

# MASTER OF EDUCATION

## MASTER OF EDUCATION PROGRAM REQUIREMENTS

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### Contact

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The University has an interest in meeting the professional growth and advancement needs of certified teachers and professionals in the service region. The Master of Education includes majors in Educational Leadership; Instructional Technology-Library Media K-12; Instructional Technology-Instructional Design and Technology; School Counseling and Leadership; Special Education K-12; Teaching, Learning and Leadership; and Secondary Education.

### Majors within the Master of Education

- [Educational Leadership](#)
  - [Instructional Technology](#)
    - K-12 Library Media Option
    - Instructional Design & Technology Option
  - [K-12 Literacy](#)
  - [K-12 Special Education](#)
  - [School Counseling & Leadership](#)
  - [Teaching, Learning, & Leadership](#)
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### Unconditional Admission

Students are eligible to apply for unconditional admission to the Master of Education degree programs if they meet the admission requirements for Graduate College, and meet any additional degree requirements listed for individual programs.

### Conditional Admission

Applicants who fail to meet all of the departmental requirements may be accepted conditionally provided the deficiencies are completed prior to the completion of twelve (12) semester hours of graduate work.

Applicants who fail to meet the grade point requirement specified for unconditional admission may be admitted conditionally to enroll for a maximum of twelve (12) semester hours. If a student was admitted conditionally based on grade point average, the condition will be met if upon completion of twelve (12) semester hours a cumulative grade point average of 3.00 or better is achieved.

### Academic Advisors

The academic advising process for degree students begins at the time student is admitted to Graduate College. When the student is admitted, the student's program director invites him/her to come in for an advising and orientation session at the student's earliest convenience. When the student meets with the program director, he/she is given an orientation, a master's degree program check-off list (outlines all major steps in completing the degree), and a degree plan outline (list of courses to be completed). This initial advising session ensures the student is informed of all degree requirements, policies, and procedures; is familiar with the department and the program director; and is assigned to an advisor (usually the program director). Subsequently, the academic advisor and the Graduate College monitor the students' as they progress through the program. It remains, however, the student's responsibility to understand and satisfy all degree requirements.

The graduate academic advisor is responsible for:

- 1 .Helping the student plan a balanced program of graduate work adapted to the student's particular interests, needs, and abilities.
- 2 .Advising and assisting the student during the completion of the requirements for the degree.
- 3 .Assisting the student in preparing a thesis or project in educational research.
- 4 .Ensuring the student is aware of assistance and services provided for graduate students by the various university offices.

### General Requirements

- 1 .Thirty-six semester hours must be completed, 18 of which must be at the 6000 level.
- 2 .Degrees in Educational Leadership require 34 hours, School Counseling requires 45 hours, and Teaching, Learning and Leadership require 38 hours at the 6000 level or above.

- 3 .A core requirement in professional education (at least 18 semester hours) must be completed.
- 4 .An approved thesis, portfolio, or project in educational research must be successfully completed.
- 5 .A cumulative grade point average of a 3.00 or better must be achieved in all graduate work attempted at Arkansas Tech University, with a maximum of six (6) hours of "C" grades. A student receiving more than six (6) hours of "C" grades or grades lower than "C" should refer to the section of the catalog on "Academic Probation and Suspension."
- 6 .Twenty-seven hours of graduate work must be taken while in residence at Arkansas Tech University. Full-time residence is not required.
- 7 .The master's degree program must be completed within six (6) years from the time of admission to the graduate program.

### **Candidacy**

Graduate students admitted unconditionally must apply for candidacy to the selected degree program upon completion of twelve (12) graduate credit hours. Students admitted conditionally cannot apply for candidacy until all conditions assigned at the time of admission to graduate study have been removed.

Upon the completion of twelve (12) graduate hours, a hold will be placed on the students' record until a candidacy form has been approved by the Graduate Dean. Failure to apply for candidacy will result in the hold remaining on the students' record, and an inability to register for subsequent coursework.

Students who have filed a candidacy form but do not enroll or receive graduate credit for one (1) academic year must submit a new candidacy form upon being readmitted into the same graduate program. If admitted into a different academic program, students are not required to submit a new candidacy form until twelve (12) graduate credits have been accumulated within the new program.

### **Application for Graduation**

In addition to satisfying all degree requirements, a candidate for a degree must file an [Application for Graduation](#) online or at the Registrar's Office. Students must apply for graduation upon completion of twelve (12) graduate credit hours.

### **Special Conditions of Graduate Credit**

#### **Graduate Credit Taken Prior to Admission to Arkansas Tech University**

Students must petition for acceptance of any transfer credit on the graduate program candidacy form. Graduate credit earned six (6) years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate program director and the Dean of Graduate College. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

#### **Graduate Credit Taken After Admission to Arkansas Tech University**

If after admission to graduate study, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech University, the student must (in advance of enrollment) obtain written approval from the program director and the Graduate College Dean.

### **Project in Educational Research**

All candidates for a M.Ed. degree must complete either a project in educational research related to their major/specialization or a portfolio. Under unusual circumstances, a written comprehensive exam may be used to replace the action research project. Any request for this substitution should be made to the program director.