

Graduate School of Education
Policies and Procedures
for
EdM (including graduate
certificate only),
MLS and EdD
Students and Advisers

This guide contains information specific to Graduate School of Education (GSE) students enrolled in EdM, MLS and EdD degree programs. The enclosed requirements for these programs fall under GSE jurisdiction rather than the University at Buffalo Graduate School. All remaining policies and procedures for GSE students enrolled in EdM, MLS and EdD degree programs can be found at the UB Graduate School Policy & Procedures website: grad.buffalo.edu/Academics/Policies-Procedures.html.



Graduate School of Education

University at Buffalo *The State University of New York*

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Continuous Registration Requirement

Graduate students must register (and pay all tuition and fees not covered by a tuition scholarship) for a minimum of one credit hour each fall and spring term until all requirements for the degree are completed. If continuous registration is impossible or inappropriate at any time, students must secure a leave of absence from the department in which they are enrolled and obtain approval from the GSE Graduate Degrees Committee. Students may not be on a leave of absence during the semester in which a degree will be conferred.

Under some circumstances, this requirement may be waived in the semester prior to degree conferral if the student has an approved Application to Candidacy on file and will not be using any UB services or faculty time. EdM, MLS and EdD students may request a waiver of continuous registration by filing a GSE Petition. All petitions (and other student forms) may be obtained from the department or are available online at: gse.buffalo.edu/current/forms.

Transfer Credits

Each graduate program will determine the applicability of previous graduate courses proposed for transfer credit. Only those graduate courses completed with grades of “B” or above are eligible for consideration as transferable credit. Official transcripts of this credit must be filed with the department office.

A maximum of six hours of transfer credit may be included in EdM and MLS degree programs if approved by the department. Students in master’s degree programs that require more than 32 credit hours may petition for additional hours of transfer credit to be included in their program. EdD degree students must take at least 48 credit hours at UB, and no more than 12 credit hours of dissertation guidance may be used to meet this requirement.

The director of graduate studies or chairperson of the student’s major department acknowledges the acceptance of transfer credit by endorsing the Application to Candidacy form. Credits must be earned from accredited institutions (e.g., correspondence course credits are not acceptable).

Time Limits for Degree Conferral

All graduate work, beginning with the first registration date in the graduate program which the degree is to be granted, must be completed within the following time frame:

EdM — 5 years

MLS — 5 years

EdD — 7 years

MLS and EdD students may request an extension of time limit by submitting a GSE petition. Petitions require the approval of the adviser, the department chair and the GSE Graduate Degrees Committee.

EdM students who are unable to complete the program within five years must submit a GSE petition for each course taken prior to the time limit, that is, for any course that was taken more than five years before the conferral date that the student wishes to include in a program. The petition will be considered by the GSE Graduate Degrees Committee after it is endorsed by the adviser and the department chair. An Application to Candidacy must accompany the petition(s). The petition must state clearly how the student has maintained an active and relevant continuing education in the subject matter to justify the waiver of time limit (this might include affixing a list of materials read in the subject area since the student took the course, or evidence that a student has subsequently attended workshops, lectures, or participated in other activities that are pertinent or has taken more advanced courses in the subject area). Petitions will be approved or denied on a course-by-course basis; blanket waivers for a series of courses will not be considered. Programs which contain more than four courses that exceed the five-year limit will require additional or extraordinary support or rationale.

Application to Candidacy/Plan of Study

The Application to Candidacy is a document that includes a summary of the courses to be applied toward a degree. This document is called a Plan of Study for MLS students in the Department of Library and Information Studies. Students must file their Applications to Candidacy/Plans of Study by the specified deadline dates. These documents cannot be submitted immediately prior to the expected graduation date. Normally students should expect to file their Applications to Candidacy/Plans of Study as follows:

- EdM — After completion of 12 credit hours and prior to completion of 24 credit hours
- MLS — During the first semester of the program
- EdD — After four semesters of full-time enrollment or its equivalent credit hours and program qualifying requirements

The GSE Graduate Degrees Committee makes the final decision on EdM in Education Studies and EdD Applications to Candidacy. MLS Plans of Study are approved within the Department of Library and Information Studies.

Major revisions to Applications to Candidacy (e.g., adding or deleting a number of courses) must be formalized by resubmitting the pages that are being changed. EdM and EdD students submit a GSE Amendment to Application to Candidacy form. Both minor and major revisions must be approved by the department and the GSE Graduate Degrees Committee. Revisions to Plans of Study must be formalized by resubmitting a new Plan of Study.

EdD M-Form and Dissertation Submission Requirements

The EdD M-Form is completed by the department to certify that the defense of the dissertation was satisfactorily completed. The form is signed by each member of the dissertation committee and the department chair.

A copy of the completed and signed EdD M-Form is submitted to the Graduate School, Office of Student Services, 408 Capen Hall, by the [published deadlines](#) for the anticipated degree conferral, along with an electronic submission of

the dissertation via the Electronic Thesis & Dissertation (ETD) Submission website: grad.buffalo.edu/Academics/ETD.html.

Master's Candidates Requirements

Before degree conferral, EdM and MLS candidates must meet the following requirements:

1. Maintain continuous registration.
2. Complete a minimum of 32 credit hours of graduate study for the EdM degree and 36 credit hours for the MLS degree. Sixteen of these hours must be taken within the Graduate School of Education. Some programs have a higher credit hour requirement for degree completion. Undergraduate courses cannot be included in a graduate degree program. Individuals granted non-degree Special Student Status by the Department of Library and Information studies may apply a maximum of six credits of non-matriculated courses to the MLS degree.
3. Fulfill a minimum residency requirement of 24 UB credits of registration. Residency requirements for master's degrees can be satisfied through full-time or part-time registration.
4. File an Application to Candidacy/Plan of Study with the department. The Application to Candidacy for the EdM in Education Studies must be approved by the GSE Graduate Degrees Committee by the appropriate dates. The Plan of Study for the MLS degree must be approved within the Department of Library and Information Studies.
5. Pass a comprehensive examination, complete an appropriate special project, prepare a portfolio or prepare a thesis based on independent research. Students who select the thesis option must submit a thesis proposal abstract which must be approved by the appropriate area committee. Students taking the comprehensive exam should check with their advisers on the nature of the exam to be given and with their department on the deadline date to register for and to take the exam.
6. Complete additional requirements as the department might specify.

This guide was updated September 2015.