

Procedures to Complete Master's Program

Milestone in Program	When?
1. Receive a notification of acceptance and the name of an advisor.	Middle of a semester
2. Meet with advisor to (1) get to know each other, (2) plan first semester, and (3) learn about the requirements for attending student orientation meeting in Fall and expectation for attending Educational Psychology Colloquium, a biweekly event in Spring and Fall.	Before first semester
3. Complete End-of-First-Year Student Assessment and return it by e-mail	End of first academic year
4. Complete Annual Student Evaluation.	Every spring semester
5. Meet with adviser to discuss coursework and progress in program.	Middle of each semester
6. Meet with advisor to discuss plans for 3 hour written comprehensive exam: Research Methods and Data Analysis, Human Development (1 hour); and Learning and Cognition (1 hour)	Before last semester of coursework
7. Meet with advisor to discuss EDPR 7000, a 3 credit hour course in which each student completes a thesis or an independent research project .	Before last semester of course work
A. Thesis Option (not applicable to online Master's students)	
i. Form a 3 member committee composed of the advisor and 2 additional EDPR faculty members.	After passage of Comprehensive Exam
ii. Develop a proposal and present it to the committee.	Submission: 2 weeks before Proposal Meeting
iii. Perform the research (include IRB approval for human subjects prior to data collection), write, revise, and complete thesis.	IRB submission after Proposal Meeting
iv. Present and defend thesis before committee	Submission: 2 weeks before Thesis Meeting
B. Project Option	
i. The student works closely with the advisor to develop a project	After passage of comprehensive exam
ii. Perform the research, write, revise, and complete project.	IRB submission after comprehensive exam
iii. Receive approval from advisor.	At end of project
8. Follow Graduate School deadlines to complete paperwork for graduation (http://www.memphis.edu/gradschool/deadlines.php)	Due dates vary—3 months to 3 weeks—before Commencement (see website)
9. Complete Program Exit Assessment and return it by e-mail.	Before submission of thesis or project to Graduate School
10. Graduation—CONGRATUATIONS!	End of the Fall, Spring or Summer semester