

College of Education: Adding a Concurrent Counseling Master's and Applying for Graduation**Responsibility:** Associate Dean; College Coordinator**Time Frame:** Before the Beginning of the Fall or Spring Semester

Policy: To assure that the Graduate Tuition Fellowship (GTF) covers the higher cost of master level credits, students must request the addition of a concurrent Master's degree before the beginning of the Fall or Spring semester they plan to obtain this degree (do not request to add the Master's degree plan for the summer term). Students must follow the procedures and timing described below to submit paperwork.

Procedures:**Choose one of the Options below:**

Fall term completion of Master's degree: For the Fall awarding of a concurrent Master's degree, submit a Graduate and Professional Student Petition **between July 15th of the Summer term and the first class day of the Fall term.** *:

Spring term completion of Master's degree: For the Spring awarding of a concurrent Master's degree, submit a Graduate and Professional Student Petition **between December 1st of the previous Fall term and the first day of class of the Spring term**

Step 1: Submit a Graduate and Professional Student Petition**Step 1a:** Fill in your personal information**Step 1b:** In the "*Petition Effective*" box, add the effective/current semester (Term and Year)**Step 1c:** In the "*Purpose of Petition*" check box # 3 (Add a new concurrent degree)**Step 1d:** In the "*Explanation Box*" include the following information**(a)** Add M.Ed. in Counseling**Step 1e:** Sign and forward to your Advisor for final processing

*Note: Approval of the Graduate and Professional Student Petition for the awarding of a concurrent Master's degree must occur, **at all levels, before the last day to add classes in the respective** long semester. Failure to meet the deadlines described above means the GTF cannot absorb the additional charges and you will be charged for the difference in tuition between the doctoral and master's rates.

Find deadline dates on the current academic calendar:

<http://publications.uh.edu/content.php?catoid=26&navoid=9746>

Step 2: With the approval of the request to add the concurrent degree, submit the master's degree plan in *MyAdvisor*

Step 3: You must graduate from the concurrent Master's program at the end of the term you formally enrolled. To do so, after all approvals, you must *apply to graduate from the concurrent Master's degree program by the graduation application deadline of the term the concurrent Master's degree was added to your record.

Following these steps you will be **enrolled as both a Masters and a Doctoral student for only one term.**

The program cannot guarantee GTF coverage at the higher Master's rate beyond one term.

*Use AccessUH to apply to graduate