Indiana University School of Education
Degree Checklist for the Ed.S.

This checklist highlights some of the milestones and essential program deadlines applicable to all School of Education students pursuing an Educational Specialist degree (Ed.S.). For more information, please see the School of Education Graduate Bulletin, or contact the Graduate Studies Office.

Timeline	

Completed no later than the end of the 2nd semester.

☐ **Advising**
Specific information about program requirements:
- Assigned advisor, Program Head, or Department Chair
- School of Education Graduate Bulletin

Additional resources may include a departmental handbook or program requirements worksheet.

☐ **Establish a Program Advisory Committee and Submit Plan of Studies (3 members required)**
The Plan of Studies (e-POS) is a planning tool for students and advisors. It outlines the coursework the student will use to fulfill degree requirements and establishes the Advisory Committee. Course substitutions or requests to waive program requirements are also indicated on the e-POS. The student and the advisory committee chair (program advisor) are responsible for planning and creating the e-POS. The advisory committee chair and one other faculty member must be from the major. One member must be from the cognate. The e-POS is due within one year of enrollment.
    Electronic Plan of Studies - https://info.educ.indiana.edu/epos/.

In some cases, the e-POS may require the following supporting documents:

  ☐ **Transfer Credits**
  Some graduate coursework completed at other universities by be transferred into degree programs. All coursework transferred must be from an accredited college or university, and no transfer credit is given for courses with a grade lower than a B. Transferred courses must be relevant to the student's program of studies and approved by the advisor. If transfer coursework appears on the e-POS in an area other than electives or the major, additional approvals may need to be secured. The Transfer of Graduate Credit form should be submitted to the department the same time as submitting the e-POS, and transfer courses should be listed on the e-POS as they appear on the transcript from the originating institution.
      Transfer of Graduate Credit: https://education.indiana.edu/students/graduates/specialist/index.html

Throughout Program Completion

☐ **Maintain Active Student Status**
Students who do not enroll in classes for two years will be discontinued and must apply for re-admission to the program. They must then meet (new) current admission criteria, and if re-admitted, must fulfill (new) current program requirements.

☐ **Revalidate Credits**
(Not all students will need to revalidate courses.)
All graduate-level coursework over seven years old must be revalidated (counting back from the date of degree conferral). Instructions and methods of revalidation are listed on the forms. Courses needing revalidation must be approved before the degree can be awarded.
    Revalidation Form - https://education.indiana.edu/students/graduates/specialist/index.html

☐ **Plan of Study Amendments**
(Not all students will need to amend their e-POS.)
Changes to coursework or advisory committee composition on an approved Plan of Study must be processed before the degree can be awarded.
    Procedure:
    Changes can be made by logging in to the approved e-POS, making the necessary changes, and resubmitting the document for committee approval. If the amendments involve required coursework specified in the bulletin, a note may need to be made regarding a substitution or waiver as well. Changes to anticipated semester do not need resubmission.

☐ **Capstone Project or Comprehensive Examination**
A substantial project or a comprehensive examination constitutes the culmination of the Ed.S. program. A project typically requires a written manuscript describing the project. Projects vary from program to program. GSO will contact the chair for verification that this requirement has been completed before awarding the degree.

☐ **Practical Experience**
Ed.S. students must have demonstrated successful practical experience to be eligible for graduation. This experience may be in the form of work experience before or during the program, or it may be accomplished through practicum and internship courses taken during the program. GSO will contact the chair for verification that this requirement has been completed before awarding the degree.

☐ **Final Meeting and Nomination to Award Degree of Specialist in Education**
A final meeting of the advisory committee is required, at which the student's entire program, including the project manuscript or comprehensive examination results, are reviewed. If the committee is satisfied that all program requirements have been completed, the student may apply for graduation. GSO will contact the chair for verification that this requirement has been completed before awarding the degree.

☐ **Application to Graduate (degree conferral) and Commencement Participation (graduation ceremony)**
The School of Education confers the Ed.S. degree. If earning additional degrees or certificates concurrently, separate graduation applications are required at the same time or before the Ed.S. is awarded. Ed.S. degrees are awarded monthly. An online Application for Graduation form must be submitted to the Graduate Studies Office at least one month before the degree conferral date if not earlier. Failure to apply for graduation by the deadline may result in the application being denied for that conferral period.

To be listed in the university-wide Commencement program, you must apply to graduate much earlier. The Graduate Studies Office will send out an e-mail and post these specific dates each semester. Generally, applications must be submitted by the dates listed below; however, dates are subject to change year to year.

- Students who will have their degree awarded between September 1 and December 31 are eligible for December Commencement and must apply to graduate by **September 25th.**
- Students who will have their degree awarded between January 1 and August 31 are eligible for May Commencement and generally must apply by **February 25th.**

Note: The deadlines are only for inclusion in the commencement program handed out to guests. If your name does not appear in the program, you can still attend the ceremony.
Ed.S. Application for Graduation: https://education.indiana.edu/students/graduates/specialist/index.html

The School of Education also holds a Convocation ceremony and doesn't require an application, but an RSVP is appreciated.
Commencement Participation Application: https://one.iu.edu/collection/iub/university-graduate-school

For more information, Contact the School of Education Office of Graduate Studies at (812) 856-8504 or educate@indiana.edu.

Updated Thursday, October 31, 2024. TLM