Instructional Systems and Workforce Development (ISWD)
Graduate Info/Checklist for Ed.S.

	Stage	What-to-Do	Req. Forms	Notes/Remarks
☐	After you are admitted to the Ed.S. program…	• Contact your advisor for course schedule and registration.	• Grad. Registration Request Form (if needed)	• You'll get an *acceptance letter* indicating who your advisor is. IF not received, please contact the program coordinator.
☐	Taking courses…	• Contact your advisor for course schedule and registration. • Understand the Directed Individual Study - DIS (TECH 7000)	• Grad. Registration Request Form (if needed) • DIS Request Form	• Contact your advisor if you run into any error or problem when registration. • Before taking 7000, please discuss with your advisor and committee first.

☐	Retaking or transferring…	• Fill out the necessary forms and send to your advisor, for example:
		  o Course Retake
		  o Transfer
			• Check the OGS web site for the necessary forms	• Discuss with your advisor.

☐	Before taking your comprehensive exam…	• Form your grad. committee (a total of 3 members-- in addition to your major advisor, 2 other committee members)
		
		• Complete the following forms:
		  o Committee Request Form
		  o Program of Study (POS)/CAPP
			• Check the OGS web site for the *Committee Request* Form
			
			• Get a copy of POS/CAPP from the Dept. Associate (or your advisor).
				• Secure all signatures required for the forms
				
				• For your record, make sure to save your Committee Req. Form and POS/CAPP properly.
				
				• Contact your committee members for study guide.

☐	Taking the comps… Applying for graduation (online)…	• Complete and return the checklist for comps sent by the Dept. Associate before due. • Take the comps online (via Canvas)		• To prepare your comps, please refer to the Ed.S. Exam page. • You will be emailed about the exam result.