

SCHOOL OF TEACHING AND LEARNING
APPLICATION FOR MASTER'S EXAMINATION ALTERNATIVE

Master's students in the School of Teaching and Learning may take the Master's exam on the School-proctored date or on an alternative date or use an approved alternative format. Students who plan to take the exam on an alternative date or using an alternative format must complete this form and submit it with their Application to Graduate to 227 Arps Hall by the second Friday of the quarter prior to the quarter of graduation. M.A. students must have their faculty advisors sign the form to indicate approval for the chosen alternative before submitting the form.

Student's Name _____ User Name _____

Address _____

Phone# _____

Qtr/Yr of Graduation: _____ Degree: ___M.A. ___M.Ed. Section: ___ITL ___LLC ___MSAT

M.Ed. Students Complete This Section Only

___ I will take the Master's Exam on the following alternative date: _____ and time: _____

Name of Proctor: _____ ___ On computer ___ Longhand

OR

___ I will complete an alternative format for the Master's Exam.

M.A. Students Complete This Section Only

___ I will take the Master's Exam on the following alternative date: _____ and time: _____

Name of Proctor: _____ ___ On computer ___ Longhand

OR

___ I will complete the following alternative format:

ITL

LLC

MSAT

___ Paper option

___ Portfolio option

___ Paper option

___ Field/Practice option

___ Take home exam plus
two-hour exam option

___ Two-hour exam plus
oral exam option

___ Portfolio option

Approved: _____

Faculty Advisor's Signature

Date

Master's Examination Report forms will be sent directly to the faculty advisor. The deadline for returning the completed report forms to 227 Arps Hall is the same for all exams, regardless of method. A list of the published deadlines for each quarter is available in 227 Arps.

**SCHOOL OF TEACHING AND LEARNING
MASTER'S DEGREE GRADUATION CHECKLIST**

Check off below that you have completed all steps in the graduation process and return this form along with your **Application to Graduate** to 227 Arps Hall **by the second Friday of the quarter prior to graduation.**

Name _____ User Name _____

M.A. students:

_____ I have submitted an approved M.A. Requirements Checklist and Program Sheet to 227 Arps Hall.

_____ I am not following my original program sheet, but I have submitted a revised program sheet signed by my faculty advisor or a letter from my advisor approving all changes.

LLC or MSAT M.Ed. students:

_____ I have submitted an approved Content Evaluation Form to 227 Arps Hall.

All students:

_____ I have met with my faculty adviser to review all degree requirements.

_____ My faculty advisor has approved the transfer of appropriate **graduate** credit from another institution, from another master's program at OSU, and/or up to 10 hours of OSU graduate nondegree credit, and I have submitted the respective forms to 227 Arps Hall.

_____ I will enroll for the following **graduate** credit hours (3 hours minimum) during the quarter of graduation:

_____ I plan to submit a thesis during my final quarter.

OR

_____ I plan to complete the comprehensive exam on the School-proctored date during my final quarter.

OR

_____ I plan to complete the comprehensive exam on an alternative date or with an alternative format
and I have completed the application on the back of this form.

_____ I have contacted my second reader and he/she has agreed to evaluate my exam as indicated by their signature below:

_____ I will submit my job placement survey prior to graduation (required for M.Ed students only).

Name of second reader

Signature of second reader

Date

(over)