

MASTER OF ARTS IN EDUCATION GRADUATE CHECKLIST

This checklist is designed to assist you in keeping track of various steps you need to take from admission to completion of your graduate program. For details and due dates concerning the items in the checklist, please consult the guidelines for your specific graduate program.

Date Completed	Item Completed
_____ (date) Program Acceptance	<p>Application to graduate program - Submit the following items to the Office of Graduate Education:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application form* <input type="checkbox"/> 2-3 page essay <input type="checkbox"/> Official undergraduate and graduate transcripts <input type="checkbox"/> Two reference forms* <input type="checkbox"/> TOEFL Exam (for international students whose native language is not English)
	Complete Diverse Population Experience in first year.
_____ (date) Candidacy Granted	Submit Application for Candidacy Part A form to Office of Graduate Education. (Must occur after completion of nine credits in the graduate program including EDUC 600: Introduction to Graduate Research.)
	Proposal submitted for Field Placement Experience in EDUC 607.
	Paper tutor assigned for Field Placement Experience. (During or immediately following EDUC 607.)
	Apply for graduation at the Registrar's Office. (Apply in second Fall for following May.)
	Place order for rental of graduation cap, gown and hood at Augustana Bookstore.
_____ (date) EDUC 695 Completed	Completion of EDUC 695: Field Placement Experience.
	Commencement
* Forms are available online at www.augie.edu/graduate .	