

Credential Checklist for the Graduate Certificate

This checklist highlights milestones and program deadlines applicable to all School of Education students pursuing a Graduate Certificate. For more information, please see the School of Education Graduate Bulletin at education.indiana.edu, or contact the Graduate Studies Office (GSO) at gsorecdr@indiana.edu.

Timeline	
Completed no later than the end of the 1st or 2nd semester	<p><u>Advising</u></p> <p>A faculty advisor from the program area is assigned by the department. Students should check with the department office for this information.</p> <p><u>Submit a Plan of Studies (POS)</u></p> <p>The Plan of Studies (POS) is a coursework plan to fulfill program requirements. The student and their advisor are responsible for planning and creating the POS. The POS is due within one or two semesters of matriculation. Failure to do so can result in a hold on enrollment.</p> <p>Electronic Plan of Studies: https://info.educ.indiana.edu/EPOS/frm/Default.</p> <p>In some cases, the POS may require additional supporting documents:</p> <p>Transfer Credits</p> <p>Some graduate coursework completed at other universities may be transferred into certificate programs. Check with your advisor. All transferred coursework must be from an accredited college or university. No transfer credit is given for courses with a grade lower than a "B". Transferred courses must be relevant to the student's POS. Additional approvals may need to be secured for some transfer coursework. The Transfer of Graduate Credit form should be submitted to the department at the same time as submitting the POS. Transfer courses should be listed on the POS as they appear on the transcript from the originating institution. The amount of credit hours that can be transferred are dependent on the overall credit hours of the certificate.</p> <ul style="list-style-type: none"> • Up to 4 credit hours for a 9-credit hour certificate • Up to 6 credit hours for 12 - 21 credit hour certificates <p>At least half of the overall certificate credit hours must be earned on the Bloomington campus.</p> <p>Transfer of Graduate Credit Form: https://education.indiana.edu/students/graduates/all-students/docs/transfer-graduate-credit.pdf</p>
Throughout Program Completion	<p><u>Maintain Active Student Status</u></p> <p>Students who do not enroll in classes for two years will be discontinued and must apply for re-admission to the program. They must meet (new) current admission criteria, and if re-admitted, must fulfill (new) current program requirements.</p> <p><u>Revalidate Credits</u></p> <p>*Not all students will need to revalidate courses.</p> <p>All graduate-level coursework over seven years old must be revalidated (counting back from the date of certificate conferral). Instructions and methods of revalidation are listed on the form. Revalidations are subject to advisor and GSO approval. Courses needing revalidation must be approved by the GSO before the certificate can be awarded.</p> <p>Revalidation Form: https://education.indiana.edu/students/graduates/all-students/docs/CourseRevalidation.pdf</p>

Completed at
least one
month before
Graduate
Certificate
conferral

Application to Graduate (Certificate conferral)

The School of Education confers the Graduate Certificate monthly. If earning additional degrees or certificates concurrently, separate graduation applications are required. If multiple programs share coursework, the lesser credential or degree must be awarded before or at the same time. An online Application for Graduation form must be submitted to the Graduate Studies Office at least one month before the certificate conferral date, if not earlier. Failure to apply for graduation by the deadline may result in the application being denied for that month.

Graduate Certificate Application for Graduation Form:

<https://education.indiana.edu/students/graduates/certificate/graduation-instructions.html>

Contact the School of Education, Graduate Studies Office (GSO) at:

Email: gsorecdr@indiana.edu

Phone: 812.856.8504

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