Transfer from a Course-Based to a Thesis-Based M.Ed. Program

The following procedures govern the transfer from a course-based to a thesis-based master's program for students admitted after February 2001:

1. Individuals seeking approval to transfer must:
   - have completed a minimum of three courses prior to applying.
   - have arranged to be supervised by a full time faculty member.
   - submit with their formal written request: a "letter of intent" (maximum of 1500 words) describing the thesis they propose to undertake and a rationale for wanting to write a thesis.
   - have their prospective supervisor submit a letter of support attesting to their ability to carry out the thesis.

2. The deadlines for submitting the above documentation to the Graduate Administrator: **April 30 and December 31**.

3. When all documents have been received for each student requesting the switch (and by the above deadlines), an Admissions Panel will review each request and make a recommendation to the Graduate Coordinator and the Chair of the Department.

4. Applicants will be notified of the Department's decision as soon as possible.

5. The supervisor must be approved by the Faculty of Graduate Studies