

**Checklist for Education Specialist Degree**  
**Department of Instruction and Curriculum Leadership**

Application Deadlines: April 1<sup>st</sup> for Summer and Fall, October 1<sup>st</sup> for Spring

- Submit an application the Graduate Admissions (application can be obtained from Wilder Tower RM 101 or at <http://academics.memphis.edu/gradschool/forms1.html> ) that includes:
  - 1) Official GRE scores (Quantitative, Verbal, and Writing)
  - 2) Official transcripts of undergraduate and graduate study
  - 3) NOTE: Applicants whose native language is other than English must score at least 550 (or210 Computer-based) on the Test of English as a Foreign Language (TOEFL)
  
- Submit an ICL Education Specialist Application to 202 Ball Hall (departmental application can be obtained via the ICL web site <http://coe.memphis.edu/icl/graduate-advisor.htm>) and include the following:
  - 1) Two letters of recommendation from people familiar with the applicant's academic background and aptitude for graduate work, specifying in detail the applicant's capabilities for doctoral study and for future performance and scholarship. At least one letter from a college/university professor is preferred. They must be on letterhead in sealed envelopes.
  - 2) A written statement of 500 to 1000 words (maximum) that indicates the intended area of focus in the program and the applicant's present interest and career goals.
  - 3) An updated professional resume.
  
- Interview with two faculty members and select a temporary advisor from your concentration area.  
\*The application file must be complete before an interview will be scheduled.
  
- Each student's file will be evaluated prior to full admission to the Department of Instruction and Curriculum Leadership. Only those files that are completed by the admission deadlines will be considered. \*You will be notified by Graduate School of your admission status.

The above criterion represents the minimum acceptable admission requirements.

- Once you have been notified of your admission status, make an appointment to meet with your temporary advisor.
  
- Select members for the program advisor committee. It should be composed of at least three members, all of which are Graduate Faculty at The University of Memphis. Consult with the department chair and your temporary advisor to select a permanent major advisor who will serve as chair of your Program Advisory Committee.
  
- The chair of your Program Advisory Committee will help you plan a program of studies to accomplish your career goals. Complete the Program of Studies form, once it has been approved by the committee it should be submitted to the Assistant Dean of Graduate Studies in 215 Ball Hall.
  
- The Program of Studies form can be found at: <http://coe.memphis.edu/forms/edspecp1.htm>, Page 2: <http://coe.memphis.edu/forms/edspecp2.htm>

- Complete the required course work and requirements. Submit a Change of Program form if there are any revisions to the original Program of Studies with the Assistant Dean of Graduate Studies.
- Complete the Culminating Experience Proposal form and submit it to the Assistant Dean of Graduate Studies in 215 Ball Hall.
- The Culminating Experience for the Ed.S degree may be completed in one of four ways: thesis, field experience, organized internship, or special project.
- Complete Comprehensive Exams – When candidates have completed all course requirements or are enrolled in the last course in their program of studies, exclusive of the culminating experience, they must pass a comprehensive examination covering the major and the core areas of study. The examination shall be both written and oral and shall be conducted by the candidates Program of Studies Advisory Committee.
- Submit the Degree Candidacy form to the Assistant Dean of Graduate Studies in 215 Ball Hall.
- Degree Candidacy forms can be found at <http://coe.memphis.edu/forms/edspecp1.htm>, Page 2: <http://coe.memphis.edu/forms/edspecp2.htm>.
- The Intent to Graduate Card should be filed the semester before graduation or by the due date early in the semester (consult the Schedule of Classes for due date).
- **Congratulations!!!** Attend graduation.