Office of Graduate Studies
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The Graduate Education Bulletin is available on-line at: http://www.indiana.edu/~bulletin/iub/.
Academic Departments

Counseling and Educational Psychology (CEP)
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Charlene Conner, Office Manager
Department phone: 812-856-8349
E-mail: cep@indiana.edu
Website: https://education.indiana.edu/about/departments/counseling/index.html

Curriculum and Instruction (C&I)
Room 3140
Catherine Overbey, Administrative Assistant
Department phone: 812-856-8100
E-mail: curric@indiana.edu
Website: https://education.indiana.edu/about/departments/curriculum/index.html

Educational Leadership and Policy Studies (ELPS)
Room 4228
Sandi Strain, Office Manager
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E-mail: elps@indiana.edu
Website: https://education.indiana.edu/about/departments/leadership/index.html

Instructional Systems Technology (IST)
Room 2276
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E-mail: istdept@indiana.edu
Website: https://education.indiana.edu/about/departments/instructional/index.html

Literacy, Culture and Language Education (LCLE)
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E-mail: lcle@indiana.edu
Website: https://education.indiana.edu/about/departments/literacy/index.html
Indiana University E-Mail Communication Policy

The University reserves the right to send official communications to students by e-mail with the full expectation that students will receive e-mail and read these e-mails in a timely fashion. Official university e-mail accounts are available for all registered students. Official university communications will be sent to students’ official university e-mail addresses. For IU-Bloomington, this is the @indiana.edu address.

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with university related communications. In addition to their university e-mail account, students should also check for course-related e-mail within Oncourse. The same user id and password are used for Oncourse and the university e-mail system. For more information about Oncourse, visit http://oncourse.iu.edu.

Students who choose to have their e-mail forwarded from their official university e-mail address to another address do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access to e-mail forwarded to any other address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to their official IU e-mail addresses. Instructions on setting up or cancelling the forwarding of e-mail may be found by visiting https://itaccounts.iu.edu.

This policy is critical. You will receive e-mail from the Bursar’s office, Registrar’s office, School of Education offices, etc. and many others. This is the preferred method of communication for IU. For example, your Bursar bill for tuition and fees each term will NOT be mailed to your home. You will receive an e-mail notification and you are expected to check your Bursar account online via OneStart.
Registration Instructions

1. Navigate to the OneStart page, http://onestart.iu.edu; Click the login button.
2. Log in using your Username and Password.
3. Choose Services >> Student Self-Service >> and click the Student Center link.
4. Locate the Academics section.

You can enroll through either option:
Enrollment from Register & Drop/Add or from the Enrollment Shopping Cart.

Register & Drop/Add

1. Click Register & Drop/Add.
   - You cannot register before your appointment time.
2. Choose the Term and click Continue.
3. Make any needed changes or additions to your addresses and click Next to continue.
4. Review the information about using the Planner and Shopping Cart.
5. Make any needed changes or additions to your addresses and click Next to continue.
6. Enter the class number, or use Class Search or My Planner to select a course.
   - Follow instructions for class search. (e.g., SOC-S as Subject; 100 as Catalog #)
   - Special permission may need to be granted for a class you want to add.
7. Select the class. If it's closed and you wish to Waitlist, check the Waitlist box.
8. Click the Enroll Now button.
9. Click Finish Enrolling to process your request for the classes listed. To exit without adding these classes, click Cancel.
10. View the results of your enrollment.
    - Success: enrolled
    - Error: unable to add class
11. You may view your Class Schedule or Add another Class.

Be sure to log-out of OneStart and close the browser to protect your privacy.
Shopping Cart

1. Click Enrollment Shopping Cart.
   - Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Click Validate to have the system check for possible conflicts prior to enrolling.
2. Choose the Term and click Continue.
3. Review the information about using the Planner and Shopping Cart.
4. Make any needed changes or additions to your addresses and click Next to continue.
5. Review the Optional Services, select any that are of interest to you and then click Next to continue.
6. Enter the class number, or use Class Search or My Planner to select a course.
   - Follow instructions for class search. (e.g., SOC-S as Subject; 100 as Catalog #)
   - Special permission may need to be granted for a class you want to add.
7. Preview the course to be added to your Shopping Cart (check the Waitlist box if you wish to waitlist) and click Add to Shopping Cart.
8. If you wish to then enroll in the course, select the course and click Enroll.
   - Important Note: A space in the class is not being held by placing courses in your shopping cart - you must Enroll.
9. If enrolling, you will be prompted with a message reading: You are about to leave the Enrollment Shopping Cart and Enter Register & Drop/Add. Click OK to continue enrolling.
10. Click Finish Enrolling to process your request for the classes listed. To exit without adding these classes, click Cancel.
11. View the results and any messages for your enrollment.
12. You may view your Class Schedule or Add another Class.
13. Be sure to log-out of OneStart and close the browser to protect your privacy.
Terms to Know

University ID. To help maintain the privacy of students’ Social Security Numbers, the Student Information System (SIS) uses a random primary identifier for student records called the University ID.

Currently enrolled students may obtain their University Identification Number (UID) via the Self-Service tab in OneStart:

2. Navigate to the Self-Service tab. (If you don’t see the Self-Service tab, click the More tab, then select Self-Service.)
3. Locate the Personal Info section, and click University ID Number/Personal Info Overview.
4. Click View My Current Information.
5. On the Demographic Information page, the 10 digit (University) ID is listed under your name.

If you require technical assistance with OneStart, you should contact the IT Support Center (ithelp@iu.edu).

Registration Appointments. Registration appointment dates and times are displayed on the Self-Service tab in OneStart (http://onestart.iu.edu/). Students are scheduled for registration appointments based upon total hours passed and transfer hours accepted at each student's current level (graduate or undergraduate). Students with the greatest number of hours at their current level will have the earliest appointments. Students may register any time after their registration appointment and may have a proxy register for them at or after their scheduled time.

Registration Holds. Schools, Departments, and other administrative offices may place a hold on your record to prevent you from registering for classes. Examples of hold categories are academic, advising, immunization, and financial. Students can view holds on their record by selecting Holds on My Record on the Self-Service tab in OneStart. Detailed information will be provided including reason, department name, contact info, and instructions for releasing the hold. If any holds are reflected in OneStart, you must take corrective action to obtain a release for each entry. You will not be allowed to register for classes until all holds are cleared.

Term Activation. Your student record must be term-activated for each fall, spring and summer term in order for you to be able to register. This will happen automatically if you register consistently every fall and spring. If you miss a term, you will have to contact the Office of Graduate Studies to be term-activated for the semester you need to register.
Program plan stack. This is your record in the student information system (SIS) that comprises your school (EDLIC), level of program (grad or undergrad) and major. If you want to change your major, we update your program plan stack.

Class Permission. Courses in the Schedule of Classes with the PERM designation require departmental permission to register in. G 901 Advanced Research permission is given by the Office of Graduate Studies. All other courses are given permission by the department offering the course.

School of Education Graduate Program Bulletin. This is the official policy handbook for all Education graduate degree programs. (PhD students must also comply with the policies in the University Graduate School Bulletin.) The Bulletins are available online at: http://www.indiana.edu/~bulletin/iub/. In addition to policies, the Bulletin contains program descriptions and course descriptions. In general, the Bulletin-year a student is admitted determines the policies and requirements in effect for the duration of the student’s degree program.
Transfer of Credit and Course Revalidation

Transfers of credit and course revalidation are separate issues—students frequently find this confusing. Transfer of credit refers to evaluating and approving graduate credit taken at another institution to be counted toward an IU graduate degree. Course revalidation applies to coursework older than 7 years. All coursework, whether taken at IU or transferred in, is subject to the course revalidation requirements based on the student's degree program. Approval of coursework for transfer credit does not satisfy the course revalidation requirements.

Transfer of Graduate Credit

Some graduate course work completed at other universities may be transferred into degree and licensure programs at Indiana University. This course work must meet the following requirements:

- All course work transferred must be from an accredited college or university.
- An official transcript is required for course work to be transferred.
- No transfer credit will be given for a course with a grade lower than B.
- Courses graded P (Pass) may not ordinarily be transferred into education graduate programs. Courses graded S (Satisfactory) may be transferred only if a letter is received from the course instructor stating that the student's performance in the course was at or above a grade of B.
- All transferred courses must be relevant to the student's program of studies.
- The courses must be approved by a program advisor and by the associate dean for graduate studies.
- A course description or syllabus may be required in order to judge the appropriateness of course work to be transferred.

Master's degree students must complete a minimum of 27 credit hours of course work at Indiana University. Beyond this, graduate course work may be transferred from other universities. Of the 27 credit hours required at Indiana University, a minimum of 15 credit hours must be earned through the campus awarding the degree.

Specialist degree students must complete 35 credit hours of course work at the Bloomington or Indianapolis campuses of Indiana University. Beyond this, course work may be transferred from other universities or from other IU campuses.

Doctoral students (Ph.D. and Ed.D.) in the 90 credit hour program must complete 60 credit hours of course work at the Bloomington or Indianapolis campuses of Indiana University (this includes dissertation credits). Ph.D. and Ed.D. students in the 90 credit hour program may transfer no more than 30 credit hours into an IU doctoral program. Ed.D. students in the 60 credit hour post-master's doctoral program must complete 42 credit hours (including dissertation credits) at the Bloomington or Indianapolis campus. They may transfer in no more than 18 credit hours.

Licensure students are generally required to complete at least half of their course work at the Bloomington or Indianapolis campus of Indiana University.

The form required for students to transfer courses is available in the Office of Graduate Studies and online in the Current Student section of the Office of Graduate Studies website: [http://education.indiana.edu/students/graduates/transfer-of-credit.html](http://education.indiana.edu/students/graduates/transfer-of-credit.html).
Course Revalidation

Course work used in graduate degree programs must have been taken recently, or it must be revalidated. Revalidation is a process whereby a student demonstrates current knowledge of course material that was not taken recently. For all graduate degree programs, course work over seven years old must be revalidated. For master's programs, the seven years is counted back from the completion of program course work. For specialist programs the seven years is counted back from the date of approval of the student's program of studies. For doctoral students, the seven years is counted back from the date of passing the oral qualifying examination.

Several methods of revalidating old courses are available:

- Passing an examination specifically covering the material taught in the course (such as a course final examination).
- Passing a more advanced course in the same subject area, taken more recently (within the seven years). Must list the course name & number, semester taken, and grade on the form.
- Passing a comprehensive examination (e.g., a doctoral qualifying examination) in which the student demonstrates substantial knowledge of the content of the course. (Ph.D. students may revalidate only two courses by this method.)
- Teaching a comparable course. Must list the institution, course name & number, & semester(s) taught on the form. In addition, the student must submit a current vita.
- Publishing scholarly research that demonstrates substantial knowledge of the course content and understanding of fundamental principles taught in the course. Student must submit a current vita.
- Presenting evidence of extensive professional experience that requires the application of material taught in the course. (This method may not be used in Ph.D. programs.)

Forms for course revalidation are available in the Office of Graduate Studies at Bloomington, Office of Student Services at IUPUI and also online at: http://indiana.edu/students/graduates/transfer-of-credit.html.

Old courses must be revalidated individually. The revalidation evidence for each course must be assessed by an Indiana University faculty member who teaches the course being revalidated. The revalidating faculty member must be personally convinced, based upon present evidence, that the student has current mastery of basic course concepts and principles.

If the course instructor is not available, a faculty member in the same program specialization area may be substituted. Permission to use a part-time faculty member or a faculty member at another university for course revalidation must be secured from the associate dean of graduate studies at Bloomington or the director of student services at Indianapolis.

Departments have the right to limit the amount of old course work to be included in graduate programs.
PROGRAM CHECKLIST FOR MASTER’S STUDENTS

1. Admission to Program

2. Advising
   Specific information about program requirements may be obtained from the following sources:
   a. School of Education Graduate Bulletin and University Graduate School Bulletin
   b. Departmental handbook or program requirements worksheet
   c. Assigned advisor, Program head, or Department chair (see School of Education Bulletin)
   d. Program of Studies Outline Form available from student’s departmental office

3. Program of Studies (FORM)
   This form is available in the departmental offices or on their websites, and from the student’s advisor. It must be reviewed and signed by the advisor and the department chair, and submitted to the SoE Office of Graduate Studies for approval within one year of matriculation. Any changes to the Program of Studies must be done in writing or via e-mail from the student's advisor to the Office of Graduate Studies.

4. Transfer and/or Revalidation of Credits (FORMS)
   *Not all master’s degree students will need to transfer or revalidate courses.
   - Transfer Credits: Some graduate coursework completed at other universities may be transferred into degree and licensure programs. All coursework transferred must be from an accredited college or university and no transfer credit will be given for courses with a grade lower than a B. Transferred courses must be relevant to the student’s program of studies and must be approved by a program advisor and the associate dean for graduate studies. A course description or syllabus may be required to transfer a course. **Master's degree students must complete a minimum of 27 credit hours of course work at Indiana University.**
   - Course Revalidation: Graduate-level coursework over seven years old must be revalidated (counting back from the date of completion of the program coursework).

5. Maintain Active Student Status
   Students who do not enroll in classes for a period of two years must apply for re-admission to the program. They must meet current admission criteria, and if re-admitted, must fulfill current program requirements.

6. Master’s Thesis (Optional)
   In many program areas, a master’s thesis is an option. Students who choose to complete a master’s thesis must enroll in 3-6 credit hours of 599 Master’s Thesis as part of the minimum 36 credit hour requirement for the degree. A master’s research committee of 2-3 faculty members must be appointed. The thesis director must be from the major area of specialization. The following forms need to be completed if a student chooses to complete a thesis:
   - Acceptance of Thesis Proposal and Appointment of Committee
   - Passing of Oral Defense Form

7. Human Subjects Approval (LETTER)
   For research using human subjects, all students at IUB and IUPUI should use the online portal at: [http://researchadmin.iu.edu/HumanSubjects/index.html](http://researchadmin.iu.edu/HumanSubjects/index.html). **All research using human subjects MUST receive approval from the Campus Institutional Review Board BEFORE the data collection begins.**
8. **Application for Graduation**
   
   The Application for Graduation Form is available on-line at
   
   [http://education.indiana.edu/students/graduates/graduation/index.html](http://education.indiana.edu/students/graduates/graduation/index.html).
   
   All students must apply to graduate by October 15 for degrees conferred in May, June and August and by March 15 for degrees conferred in December each year.

For a more detailed listing of master’s program requirements, see the Education Graduate Program Bulletin at:
[http://www.indiana.edu/~bulletin/iub/](http://www.indiana.edu/~bulletin/iub/)

Address question to the School of Education Office of Graduate Studies at:

Address: W.W. Wright Education Building ED 2100

Phone: (812)856-8504

201 N. Rose Avenue

Bloomington, IN 47405-1006

Email: gsorecdr@indiana.edu