
 UNIVERSITY of **HOUSTON** | COLLEGE OF EDUCATION

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.