

INDIANA UNIVERSITY SOUTH BEND
Master of Science in Elementary or Secondary Education
With K-12 Licensure in Educational Leadership (42 Cr. Hrs.)

Name _____ Student ID# _____

In order to meet basic requirements, the following coursework must have **prior** approval of the Director of School Leadership.

BASIC REQUIREMENTS (15 Cr. Hrs.)	Cr. Hrs.	Planned	Completed	Grade
1. EDUC H520 Education and Social Issues This course is considered the first course in the Master's program and includes a significant orientation component. Students who are not able to schedule this course as their first course may count a maximum of 6 credit hours toward their master's degree prior to taking H520.	3			
2. One of the following:** E535 Elementary Curriculum OR E530 Junior High/Middle School Curriculum OR S503 Secondary School Curriculum	3			
3. One of the following: ** P515 Child Development OR P516 Adolescent Behavior and Development	3			
4. EDUC P507 Testing in the Classroom	3			
5. P503 Introduction to Research	3			

EDUCATIONAL LEADERSHIP (27 Cr. Hrs.)

All courses, except A608, are *to be taken after completing all basic requirements* and are taken with the cohort. Cohort requires separate application and a cumulative graduate GPA of 3.0 at time of admission into cohort and at completion of program.

	Cr. Hrs	Planned	Completed	Grade
1. A500 School Administration (Checkpoint One – Official admission to program)	3			
2. A 630 Economic Dimensions of Education	3			
3. A608 Legal Perspectives on Education	3			
4. A504 Knowledge of Teaching and Learning (Checkpoint Two)	6			
5. A625 Administration of Elementary Schools AND 6. A627 Administration of Secondary Schools	3 3			
7. A510 School Community Relations	3			
8. A590 Research and Portfolio in School Administration (Checkpoint Three)	3			

Pre-requisites for admission to the School Leadership program are:

- a special education and a computers in education course taken in the past 5 years or demonstrated proficiency.
- (* students will be required to take the opposite courses from their existing majors. For example: students entering the program with elementary majors need to take the secondary level curriculum and child development courses, while students entering with secondary majors will need to take the elementary curriculum and child development courses. This is done to prepare the student for the K-12 principal license.)

Date of original conference: _____		Subsequent Advising Sessions:	
		Date	Advisor
Advisor:	_____	_____	_____
Student:	_____	_____	_____

SUMMARY OF REQUIREMENTS

ADMISSION:

Admission to the Master of Science in Education degree program with certification in Building Level Administration may be initiated with the submission of the appropriate application forms (forms available in Greenlawn Hall, Room 120), the fee form, and an official copy of all Baccalaureate and post Baccalaureate course work. In addition to unconditional and conditional admission requirements described in the current IUSB Bulletin, the student will be asked to make an admission appointment with the Director of School Leadership.

GRADUATE ADVISOR:

The student may contact the School of Education Graduate Advisor regarding general degree requirements, certification requirements and graduate advance registration.

DIRECTOR OF SCHOOL LEADERSHIP:

Upon completion of the admission interview, admission to the degree program and initiation of the degree program requirements, each student will meet with the Director of School Leadership. The student and the Director, together, will plan and review the student's program so that (1) the mandatory program requirements are met; (2) the advising check following completion of 18 hours is met and (3) the student will continually strengthen those areas he/she (or the Advisor) believes are in need of strengthening.

RESIDENCE:

The residence requirement for the Master of Science in Education at IUSB may be met by completion of at least 15 semester hours on the IUSB campus.

"B" GRADE POINT AVERAGE:

Students must maintain a cumulative grade point average of "B" (3.00) in all work to be eligible for the Master of Science degree in Education.

"D" GRADES NOT ACCEPTED:

The School of Education at IUSB will not accept "D" grades earned at IUSB for graduate credit towards a graduate degree or towards certification.

SEMESTER LOAD:

A student, while employed full time, is encouraged not to take more than six hours per Fall/Spring semester; and three hours during each of the summer sessions. If unemployed, a student may take 12 graduate hours per Fall/Spring semester and six hours during each of the summer sessions.

TRANSFER WORK:

Graduate course work to be transferred to IUSB must have the prior approval of the Graduate Advisor. An Advanced Approval Form is available in GR120. Only six hours can be transferred from any non-Indiana University institution.

TIME LIMIT:

ALL WORK MUST BE COMPLETED WITHIN SIX CALENDAR YEARS FROM THE DATE OF THE RECEIPT OF A GRADE IN THE FIRST COURSE THAT IS TO BE USED TOWARD THE DEGREE.

APPLICATION FOR GRADUATE DEGREE:

An application for a degree must be completed and filed with the School of Education (GR120) at least six months before the degree is to be granted.

OTHER REQUIREMENTS:

All other Indiana University requirements and policies, academic degree requirements, and course descriptions and program outlines are in the IUSB Bulletin. Students are encouraged to read this Bulletin carefully.

S/F GRADED COURSES:

A student may take a maximum of six hours on a "S/F basis". A course listed in the Schedule of Classes as "S/F graded" cannot be changed to a letter grade.

TRANSFER WORK:

Graduate course work to be transferred to IUSB must have the prior approval of the Graduate Advisor. An Advanced Approval Form is available in GR120. Only six hours can be transferred from any non-Indiana University institution.

TIME LIMIT:

ALL WORK MUST BE COMPLETED WITHIN SIX CALENDAR YEARS FROM THE DATE OF THE RECEIPT OF A GRADE IN THE FIRST COURSE THAT IS TO BE USED TOWARD THE DEGREE

APPLICATION FOR GRADE DEGREE:

An application for a degree must be completed and filed with the School of Education (GR120) at least six months before the degree is to be granted.

OTHER REQUIREMENTS:

An application for a degree must be completed and filed with the School of Education (GR120) at least six months before the degree is to be granted.

S/F GRADED COURSES:

A student may take a maximum of six hours on a "S/F basis". A course listed in the Schedule of Classes as "S/F graded" cannot be changed to a letter grade.