

COLLEGE of EDUCATION
University of Massachusetts Amherst

**ADVISING CHECKLIST
FOR THE
EDUCATION SPECIALIST DEGREE**

Step 1 - Initial Advising and Planning a Program of Study

- _____ Meet with your assigned faculty advisor to plan a program of study.
- _____ Review your concentration's requirements.
- _____ Review the College and Graduate School requirements.
- _____ Graduate School regulations and requirements which affect your degree program are found in the following documents: *Graduate School Bulletin* and *Graduate School Handbook* on the Graduate School's website at:
<http://www.umass.edu/gradschool/policies-forms>
- _____ Review the Education Specialist (Ed.S.) degree requirements and process.
- _____ Complete and file one copy of Form ES-1 (Proposed Program of Study) with the Graduate Program Coordinator in Room 123, Furcolo Hall within the first semester of study.
- _____ Plan to complete a program of study with a minimum of 30 graduate credits beyond the Master's degree.
- _____ All 30 credits must be taken at the University of Massachusetts Amherst.
- _____ At least 15 of those credits must be taken in the College of Education.
- _____ All courses must be at least at the 500 level (none at the 400 level or below).
- _____ Eighteen (18) of the credits must be at the 600 or above course-level number.
- _____ All courses must be completed within a four-year time period.
- _____ No more than 6 independent study credits per term.

Step 2 - Completion of the Program of Study

- _____ Satisfactorily complete all course work agreed to on your Program of Study (Form ES-1).

Step 3 - Verification of Completion of Program of Study

- _____ Complete Form ES-2 (Completed Program of Study) online and obtain the appropriate signatures.
- _____ Review the Form ES-2 with your advisor.
- _____ Complete the Education Specialist Degree Eligibility Form online and obtain the appropriate signatures.
- _____ Submit the ES-2 and the Education Specialist Degree Eligibility Form **at the same time** by the College of Education's deadline (posted in the Beacon) to the Graduate Programs Coordinator in the Academic Affairs Office, Room 123, Furcolo Hall.

EDUCATION SPECIALIST FORMS

Purpose and Effect

ES-1 Advisement Information. Form ES-1 also highlights academic requirements, notes issues related to transfer of credits as well as student teaching or practicum experience concerns.

Form ES-1 allows the student to present information about relevant course work and prior experience and helps express goals and a rationale around which a coherent program of study can be formed. In effect, it is an academic agreement between the student, the College of Education, and the Graduate School. Form ES-1 will be reviewed by the Graduate Program Director to ensure that requirements agreed to have been satisfactorily completed.

ES-2 Form ES-2 affirms that you have completed an approved program of study. It must be submitted to the Graduate Program Coordinator in Room 123, Furcolo Hall along with the completed Education Specialist Degree Eligibility Form.