

# Using the Educational Specialist Degree Program Forms

The Graduate School obtains students' official academic records as soon as they complete their first terms of enrollment. Each of the following forms is completed at the departmental level, routed for required signatures, and forwarded to the Graduate School in 210 Jesse Hall. Forms are reviewed by staff in the Graduate School, given the Vice Provost/Dean's signature if approved, and a copy is returned to the department. If changes/corrections are needed, or if any signatures are missing, the forms will be returned to the department for corrective measures. If any faculty signatures are illegible, we ask that departments print a correct spelling below any such signatures.

## **S-1 Form: Request for the Educational Specialist Advisory Committee**

The S-1 form serves as official documentation of who serves on a student's advisory committee. It should be submitted to the Graduate School by the end of a student's second semester.

## **S-2 Form: Program of Study for the Educational Specialist Degree**

The S-2 form provides the student, department, and Graduate School with a plan for all the course work that will comprise a program of study. It serves as a general plan to follow. Changes on the plan of study can be made easily by submitting a Course Substitution form, available from departments or the Graduate School. The S-2 form should be submitted to the Graduate School preferably by the end of a student's second semester and no later than the beginning of a student's second year of study.

## **S-3 Form: Report of the Educational Specialist Examining Committee**

This form is submitted by the department and reports the final results of a student's comprehensive examination. Students are encouraged to consult with their departments to make sure the departments submit the S-3 form shortly after the exam has been graded.