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, or contact the Graduate Studies Office (GSO) at gsorecdr@indiana.edu.

Timeline	

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

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 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. <u>If your name does not appear in the program, you can still attend the ceremony</u>. **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

Phone: 812.856.8504

Address: W.W. Wright Education Building
          201 North Rose Avenue
          ED 2100
          Bloomington, IN 47405-1006

M.S.Ed. Thesis Guide

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CONTACT INFORMATION

Questions?

The Graduate Studies Recorder is available via email, phone, zoom, or in person.

gsorecdr@indiana.edu

Graduate Studies Office (GSO)
W. W. Wright Education Building, Suite 2100
201 North Rose Avenue
Bloomington, IN 47405-1006

812-856-8504 (phone)
812-856-8566 (TDD)

THESIS TIMELINES & GUIDELINES

At <u>least</u> 3 months prior to Thesis Defense:
- Form your three member Thesis Committee. At least two members, one whom will serve at thesis director, must be from the major area of study. The committee is responsible for supervising the preparation of a thesis proposal and work on the thesis study, and for administering an oral defense.
- Submit a signed M.S.Ed. Thesis Proposal and Committee Approval form (Appendix A) to your department office. The department will submit it to the recorder in the Graduate Studies Office (GSO).
- A meeting with the thesis director must be held to discuss if Institutional Review Board (IRB) approval is needed. For research using human subjects, all students should view http://researchcompliance.iu.edu/hso/index.html. If needed, evidence of IRB review and approval must be attached to the signed M.S.Ed. Thesis Proposal and Committee Approval form (Appendix A).
- Work with your committee and department office to arrange a mutually agreeable time for your Thesis defense and to reserve a location on campus.

Last semester:
- Enroll in 3 – 6 credit hours of <u>599 – Master's Thesis in Education</u> as part of the minimum 36 credits hours required for the Master's degree.
- Review your approved Plan of Studies (POS) for any needed updates. https://info.educ.indiana.edu/epos/.
- Apply for graduation at: https://education.indiana.edu/students/graduates/masters/graduation-checklist.html.

At <u>least</u> 30 days prior to defense:
- Submit a M.S.Ed. Thesis Defense Announcement (Appendix B) to your department. They will submit it to the recorder in the Graduate Studies Office.
  > *Note: The announced date, time, and place cannot be changed without the approval of the Associate Dean of Graduate Studies. You defense will be posted on the School of Education website.*
- Provide the thesis to each committee member to give them sufficient time to read and critic your work.
- Verify that there are no holds on your academic record by contacting Student Central at scu@indiana.edu. The Registrar will not release a diploma or transcript until holds are resolved.

During the Thesis Defense:
- Have your FULL committee sign the M.S.Ed. Acceptance Page (Appendix C). The thesis director will hold this document until your edits have been accepted. Once the edits have been accepted, the thesis director should notify the department chair that the 599 grade(s) can be changed (all grades must be changed by the 27th of the degree conferral month or earlier). The Thesis Director gives the Acceptance Page to the department office, who will submit it to the recorder in the Graduate Studies Office.

By the 15th of the degree conferral month (degrees awarded monthly):
- Submit your thesis to the Graduate Studies master's recorder at gsorecdr@indiana.edu via pdf for format review. The IUScholarWorks Permission form for Theses and Dissertations (page 14) should be attached in the email <u>separate</u> from the thesis. Check your IU email regularly during this time in case additional format changes are needed. A final pdf of the thesis (after formatting edits have been approved by the Graduate Studies recorder) must be sent to the recorder.

By the 27th of the degree conferral month:
- The department will submit the signed Acceptance page to the recorder in the Graduate Studies Office. No proxy, electronic, or copies of signatures are permitted.

THESIS COMPONENTS SPECIFICATIONS

Your thesis must comply with certain guidelines. Be sure to read the list of requirements thoroughly before you begin, and check the list carefully before you submit.

Thesis front matter should be in the following order. The front matter refers to the title page through the end of the table of contents/supplemental materials. Required sections are indicated in **bold** while optional sections are *italicized*.

Title Page (required)
Acceptance Page (required)
Copyright Page (optional)
Dedication (optional)
Acknowledgements (optional)
Preface (optional)
Abstract (optional by department)
Table of Contents (required)
Supplemental Materials (lists of tables, figures, appendices, etc.) (optional)

Title Page—required (see Appendix D for format)

- The title page should be a separate page and no longer than one page. Begin 2 inches from the top of the page. All other margins will be 1 inch.
- All content should be centered horizontally and vertically.
- Font size for title should be no smaller than 12-point font and no larger than 16-point font.
- No font on the title page should be in bold.
- No page number should appear on the title page. The title page is considered page i, but actual pagination begins on the acceptance page as page ii.
- The student's name must be the same as the primary legal name in the IU system. The primary legal name is that which is displayed on the student's unofficial SIS transcript. Students can update their primary legal name through Student Central at scu@indiana.edu.
- The month and year indicated on the title page is the month and year when all requirements have been completed for the awarding of the Master's degree by the School of Education. This is not necessarily the month in which you defend your thesis.

Acceptance Page – required (see Appendix C for format)

This page confirms the committee's approval and acceptance of your thesis. A completed, but unsigned copy of the original Acceptance Page should be included in the thesis. The original is submitted to the department office, who will give it to the GSO Recorder.

- Thesis Committee and Date of Defense are left justified.
- Committee name and signature lines are right justified. Behind each name place the post-nominal initials (Jane Doe, Ph.D.)
- Acceptance page is always page ii.

Copyright Page – optional (see Appendix E for format)

The copyright page is a separate page and no longer than one page. All content should be centered horizontally and vertically.

> *NOTE: If you choose to copyright your thesis, YOU MUST REGISTER by following these steps provided by the U.S. Copyright Office (http://www.copyright.gov/register/literary.html). If you have trouble, call them at (202) 707-8250. Generally, students copyright their work if they think they might publish it under their own name at a later date. If you are unsure about this, please talk to your advisor.*

Dedication, Acknowledgements, or Preface – optional
You may wish to include a dedication, a set of acknowledgments, or a preface. The latter are designed to recognize people or agencies to whom you feel grateful for any academic, technical, financial, or personal aid. As a matter of courtesy, you would ordinarily mention the members of your committee, as well as institutions that provided funding or anyone else who helped. For the dedication page, all content should be centered horizontally and vertically. Only the dedication itself should be on the dedication page; no title should appear. Acknowledgements and Prefaces pages should have a title.

Abstract, unsigned - optional by department (see Appendix F for format)
As people will learn about your work through your abstract, you should spend time and effort in the composition of both the abstract and the title of your work. Try to convey the essence of your work, not just the results of your findings. You should also work to phrase your title so that it truly describes the content and will be easily found in the database index. The index is based on key words, so be specific about your subject.
- Top, Bottom, Left, and Right margins must be one inch.
- Committee name and signature lines are right justified. Use post-nominal initials. All other information is centered.
- Font must match rest of thesis.
- An unsigned copy is included in the thesis. The original is submitted to the department office, who will give it to the GSO Recorder.

Table of Contents – required
Include a table of contents to guide readership of your thesis. Add an entry for your curriculum vitae (CV) to the table of contents. The CV should be the last item in your thesis and listed last on the table of contents. Since CV pages should not have a page number, the table of contents entry for it should note only the presence of the CV at the end with no page number indicated. Add an entry/entries (as is appropriate) for the reference/bibliography page/pages to the table of contents. Please remove your address, phone, and email information.

Supplemental Materials – optional
Include lists of tables, figures, appendixes, abbreviations, or other supplemental materials, if appropriate.

Main Body of Thesis
- Font size must be no larger than 12 point and to smaller than 11 point, except in the case of footnotes, which should be 11 point.
- Top, Bottom, Left, and Right must be one inch.

Resume/Curriculum Vitae - required
Include a resume/curriculum vita at the end of the thesis, after the main content. Do not add any page number(s) to the resume/curriculum vitae. Your CV should be in the same font and have the same margins as the rest of your thesis and should not contain your home address, phone, email address, or any page number. Please list your M.S.Ed. degree as completed in the same month as listed on the title page.

IU Scholar Works form – required
Please complete the form and attach it **separately** to the email when submitting your thesis. This form is required to submit your final thesis.

THESIS FORMATTING

Fonts

Font size should be either 11 or 12 point for the entire document. The only exception being the title on the title page, footnotes, tables/charts, and picture/table descriptions. Font up to size 16 point may be used for the document's title on the title page, only. Font as small as 10 point may be used for footnotes, the content of tables/charts, and picture/table/chart descriptions.

Black font is used throughout the thesis. The only exception being areas where a different font color serves a purpose in explaining or highlighting some aspect of the research/thesis in a way black font could not.

Be consistent in font style throughout your thesis. The following font styles are recommended for the ease with which they convert to a PDF. All theses have to be converted to a PDF in the submission process.

Arial
Bookman Old Style
Calibri
Cambria Lucida Bright
Times New Roman

Spacing

The material should be double-spaced. Long quotations should be single- spaced with wider margins.

Photographs and Images

If photographs or detailed graphics are part of the work, make sure they are crisp and clear to achieve the best possible quality.

Margins

Margins should be 1 inch on all sides, unless otherwise stated.

These margin requirements apply to all materials included in the thesis, including figures, tables, maps, plates, etc., and any preliminary material you choose to include.

Page Layout

Ordinarily, the text and any other materials will appear on the right-hand page only. If, however, you and your committee agree that it is necessary to include facing material on the left-hand page as well, be sure to leave a 1½" margin on the right-hand side of the facing page.

Running heads are not used in thesis submissions. Please limit the content of your header and footer space to the page number only.

Page Numbers

Page numbers must be clear, consecutive, and printed on every page, including appendices, tables, figures, maps, charts, photographs, etc., except for the title page and vita page.

Lowercase Roman numbers (e.g. i, ii, iii) are used for the pages preceding the main body of work. Arabic numerals (e.g., 1, 2, 3) are used in the body of the work, the bibliography and the appendices. The title page counts as page i but does not bear a number.

Begin the actual numbering with the acceptance page as page ii, and continue with lowercase Roman numerals until the start of the actual body of the thesis. That page, whether part of your full introduction or of your first chapter, should be numbered using the Arabic numeral 1, and every page thereafter should be numbered consecutively until you reach the resume/CV page.

Ordinarily, page numbers should be centered at the top or bottom of the page, entered midway between the edge of paper and the text.

References, Citations, Bibliography, and Footnotes
Check with your department on this requirement. This format depends largely on your particular field or topic. For example, footnotes can appear either on the page where the annotation occurs, the end of each chapter, or the end of the thesis. Be sure to follow the conventions of your department or discipline.

Recommended Style Manuals
"The Chicago Manual of Style"
Turabian, Kate L., "A Manual for Writers" Modern
Language Association (MLA) style sheet
American Psychological Association (APA) style sheet (especially for works in the social sciences)

Recommended Dictionaries for Spelling and Usage
Webster's Third International Dictionary
Webster's Eleventh Collegiate Dictionary

APPENDIX A

M.S.Ed. THESIS PROPOSAL AND COMMITTEE APPROVAL

Name _____ ID# _____

Address _____

Major _____

Proposed Thesis Title _____

_____

_____

Thesis Committee

	Name Typed	Signature	Date

Thesis Director_____

Member _____

Member _____

Department Chair_____

Associate Dean for Graduate Studies _____ Date _____

A copy of the thesis proposal (and IRB approval, if needed) must be attached to this form.

Announcing the Oral Thesis Defense of

(Student's Name)
for the
Master of Science in Education Degree
(Day, Date, Time)
(Room, Building)

Thesis: (Title)

(Summary: The summary of the thesis should be limited to one page and not more than 300 words. It should contain a statement of the problem, a description of the methods or procedures used, and a formulation of the results and conclusions. Unlike the abstract, which is for specialists in the field, an attempt should be made in the summary, whenever possible, to communicate the findings in language and style that can be understood by the university community at large.)

Major Field of Studies   Educational Career

Major: (Field)   Degree, institution, year graduated (major area
                                                          not needed, ex. "B.A., Indiana University., 2015")

Committee in Charge

Professorial Rank (Name), Thesis Director (Phone Number), (Department) (Alphabetically
list other committee members)

Approved: (Signature and Thesis Director's Name Typed)

(Any member of the Graduate Faculty may attend. As a courtesy, please notify the Thesis Director in advance.)

APPENDIX C
M.S.Ed. THESIS ACCEPTANCE
Separate page, content centered on page, limit of one page
Remove content above line and line when submitting this form

Accepted by the School of Education Faculty, Indiana University,
in partial fulfillment of the requirements for the degree of
Master of Science in Education.

Student Name
Thesis Title:

M.S.Ed. Thesis Committee

(Chairperson's signature)_____
(Name typed, Post-Nominal Initials)

(Committee member's signature)_____
(Name typed, Post-Nominal Initials)

(Committee member's signature)_____
(Name typed, Post-Nominal Initials)

Date of Thesis Defense (MM/DD/YYYY)

TITLE CENTERED, IN ALL CAPITAL LETTERS &
DOUBLE SPACED IF TITLE EXTENDS TO MORE THAN ONE LINE OF TEXT

(Author's Name)

Submitted to the faculty of the School of Education in partial
fulfillment of the requirements
for the degree
Master of Science in Education
in the Department of (Department Name)
Indiana University
(MM/YYYY degree will be granted)

APPENDIX E
M.S.Ed. THESIS COPYRIGHT
Separate page, content centered on page, limit of one page
(In Microsoft Word, Alt-Ctrl-C (hold down all at once) will make the copyright sign.)

Remove content above line and line when submitting this form

© (enter correct year)
(Student's Name)

Student's Name Centered

THESIS TITLE, CENTERED, DOUBLE SPACED,
AND EITHER IN ALL CAPITAL LETTERS or Underlined

The abstract is double-spaced and limited to 350 words. The paragraph(s), layout, indention, and line spacing should match the layout, indention, and line spacing of the rest of your thesis. Graduate Studies must receive an original copy of the abstract, bearing the original signature of each member of the thesis committee. A blank/unsigned copy of the same abstract should be included in the thesis for submission.

M.S.Ed. Thesis Committee

(Chairperson's signature)_____
(Name typed, Post-Nominal Initials)

(Committee member's signature)_____
(Name typed, Post-Nominal Initials)

(Committee member's signature)_____
(Name typed, Post-Nominal Initials)

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○ Attribution-NonCommercial-ShareAlike (CC-BY-NC-SA)
○ Attribution-NonCommercial-NoDerivs (CC-BY-NC-ND)

Embargo duration

By default, your work will be made immediately open access; however, you have the option to delay its availability for up to 5 years.

○ None
○ 6 months
○ 1 year
○ 2 years
○ Other _____

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