

# Program Change Request

Date Submitted: 02/23/18 3:53 pm

Viewing: **MED-SPED : Master of Education in Special Education**

Last approved: 02/20/18 5:01 pm

Last edit: 06/15/18 9:42 am

Changes proposed by: skallina

Catalog Pages Using [Master of Education in Special Education](#)  
this Program

Faculty Senate Number

Contact(s)

Name	E-mail	Phone
Sally Kallina	skallina@tamu.edu	979-845-1833

Academic level Graduate

Effective Term 2019-2020

Department Educational Psychology

College Education & Human Development

Program type Degree

Degree designation MED - Master of Education

With a major in Special Education (SPED)

Catalog Program Title  
Master of Education in Special Education

CIP and Fund code 13100100

Rationale for Proposal

Program hours	<b>36</b>
Is this program eligible for financial aid?	<b>Yes</b>
Will program hours change (increase/decrease) due to the proposed curriculum changes?	No
Program delivery mode	<b>Distance Education/Internet</b>
% of Program a student can take off-campus or through Distance Education	<b>100%</b>

## In Workflow

1. **EPSY Department Head**
2. **Curricular Services Review**
3. **ED Committee Preparer GR**
4. **ED Committee Chair GR**
5. **ED College Dean GR**
6. **GC Preparer**
7. **GC Chair**
8. **Faculty Senate Preparer**
9. **Faculty Senate**
10. Provost II
11. President
12. Curricular Services

## Approval Path

1. 03/07/18 5:21 pm  
Shanna Hagan-Burke (shaganburke):  
Approved for EPSY Department Head
2. 03/09/18 2:09 pm  
Sandra Williams (sandra-williams):  
Approved for Curricular Services Review
3. 03/09/18 2:40 pm  
Melanie Robideau (mrobideau): Approved for ED Committee Preparer GR
4. 03/09/18 3:24 pm  
Beverly Irby (irbyb): Approved for ED Committee Chair GR
5. 03/09/18 3:25 pm  
Beverly Irby (irbyb): Approved for ED College Dean GR
6. 03/26/18 9:04 am  
Meagan Kelly (meagankelly): Approved for GC Preparer
7. 04/05/18 3:46 pm  
LaRhesa Johnson (lrjohnson): Approved for GC Chair
8. 04/11/18 3:38 pm  
Jan Helgoth (helgoth): Approved for Faculty Senate Preparer
9. 05/15/18 4:03 pm  
Janet Gonzales (janet-gonzales): Approved for Faculty Senate

## Catalog Program Requirements

10. 06/15/18 9:42 am  
Janet Gonzales (janet-gonzales): Rollback to Faculty Senate for Provost II

## History

1. Aug 15, 2016 by clmig-jwehrheim
2. Apr 3, 2017 by Angela Allensworth (arankin)
3. Feb 20, 2018 by Angela Allensworth (arankin)

# Program Requirements

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[Student's Advisory Committee](#)

[Degree Plan](#)

[Credit Requirement](#)

[Transfer of Credit](#)

[Limitations on the Use of Transfer, Extension and Certain Other Courses](#)

[Final Examination](#)

## Student's Advisory Committee

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After receiving admission to graduate studies and enrolling for coursework, the student will consult with the head of the department concerning appointment of the chair of his or her advisory committee. The student's advisory committee for the master's degree will consist of **only the chair**. The chair of the advisory committee must be from the student's department.

Only graduate faculty members located on Texas A&M University campuses may serve as chair of a student's advisory committee. Other graduate faculty members located off-campus may serve as a member or co-chair (but not chair), with a member as the chair. The chair of the committee, who usually has immediate supervision of the student's degree program, has the responsibility for calling meetings at any other time considered desirable.

If the chair of a student's advisory committee voluntarily leaves the University and the student is near completion of the degree and wants the chair to continue to serve in this role, the student is responsible for securing a current member of the University Graduate Faculty, from the student's academic program and located near the Texas A&M University campus site, to serve as the co-chair of the committee. The Department Head or Chair of Intercollegiate faculty may request in writing to the Associate Provost for Graduate and Professional Studies that a faculty member who is on an approved leave of absence or has voluntarily separated from the university, be allowed to continue to serve in the role of chair of a student's advisory committee without a co-chair for up to one year. The students should be near completion of the degree. Extensions beyond the one year period can be granted with additional approval of the Dean.

If the chair of the student's advisory committee is unavailable for an extended time in any academic period during which the student is involved in activities relating to an internship, thesis or professional paper and is registered for courses such as 684, 692 or 693, the student may request, in writing, that the department head appoint an alternate chair during the interim period.

The duties of the chair include responsibility for the proposed degree plan, any professional study or project, and the final examination. In addition, the chair is responsible for counseling the student on academic matters, and, in the case of academic deficiency, initiating recommendations to the Office of Graduate and Professional Studies.

The chair's approval on the degree plan indicate their willingness to accept the responsibility for guiding and directing the entire academic program of the student and for initiating all academic actions concerning the student.

## Degree Plan

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The student's advisory committee, in consultation with the student, will develop the proposed degree plan. **The degree plan must be completed and filed with the Office of Graduate and Professional Studies prior to the deadline imposed by the student's college, and no later than 90 days prior to the date of the final oral examination.**

This proposed degree plan should be submitted through the online Document Processing Submission System located on the website <https://ogsdpps.tamu.edu>. Additional coursework may be added to the approved degree plan by petition if it is deemed necessary by the advisory committee to correct deficiencies in the student's academic preparation. No changes can be made to the degree plan once the student's Request for Final Examination or Request for Exemption from the Final Examination is approved by the Office of Graduate and Professional Studies.

## Credit Requirement

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A minimum of 36 semester credit hours of approved courses is required for the Master of Education degree.

## Transfer of Credit

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A student who has earned 12 hours of graduate credit in residence at Texas A&M University may be authorized to transfer courses in excess of the limits prescribed above upon the advice of the advisory committee and with the approval of the Office of Graduate and Professional Studies. Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater might be considered for transfer credit if, at the time the courses were completed, the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution. Otherwise, the limitations stated in the preceding section apply. Coursework **in which no formal grades are given or in which grades other than letter grades (A or B) are earned (for example, CR, P, S, U, H, etc.) is not accepted for transfer credit.** Courses appearing on the degree plan with grades of D, F or U may not be absolved by transfer work. Credit for thesis research or the equivalent is not transferable. Credit for coursework submitted for transfer from any college or university must be shown in semester credit hours or equated to semester credit hours. An official transcript from the university at which the transfer coursework was taken must be sent directly to the Office of Admissions. Courses used toward a degree at another institution may not be applied for graduate credit. If the course to be transferred was taken prior to the conferral of a degree at the transfer institution, a letter from the registrar at that institution stating that the course was not applied for credit toward the degree must be submitted to the Office of Graduate and Professional Studies.

Grades for courses completed at other institutions are not included in computing the GPR.

## Limitations on the Use of Transfer, Extension and Certain Other Courses

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Some departments may have more restrictive requirements for transfer work. If otherwise acceptable, certain courses may be used toward meeting credit-hour requirements for the master's degree under the following limitations.

The maximum number of credit hours which may be considered for transfer credit is the greater of 12 hours or one-third (1/3) of the total hours of a degree plan. The following restrictions apply:

Graduate and/or upper-level undergraduate courses taken in residence at an accredited U.S. institution, or approved international institution with a final grade of B or greater will be considered for transfer credit if, at the time the courses were completed, the student was in degree-seeking status at Texas A&M University, or the student was in degree-seeking status at the institution at which the courses were taken; and if the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution.

Courses previously used for another degree are not acceptable for degree plan credit.

The maximum number of credit hours taken in post-baccalaureate non-degree (G6) classification at Texas A&M University which may be considered for application to the degree plan is 12.

A zero credit 684 and 685 course is only allowed for non-thesis option master's students. Other courses, including 691 research hours, are not eligible for zero credit. Any combination of 684, 685 or 690 may not exceed 25 percent of the total credit hour requirement shown on the individual degree plan:

A maximum of 8 hours of 684 (Professional Internship) and/or

A maximum of 8 hours of 685 (Directed Studies), and

Up to 3 hours of 690 (Theory of Research).

A maximum of 2 hours of Seminar (681).

A maximum of 9 hours of advanced undergraduate courses (300- or 400-level).

For graduate courses of three weeks' duration or less, taken at other institutions, up to 1 hour of credit may be obtained for each five-day week of coursework. Each week of coursework must include at least 15 contact hours.

No credit hours of 691 (Research) may be used.

Continuing education courses may not be used for graduate credit.

Extension courses are not acceptable for credit.

Exceptions will be permitted only in unusual cases and when petitioned by the student's advisory committee and approved by the Office of Graduate and Professional Studies.

## Final Examination

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### MEd SPED Final Examination section:

**The Report of the Final Examination is not required for the Master of Education in Special Education. Form must be submitted with original signatures of only the committee members approved by the Office of Graduate and Professional Studies.**

~~Final Examination The candidate must pass a final examination by dates announced each semester or summer term in the Office of Graduate and Professional Studies Calendar. To be eligible to take the final examination, a student's GPR must be at least 3.000 for courses on the degree plan and for all courses completed at Texas A&M which are eligible to be applied to a graduate degree, and no unabsolved grades of D, F, or U can occur for any course listed on the degree plan. To absolve a deficient grade, the student must repeat the course at Texas A&M University and achieve a grade of C or better. All coursework on the degree plan must have been completed with the exception of those hours for which the student is registered. The final examination covers all work taken on the degree plan and at the option of the committee may be written or oral or both. The examination is conducted by the student's advisory committee as finally constituted. Persons other than members of the graduate faculty may, with mutual consent of the candidate and the major professor, attend final examinations for advanced degrees. Upon completion of the questioning of the candidate, all visitors must excuse themselves from the proceedings. A positive vote by all members of the graduate committee with at most one dissension is required to pass a student on his or her exam. A department can have a stricter requirement provided there is consistency within all degree programs within a department. A request to hold and announce the final examination must be submitted to the Office of Graduate and Professional Studies a minimum of 10 working days in advance of the scheduled date for the examination. The Office of Graduate and Professional Studies must be notified in writing of any cancellations. A student may be given only one opportunity to repeat the final examination for the master's degree and that must be within a time period that does not extend beyond the end of the next regular semester (summer terms are excluded). The final exam cannot be held prior to the mid-point of the semester if questions on the exam are based on courses in which the student is currently enrolled. A Master of Education student pursuing in the non-thesis option is not allowed to enroll in 691 (research) for any reason. Department of Educational Psychology or a student majoring in Curriculum and 691 may not be used for credit toward a non-thesis option Master of Science degree. Instruction is eligible to petition for an exemption from the final examination with departmental and committee approval. A maximum~~ **The final examination covers all work taken on the degree plan and at the option of 4 credit hours of 684 (Professional Internship), 8 credit hours of 685 (Directed Studies), and up to 3 credit hours of 690 (Theory of Research) the committee may be written or 695 (Frontiers in Research) may be used toward the non-thesis option Master of Science degree. oral or both. In addition, any combination of 684, 685, 690 and 695 may not exceed 25 percent of the total credit hour requirement shown on the individual degree plan. All requirements for**

coursework on the non-thesis option Master degree plan must have been completed with the exception of Science degree other than those specified above are the same as for hours for which the thesis option degree. student is registered.

The petition should be submitted to the Office of Graduate and Professional Studies by the deadline announced for the student's final semester (or semester of graduation) in the Office of Graduate and Professional Studies Calendar. See the Office of Graduate and Professional Studies website <http://ogaps.tamu.edu>. The Report of the Final Examination Form must be submitted with original signatures of only the committee members approved by the Office of Graduate and Professional Studies. If an approved committee member substitution (1 only) has been made, his/her signature must also be submitted to the Office of Graduate and Professional Studies. If necessary, multiple copies of the form may be submitted with different committee member original signatures. If an approved committee member substitution (1 only) has been made, his/her signature must be included on the form submitted to the Office of Graduate and Professional Studies.

Additional  
Requirements

## Additional Requirements

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[Residence](#)

[Time Limit](#)

[Foreign Languages](#)

[Internship or Practicum](#)

[Application for Degree](#)

### Residence

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The distance education modality does not have any residence requirement.

### Time Limit

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All degree requirements must be completed within a period of seven consecutive years for the degree to be granted. A course will be considered valid until seven years after the end of the semester in which it is taken. Graduate credit for coursework which is more than seven calendar years old at the time of the final examination (oral or written) may not be used to satisfy degree requirements.

### Foreign Languages

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No specific language requirement exists for the Master of Education degree.

### Internship or Practicum

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Master of Education in Special Education students are not required to do an internship or practicum.

### Application for Degree

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For information on applying for your degree, please visit the [Graduation](#) section.

Additional information	Editorial update of previously approved distance requirements 2.20.18—DE verbiage updates saved as requested by OGAPS.
Required Proposal Forms	
Reviewer Comments	<b>Sandra Williams (sandra-williams) (03/09/18 2:09 pm):</b> OGAPS: please review to make sure updates to the catalog program requirements/additional requirements meet your standard language requirements for graduate programs. Also, does this program need to include the DE language? <b>Russell Ramirez (rramirez) (03/26/18 3:22 pm):</b> OGAPS will make any necessary DE language updates. <b>LaRhesa Johnson (lrjohnson) (04/05/18 3:46 pm):</b> Added back the non-thesis final exam standard verbiage after the no final exam required sentence. <b>Janet Gonzales (janet-gonzales) (06/15/18 9:42 am):</b> Rollback: Glitch in CARS, was not "approved" to be moved to Provost II.