Standard Operating Procedure – Non-terminal Master’s Degree (College)

Responsibility: Associate Dean; College Coordinator

Time Frame: After the student’s presentation of a Candidacy paper, to the departmental committee, and before the semester the student applies for their terminal (Ph.D.) degree.

Definition: A non-terminal master’s is a checkpoint on the way to a more advanced degree. The non-terminal masters, prepares students for a masters-level counseling license and allows students to work outside the school during the remainder of your education. Additionally, if you get a masters-level license prior to going on internship, it makes you more employable during your internship and following graduation. Awarding of a non-terminal Master’s degree, by the University, requires the completion of certain milestones prior to the conferring of a degree. The compilation of the total master’s hours plus the total Ph.D. hours meets the College requirements for the awarding of the terminal degree.

Procedures: To obtain a non-terminal master’s degree, on the way to a terminal Ph.D., students must complete the following steps:

Step 1: The student completes a Master’s degree plan in MyAdvisor using any four (4) of the following “Leveling” courses:

- EDRS 8380
- EPSY 6325
- EPSY 6330
- EPSY 6335
- EPSY 6345
- EPSY 6391

Step 2: The student removes the “Leveling” courses from their Ph.D. degree plan.

Step 3: The student submits both degree plans for departmental and College approval.

Step 4: The student completes and presents a Ph.D. candidacy paper to the departmental faculty.

Step 5: The student submits a Graduate and Profession Student Petition

  Step 5a Check Box #3
  Step 5b In the “Explanation of Request” area, enter “Add a new degree objective (EPCOMED) and do not delete the Ph.D. program/plan stack.”
  Step 5c Sign and forward to their program advisor for processing.
  Step 5d Upload document to University (IRIS) for processing
  Step 5e Check myUH for correct additional program addition
  Step 5f Add academic advisor

Step 6: The student applies for graduation the semester they complete the “Leveling” courses and advances to Candidacy.

Step 7: College approves the awarding of a Master’s degree during the regular graduation audit, if the students completes the “Leveling” coursework and successfully defends their doctoral candidacy paper.