

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

This checklist highlights milestones and program deadlines applicable to all School of Education students pursuing a Master of Science in Education Degree (M.S.Ed.). For more information, please see the School of Education Graduate Bulletin at [education.indiana.edu](http://education.indiana.edu), or contact the Graduate Studies Office (GSO) at [gsorecdr@indiana.edu](mailto:gsorecdr@indiana.edu).

Timeline
Completed no later than the end of the 2nd semester
Throughout Program Completion

**Advising**

A faculty advisor from the major program area is assigned by the department. Students should check with the department office for this information.

**Submit a Plan of Studies (POS)**

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 year of matriculation. Failure to do so can result in a hold on enrollment.

**Electronic Plan of Studies:** <https://info.educ.indiana.edu/EPOS/frm/Default>.

In some cases, the POS may require additional supporting documents:

**Transfer Credits**

Some graduate coursework completed at other universities may be transferred into degree programs. 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 and approved by the advisor. If transfer coursework appears on the 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 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 degree.

- Up to 15 credit hours for a 60-credit hour degree
- Up to 12 credit hours for a 48-credit hour degree
- Up to 10 credit hours for a 41-credit hour degree
- Up to 9 credit hours for a 36-credit hour degree
- Up to 7 credit hours for a 30-credit hour degree

At least half of the overall degree hours must be earned on the Bloomington campus.

**Transfer of Graduate Credit Form:** <https://education.indiana.edu/students/graduates/masters/index.html>

**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 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 form. Revalidations are subject to advisor and GSO approval. Courses needing revalidation must be approved before the degree can be awarded.

**Revalidation Form:** <https://education.indiana.edu/students/graduates/masters/index.html>

Typically completed in the last year of study

### **M.S.Ed. Thesis (optional)**

Completing a master's thesis is an option in some programs. Carrying out thesis research and writing the thesis are particularly valuable experiences for students who seek a scholarly career. Students who choose to write a master's thesis should incorporate appropriate research coursework in their Plan of Studies (POS). Students must also enroll in 3-6 credit hours (check your Bulletin) of 599 Master's Thesis as part of the minimum credit hour requirement for the degree. Consult your advisor at the beginning of your program and use the Master's Thesis Guide for timelines and forms.

**M.S.Ed. Thesis Guide:** <https://education.indiana.edu/students/graduates/masters/docs/MSEd-Thesis-Guide1.pdf>

Completed in February or September before degree conferral

### **Application to Graduate (degree conferral) and Commencement Participation (graduation ceremony)**

The School of Education confers the M.S.Ed degree 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 degree conferral date, if not earlier. Failure to apply for graduation by the deadline may result in the application being denied for that month.

In order to be listed in the university-wide Commencement program, you must apply to graduate much earlier. The Graduate Studies Office will send an e-mail with the 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 January 1 and August 31 are eligible for the May Commencement and generally must apply by **February 20th**.
- Students who will have their degree awarded between September 1 and December 31 are eligible for the December Commencement and must apply to graduate by **September 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.

#### **M.S.Ed. Application for Graduation Form:**

<https://education.indiana.edu/students/graduates/masters/graduation-checklist.html>

The School of Education also holds a Convocation ceremony that doesn't require an application, but an RSVP is appreciated.

<https://education.indiana.edu/events/convocation/>

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

Email: [gsorecdr@indiana.edu](mailto:gsorecdr@indiana.edu)

Phone: 812.856.8504

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