

Completing your Analytical Report/Case Study/Portfolio

If you are enrolled in a M.Ed. degree program, you will be required to complete an analytical report or case study in consultation with your faculty advisor. This occurs after all of your coursework (36 units) is complete. Follow the steps outlined in “Graduation Procedures – Final Term M.Ed.” as well as the instructions below:

- 1) Depending on your M.Ed. specialization, follow the enrollment instructions below:
 - a. **M.Ed. Special Education with credential:** case studies should be finalized in Fall of your second year with your Faculty Advisor. You do not need to enroll in units to complete the case study, rather, complete the case study while finishing your final two graduate courses in special education. If you do not finish the case study in the Fall term, request to go on filing fee for the Winter term. Follow the instructions outlined for “Graduation Procedures – Final Term M.Ed.” for more information.
 - b. **M.Ed. Higher Education Administration and Policy:** analytical reports should be started the first quarter after completing all 36 units for the program. Students should identify a topic in consultation with their Faculty Advisor. The report should be finalized in one quarter, which means students may request to be on filing fee status. Follow the instructions outlined for “Graduation Procedures – Final Term M.Ed.” for more information.
 - c. **M.Ed. Diversity and Equity:** analytical reports are worked on during Spring quarter while completing two other graduate courses. Students should meet with their Faculty Advisor to discuss their topic and fill out an [enrollment form for EDUC 297: Directed Research](#).
 - d. **M.Ed. Applied Behavior Analysis:** portfolios are worked on during Fall of your second year with your Faculty Advisor. You do not need to enroll in units to complete the portfolio, rather, complete the project while finishing your final graduate courses. If you do not finish the portfolio in the Fall term, request to go on filing fee for the Winter term. Follow the instructions outlined for “Graduation Procedures – Final Term M.Ed.” for more information.
 - e. **M.Ed. TESOL:** analytical reports are worked on during Spring quarter while completing one other graduate course. Students enroll in EDUC 291 with the assigned instructor for the TESOL capstone project; the Graduate Program Coordinator will assist with enrollment.
- 2) Once the final project is complete, you must fill out and have your Faculty Advisor sign a [completion form](#). A final copy of the project and completion form should be submitted to the Graduate Program Coordinator two days prior to the final graduation deadline listed [here](#).