

SPECIALIST IN EDUCATION DEGREE (Ed.S.)

The major purpose of the program for the specialist in education degree is to provide a plan of advanced study for persons who need an additional year of study beyond the master's degree. The curricular program allows a greater depth of specialization than is possible at the master's level, and a plan of study is tailored to meet each candidate's specific needs. Although the specialist in education degree is self-contained and terminal, certain courses may sometimes be applied to a doctoral program.

Specific Functions

The specific functions of the specialist in education degree program are to

- prepare more effective and competent elementary and secondary classroom teachers.
- prepare junior college and lower-division college teachers.
- provide the candidate with the additional preparation needed to fill specialized school positions as superintendents, principals, supervisors, subject specialists, subject consultants, or similar school personnel.

Area of Specialization

Each candidate must have an area of specialization tailored to personal needs. In planning a candidate's program of study, the committee also will consider the student's general and professional education needs.

Areas of specialization currently available are curriculum, school psychology, and school superintendency.

Admission Requirements

To be admitted to graduate study toward a specialist in education degree, a student must

- hold an earned master's degree or equivalent degree from a college or university that is accredited by its regional accrediting association. (A student with a master's degree not considered the equivalent of those of Ball State University may be admitted under conditions determined by the department concerned and the dean of the Graduate School. Credentials from foreign secondary schools, colleges, universities, and their equivalents are evaluated by the Office of International Admissions and Sponsored Programs and the Graduate School.)
- have a cumulative grade point average on the master's degree of at least 3.2 on a scale of 4.0.

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- achieve acceptable scores on the Graduate Record Examination (GRE) General Test or other approved graduate admissions test for non-native speakers of English.
- have had at least two years of successful teaching experience or appropriate professional experience.
- meet any additional admission standards established by the academic unit responsible for each specialist in education degree program.

Admission to the university does not guarantee admission to a specific degree program.

Students may register for graduate courses leading to the specialist in education degree only upon departmental recommendation for admission.

Advancement to the Degree

The three steps of advancement for the specialist in education degree are the following:

1. The applicant is admitted to graduate study.
2. The student is admitted to candidacy for the degree.
3. The candidate completes degree requirements.

The student is expected to know the requirements for the degree. The responsibility for correct interpretation of the rules rests with the student.

Admission to Graduate Study. A candidate will be considered for admission to graduate study leading to the specialist in education degree when he or she has met the entrance requirements and has

- submitted an application for admission.
- submitted the names of at least five people who may be asked to testify to the candidate's professional qualifications.
- had previous institutions attended send two copies of official transcripts of all previous college work.
- taken the required admission examinations. (The student may arrange with the Counseling and Psychological Services Center to take these examinations.)
- been approved by the screening committee for the specialist in education degree as a candidate for the degree.

Application for Graduation. All specialist in education degree candidates must file an application for graduation in the Graduate School.

Completion of Degree Requirements. The student will be awarded the specialist in education degree after having

- satisfactorily completed all course requirements with a grade point average of at least 3.2.
- satisfactorily passed the final written and oral examinations.
- submitted an acceptable thesis or earned 6 hours of credit in a supervised field experience or internship that has been approved by the candidate's committee.

Committee

A student will have a committee of three, normally appointed during the first semester of graduate work beyond the master's degree. The committee, including the committee chairperson, will be appointed by the department chairperson in consultation with the candidate. Until the committee is appointed, the department chairperson or delegated representative will act as the student's program advisor. The committee, in consultation with the student, will develop the plan of study and guide the thesis. In cooperation with the Graduate School, the committee also

will determine if and when the student is qualified to be admitted to candidacy for the degree, and finally, for the awarding of the degree.

Course Requirements

The student must complete, including the thesis, at least 30 hours of graduate work beyond the master's degree. The candidate will not be permitted to carry more than 15 hours of graduate credit in a semester, 6 hours in a summer term, or 12 hours for the combined summer terms. If the student is employed, the course load will be reduced proportionately. At least 24 of the 30 hours required for the specialist in education degree must be taken in residence.

A candidate for the specialist in education degree may, on recommendation of his or her committee, apply up to 9 hours of graduate work taken beyond the master's degree toward the specialist in education degree if such course work does not violate other degree requirements.

Approved Program of Study

During the first semester of study, specialist in education students are expected to establish an advising committee and to file an approved program of study with the Graduate School. Failure to meet this deadline may result in refusal to accept further course registration.

Transfer Credit

Candidates, with prior consent of the committee, may take up to 6 semester hours of graduate credit in other approved institutions of higher education.

Selective Retention

Satisfactory Graduate Grade Point Average. At all times after completing 9 hours of advanced graduate study, a student must maintain a cumulative grade point average (GPA) of at least 3.2 for courses taken toward the specialist in education degree.

Probationary Status. A student will be placed on academic probation if his or her cumulative GPA for courses taken toward the specialist in education degree falls below 3.2 at any time after completion of 9 hours of credit. Probationary status will be removed if a student, in completing the next 9 hours, brings the cumulative GPA to at least a 3.2 for all courses for the specialist in education degree. If probationary status is not removed, a student's admission to graduate study will be canceled, and additional graduate study will not be possible until he or she has reapplied for regular admission and has been readmitted.

Readmission Procedure. A student seeking readmission must present to the dean of the Graduate School a written request approved by the specialist in education program director and by the chairperson of the major department. The decision to readmit will be made by the dean of the Graduate School.

Readmission Status. Upon readmission, the student will be reinstated to the classification held when graduate study was canceled.

Thesis

The thesis (or creative project) must embody the results of a study of some subject directly related to the candidate's area of specialization. The candidate will register for THES 698, 6 hours of credit. Two copies of the unbound thesis in its final approved form and three copies of a 1,200- to 1,500-word abstract, suitable for publication, must be presented to the Graduate School at least four weeks before the close of the semester or term in which the student is to be certified for

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graduation. In a term without a commencement ceremony the approved thesis must be submitted at least two weeks before the close of the term or semester.

Although the department concerned has the responsibility for determining the manual or form to be followed in writing the thesis, such matters as weight of paper, typeface, spacing, and professional typing standards must follow the specifications in *How to Write a Term Paper, Graduate Course Paper, Research Paper, Thesis, or Creative Project*, available in the Graduate School office. The thesis will be directed by the student's three-member committee.

The thesis topic must be approved in advance by the committee and the department chairperson. The student will enroll in THES 698 after obtaining this approval. The student and committee chairperson should check with the Graduate School for more instructions.

Time Allowed

See page 21 for *Time Allowed for a Master's or Specialist Degree*.

Field Experience or Internship

Departments offering programs leading to the specialist in education degree may approve, as an option to the 6-hour thesis requirement, a 6-hour supervised field experience or internship. This option is for students whose program purposes warrant such an alternative. A report written by the candidate and approved by the supervising professor must be filed in the academic unit offering the program. If the internship or field study option is selected, the student's committee will determine that research competencies are demonstrated.

Final Examination

All candidates will be required to pass final written and oral examinations, administered by the candidate's committee.

The student's thesis must be approved by the committee and the department chairperson before final oral and written examinations are taken. The final oral and written examinations must be taken at least two weeks before the close of the semester or term in which the student is to be certified. When the student satisfactorily passes the final oral and written examinations, the committee will file the signed approval form in the Graduate School office. This form is available in the Graduate School office.

Special Cases

Special cases involving policies not covered in this catalog will be submitted to the Graduate Education Committee for consideration and action. In general, the student's program committee has jurisdiction, but the Graduate Education Committee is the board of appeal.

CHECKLIST FOR THE SPECIALIST IN EDUCATION DEGREE

<i>Procedure</i>	<i>Approved by</i>	<i>Date</i>
Submit an application for admission. Include five satisfactory professional recommendations and two copies of official transcripts.	Dean of the Graduate School Specialist program director	Check with appropriate Specialist program director.
Arrange with the Counseling and Psychological Services Center to take the Graduate Record Exam (General Test), or other approved graduate admissions tests.	Dean of the Graduate School	Before consideration by Advanced Graduate Screening Committee.
Obtain approval from the Advanced Graduate Studies Screening Committee.	Advanced Graduate Screening Committee Dean of the Graduate School	After all application materials have been submitted.
Establish advisory committee, develop a plan of study, and file an approved program with the Graduate School.	Specialist program committee Dean of the Graduate School	By the end of the first semester of study.
Apply for degree (graduation).	Specialist program committee Dean of the Graduate School	Two semesters before graduation but no later than the fourth week of the semester or term in which requirements will be completed.
Submit final copy of thesis (not required in all programs).	Specialist program committee Dean of the Graduate School	Submit to Graduate School four weeks before the end of the semester or term in which graduation is expected.
Complete final written and oral examinations.	Specialist program committee	At least two weeks before the close of the semester or term in which the student is to be certified for graduation.