_Student may view an excellent sample of a previous student's annotated bibliography and/or paper.

\_\_\_The most recent APA guidelines should be followed. A shortened version is available on MU Library's home page. Cornell University also has a nice crib sheet available on their website.