

SPECIALIST IN EDUCATION PROGRAMS

Advising Checklist – Dept. of Curriculum & Teaching

Student _____

Advisor _____

- | | |
|---|------------|
| _____ Admitted to Classification EDS or GPR/EDS | Date _____ |
| _____ Become familiar with requirements/procedures for degree program as published in the Bulletin ¹ | Date _____ |
| _____ Advisor appointed | Date _____ |
| _____ Advisory committee appointed | Date _____ |
| _____ Submitted Plan of Study ² | Date _____ |
| _____ Submitted revised Plan of Study to Graduate School (if necessary) ³ | Date _____ |
| _____ Advisory Committee approved Field Project proposal | Date _____ |
| _____ IRB proposal approved (if appropriate) | Date _____ |
| _____ Requested graduation check at Graduate School ⁴
(semester prior to graduation) | Date _____ |
| _____ Completed Field Project | Date _____ |
| _____ Passed final examinations ⁵ | Date _____ |
| _____ Written Examination | Date _____ |
| _____ Oral Examination | Date _____ |
| _____ Form 8 (report of comprehensive exam results) submitted to the Graduate School ⁶ | Date _____ |
| _____ Achieved grade point average of 3.25 on all graduate work attempted (required for AA certification) | Date _____ |
| _____ Submitted application for teaching certificate (certification programs only) ⁷ | Date _____ |

¹ Students are responsible for complying with all degree requirements and procedures as published in the Bulletin. The Bulletin is available from the Graduate School and at www.grad.auburn.edu.

² Students must submit their Plan of Study to the Graduate School **no later than the third semester in which they take courses and prior to the semester of expected graduation**. Enter Plan of Study online with GSPOST at www.grad.auburn.edu.

³ Enter revisions online with GSPOST at www.grad.auburn.edu.

⁴ Students must initiate this check **the semester before they plan to graduate. Graduation will be delayed unless the check is requested before the deadline**. Submit online at GAAAP at www.grad.auburn.edu.

⁵ Ed.S. students must complete all requirements in five (5) calendar years. A written examination and an oral defense are required.

⁶ Form available online at www.grad.auburn.edu.

⁷ Major professor provides verification of student's passed final examinations. Apply for certificate in Professional Education Services (Haley Center 3464).