# Master's Examination Deadlines

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*Note: Committee should have 2 weeks to read exams.

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# Communication with the Faculty Advisor

The faculty advisor is critical to ensure successful and timely progress toward your Master of Arts Degree. It is the student's responsibility to contact the Faculty Advisor at least once every semester. If the student has not contacted the Faculty Advisor and does not receive a response after 2 weeks, contact the Coordinator of Elementary Education.

*Note: Summer Graduation must be approved by your advisor.*

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# Master's Examination Overview

Candidates for the Master's Degree must pass a Master's Examination. The Examination is drawn from the student's major field and from minor/related fields as appropriate.

The Examination is conducted by a committee of a minimum of 3 members approved for committee service. The role of the examination committee is to approve the exam questions, conduct the exam/defense, evaluate the student responses, and report the results.

The Master's Examination may be taken only after the Program of Studies (POS) has been approved by the Graduate Dean and only if the student is in good academic standing.

The major graduate unit must notify the Office of Graduate Studies (OGS) of the student's scheduled examination date by submitting the announcement form. The announcement form must be submitted at least 2 weeks prior to the Master's Examination. The Department of Teacher Education will notify the student and OGS of the results of the examination no later than 3 weeks from the date on which it was administered. The results of the examination (pass or fail) must be reported to OGS by Nov. 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation.*

If a student fails the exam, the Teacher Education Department may recommend a second examination, which must be administered within 1 calendar year from the date of the first exam. The Master's Examination may be taken only twice. A second failure will result in the student's termination from the program. The student must maintain the same committee.

# Conditional Pass

If the committee determines that the student has demonstrated knowledge and understanding of the field, but is not sufficient to justify a grade of "Pass," the committee may assign a "Conditional Pass," requiring that the student meet certain conditions before a grade of "Pass" will be awarded. These conditions must be met by the end of the subsequent term.

*Summer Graduation must be approved by your Advisor.*

(See UNM Catalog for semester of admission for additional information.)

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# Points of Information

1. **General Academic Regulations**
   Students are responsible for complying with all regulations of the University of New Mexico, the Graduate College, the Department of Teacher Education, and the Elementary Education Program. In addition, they are responsible for fulfilling all degree requirements. Students are responsible for knowing and complying with all academic regulations and deadlines. (See the UNM Catalog for more details.)

2. **Role of the Faculty Advisor**
   The student and the Faculty Advisor are responsible for planning and scheduling the Master's Examination. The Faculty Advisor serves as the Examination Committee Chair.

3. **Mid-Point Review**
   The student is responsible for scheduling a Mid-Point Review with the Faculty Advisor after completion of 9-18 hours. At this meeting the student and advisor will choose the examination option, the topic and/or questions, and determine the members of the Examination Committee.

   Examination Options:
   1. Inquiry Paper
   2. Project and Presentation
   3. Written Examination

4. **Proposal Meeting**
   The student will meet with the Examination Committee early in the examination process to review the examination option and Committee expectations for successful completion of the examination.

5. **Examination Assessment**
   The Examination Committee will evaluate the Examination. The Office of Elementary Education and/or the Advisor will communicate the Examination results to the student.

Revised October 2010
MA Examination Overview

3 Examination Options

- Option I: Inquiry Paper
- Option II: Project & Presentation
- Option III: Written Examination

In none of the options can work submitted in a prior class be submitted as the exam. If you wish to base your exam on prior work, you must discuss this with your advisor and provide a copy of any previous papers, literature reviews, or other prior work to your advisor for review.

Role of the Faculty Advisor:
The Faculty Advisor serves as the Master’s Examination Chair and directs the Master’s Examination process.

Responsibilities of the Faculty Advisor/Examination Chair:
The Faculty Advisor assists the Candidate in:
- Determining the examination option appropriate for the candidate’s professional goals;
- Determining the examination topic and focus/questions;
- Determining the Examination Committee members; and
- Setting the Proposal and Examination Meetings* of the Examination Committee.

Responsibilities of the Master’s Candidate:
- Meet* with Faculty Advisor at least once every semester;
- Plan ahead and prepare for the MA Exam; and
- Provide Committee frequent drafts of examination work to seek feedback and direction.

*Note: A “meeting” can be defined as a phone conversation, e-mail, or face-to-face meeting, depending on the preferences of the Committee and the Chair.

OPTION I: INQUIRY PAPER

INQUIRY PAPER

Can be

Action/Practitioner

OR

Research

Thought Paper

Expectations for Option I:

- APA Style
- 2-page proposal submitted to Advisor the semester prior to the examination semester
- 23 page minimum + references (most quality papers exceed this expectation)
- Literature review with theoretical foundations and embedded citations
- Reflection and Implications for practice
- 10 appropriate references minimum
- Meeting with Examination Committee

OPTION II: PROJECT & PRESENTATION

PROJECT & PRESENTATION

Has 3 Parts

Implemented

Literature Review

Presentation

Expectations for Option II:

- APA Style
- 2-page proposal submitted to Advisor the semester prior to the examination semester
- 5-page minimum Literature Review with theoretical foundations and citations embedded + references (most quality papers exceed this expectation)
- 10 appropriate references minimum
- Ancillary materials, components created/developed (website, curriculum, assessments, etc.) submitted 3 days prior to presentation
- Presentation to Examination Committee, typically incorporating technology into the presentation

OPTION III: WRITTEN EXAMINATION

WRITTEN EXAMINATION

Has 2 Parts

1 Take Home Question

2 Examination Day Questions

Expectations for Option III:

- From Faculty Advisor, created in consultation with Candidate and related to electives/focus area
- APA Style
- 4-5 pages + references with embedded citations
- 4 references minimum
- 2 weeks for completion

2 Examination Day Questions

- Questions generated from core courses
- Synthesis questions may combine multiple core course topics
- 1 question is selected by Examination Committee
- 1 question is chosen by the candidate from 2 choices
- Candidate may bring a 5"x 8" card with notes on both sides
- 3.5 hours to write
- Completed in TEC Computer Lab
- Meeting with Examination Committee