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 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 by submitting a memo 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:
   • Appointment of Thesis Committee Form
   • Acceptance of Thesis Proposal Form
   • Passing of Oral Defense Form

☐ 7. Human Subjects Approval (COPY OF APPROVAL LETTER)
   For research using human subjects, all students at IUB should contact the Human Subjects Committee office in the Carmichael Center L03, 530 E. Kirkwood Ave. tel: 812/855-3067, e-mail: iub_hsc@indiana.edu. Students at IUPUI should contact the Office of Research Risk Administration at 317-274-8289 in Indianapolis. All research using human subjects must receive approval from the Campus Committee for the Protection of Human Subjects BEFORE the data collection begins.

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8. Application for Graduation

The Application for Graduation Form is available on-line at
https://education.indiana.edu/graduate/after-admission/current-students/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/

Address question to the School of Education Office of Graduate Studies at:
Address: W.W. Wright Education Building ED 4215
201 N. Rose Avenue
Bloomington, IN 47405-1006

Phone: (812)856-8504
Email: educate@indiana.edu