



Department of Special Education and Communication Disorders
Memorandum of Courses for
Master's Degrees

The Memorandum of Courses (MOC) is a document that lists all coursework that will be completed for the Master's degree in Special Education, Speech-Language Pathology or Audiology. This form MUST BE FILED PRIOR TO THE COMPLETION OF ONE-HALF OF REQUIRED COURSEWORK in the student's program of study. Typically, this form is completed during the first semester of graduate student enrollment. In the case of Audiology, the form is to be completed before the end of the second year. A writable and savable .pdf copy of the form can be found online at the UNL Graduate Studies website: http://www.unl.edu/gradstudies/current/degrees/masters.shtml

Students need to discuss and finalize with their advisor, the list of courses that will be placed on the MOC. Also, a STUDENT CANNOT FILE AN MOC AND GRADUATE IN THE SAME SEMESTER OR SUMMER SESSION. Therefore, it is imperative that the student complete and file this form as soon as possible once graduate coursework has begun.

Changes to the MOC can be made by the student's advisor in the form of an email or memo sent to UNL Graduate Studies outlining the additions, deletions, or substitutions of courses. A student needs to discuss with his/her advisor any changes in listed courses or changes in listed credit hours. The SECD Graduate Secretary can assist with this process.

Student's Responsibilities:

- 1. It is the student's responsibility to complete the MOC. Once the form is completed, it must be submitted to the student's advisor for his/her signature.
2. The student should then insure that the signed MOC is received by the SECD Graduate Secretary in the department so it can be entered into the database. The SECD Graduate Secretary will forward the form to UNL Graduate Studies.
3. Students will receive a copy of the approved MOC from UNL Graduate Studies. If a student does not receive a copy of the MOC within a few weeks of submission to the SECD Graduate Secretary, a student should inquire about the status of the MOC. If it has been lost or misplaced, the student is required to complete and submit another MOC immediately.
4. If students have completed approved course equivalents from institutions other than UNL, the student is responsible for assuring that transcripts from that institution are forwarded to UNL Graduate Studies before they can apply for graduation.

Advisor's Responsibilities:

Advisors should discuss the requirements for graduate program of study with each student and assist the student in preparing the MOC. It is not the advisor's responsibility to complete the form. A student might request that the advisor submit the form to the SECD Graduate Secretary but it is the student's responsibility to insure the form has been filed and received by Graduate Studies. It is best, whenever possible, that advisors not submit the form to the SECD Graduate Secretary once it has been signed; this should be the student's responsibility. Advisors will be notified by the SECD Graduate Secretary if there are any concerns or questions about a student's MOC. It is the advisor's responsibility to alert the student of such problems that arise about the MOC content and arrange a meeting to discuss amendments.

I have read and understand the policy and procedures described above concerning the Memorandum of Courses.

Student's Signature

Date

Advisor's Signature

Date