



Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Date Accepted to Program: \_\_\_\_\_

\*Students must be admitted to the master's Program in Elementary or Secondary Education (Technology, Urban Education)

Required Courses (21 credits)	Hours	Term	Grade
EDUC J500 – Instruction in the Context of Curriculum	3		
EDUC P507 – Assessment in Schools	3		
EDUC T550 – Cultural/Communicate Forces	3		
EDUC Y520 – Strategies for Educational Inquiry	3		
EDUC Y510 – Action Research	3		
EDUC T531 – Organizational Change in Culturally and Linguistically Diverse Schools	3		
EDUC T590 – Research Practicum–Action Research Learning Community	3		
<b>Specialized Studies (15 credits)</b>			
Select 1: EDUC A500 – Introduction to Educational Leadership EDUC H530 – Philosophy of Education	3		
EDUC W531 – Technology for Teaching and Learning	3		
Select 1: EDUC W520 – Planning for Technology Infrastructure or EDUC W550 – Current Technology Trends	3		
EDUC W515 – Technology Leadership and Professional Development	3		
EDUC W540 – Technology-Infused Curriculum	3		

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Substitutions/ Transferred Courses/ Revalidation**

Substitutions/ Transferred Courses /Revalidation			

Note: Course substitutions must be approved by the faculty advisor. At the time of degree/licensure completion, course work cannot be over seven years old.

Revalidation: Courses over seven years old must be revalidated. Revalidation requires students to demonstrate their current knowledge of course material that was not recently taken. Students will work with their faculty advisor and/or Program Coordinator for an approved revalidation plan.

\*Courses over ten years old are expired and cannot be used to fulfill the degree/licensure requirements.

Advisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Graduation**

Submit the Graduate Intent to Graduate Form: <https://education.indianapolis.iu.edu/machform/view.php?id=14290>

- Submission Deadlines  
    May Graduation: January 1<sup>st</sup>  
    June Graduation: January 1<sup>st</sup>  
    August Graduation: January 1<sup>st</sup>  
    December Graduation: November 1<sup>st</sup>
- June-December graduates can participate in the May Commencement ceremony. Please check the IU Indianapolis Commencement page, for information about the May graduation ceremony. Here is the website: <https://commencement.indianapolis.iu.edu/>

Note: The degree is posted to the transcript approximately three weeks following the end of the semester.

## Application Documents (Domestic Students)-All Application documents should be written in English

- **Personal Statement(upload online)- Please use the writing prompts as a guide for your statement.**

Writing prompts:

- Are you an Elementary or Secondary Education licensed teacher in Indiana? If so, what license do you hold?
- What are your personal, academic, and career goals?
- How will this program help you meet your academic and career goals?
- What experiences have prepared you for this program?

This statement should be no more than three double-spaced pages, with a 12-point font.

- **Two Letters of Recommendation(upload online)**

The letters of recommendation must be professional, on letterhead, and signed. Select recommenders who can attest to and describe your character, skillset, experiences, and abilities.

Please note: The application will require you to submit your recommender's email; an email request will automatically be sent to the recommender on your behalf.

- **Transcripts(upload online)**

Submit an unofficial transcript for each institution

- **Proof of License(upload online)**

Please provide a copy of your teaching license

### *Additional Application Documents (International Students only)*

**International Applicants-If you are not a U.S. Citizen, Permanent Resident, or refugee, you will be considered an international applicant.**

#### **English Proficiency**

- The IU Indianapolis School of Education will accept a TOEFL score of 79 for the Internet-based version exam; the TOEFL cannot be over (2) years old. Please note: The English for Academic Purposes exam (EAP) is waived with a TOEFL score of 100. Here is information about the TOEFL: <http://www.ets.org/toefl/> . If you complete an online exam (TOEFL iBT Home Edition or TOEFL Essentials), you will be required to complete the English for Academic Purposes(EAP) exam.
- Here is information about the EAP: <https://liberalarts.indianapolis.iu.edu/programs/eap/>
- Here is information about English Proficiency: <https://international.indianapolis.iu.edu/admissions/how-apply/graduate/english.html>
- Here is a list of countries for English Proficiency Exemptions, if you received the equivalent of a U.S. Bachelor's degree from these countries: <https://international.indianapolis.iu.edu/admissions/english-speaking-countries-grad.html>

#### **Student Visa**

- *If you are on a Visa status or will need to use a Visa to pursue your education at IU Indianapolis, please contact the Office of International Affairs. Their number is (317) 274-7000.*  
*Here is where to access their Visa information: <https://international.indianapolis.iu.edu/visas/index.html> .*  
*Here is a link to their contact page: <https://international.indianapolis.iu.edu/about/contact.html>*