

## DEPARTMENT OF EDUCATIONAL POLICY STUDIES

### Transfer From a Course-Based to a Thesis-based MEd Program

The following procedures govern the transfer from a course-based to a thesis-based master's program.

**Note:** After reading the procedures below, it is important that you also review the FGSR information concerning about thesis-based program fees and Part-Time Registration in a thesis-based program.

1. Individuals seeking approval to transfer must:

- have completed a minimum of three courses which would include EDPS 581, prior to applying.
- have arranged to be supervised by a full time faculty member.
- submit with their application a "letter of intent" (maximum of 1500 words) describing the thesis they propose to undertake and a rationale for wanting to write a thesis.
- if wishing to register part-time in the initial term that the thesis-based program would be starting, a PT Registration Status, Thesis-based Program form and accompanying document will need to be submitted. Please see the information provided in the link below **and** talk to the Graduate Administrator.
- have their prospective supervisor submit a letter of support attesting to their ability to carry out the thesis.

2. The deadline for submitting completed applications to the Graduate Administrator: **June 30 and December 31.**

A) **June 30** deadline will allow students to transfer into the new program route in either September or January terms

B) **December 31** deadline will allow students to transfer into the new program route in May, July or September terms

3. When all applications have been received, the specialization groups will review each application; the specialization coordinator will make a recommendation to the graduate coordinator.

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

5. The supervisor must be approved by the Graduate Coordinator and/or Department Chair as the Dean's designate.

Students are advised to familiarize themselves about the registration requirements in the thesis-based route.

Additional information:

FGSR Fee information: <https://uofa.ualberta.ca/graduate-studies/current-students/tuition-and-fees>

Minimum Units of Course Weight and Registration requirements:

<https://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-6-program-planning-and-registration/6-2-minimum-units-of-course-weight-and-registration-requirements>

Part-time Registration Status, Thesis-based Program (FGSR):

<https://calendar.ualberta.ca/content.php?catoid=34&navoid=10136#registration-status>