North Dakota State University
Educational Leadership Program
Final Semester Checklist (K-12 Portfolio Option)

Prior to Final Semester

_____ Make sure that you have an approved Plan of Study on file in the Graduate School. (An approved Plan of Study has a stamp at the bottom of the second page that says “Approved followed by the date it was approved, and the name David A. Wittrock underneath that.) If you don’t have a Plan of Study, templates can be found on the Educational Leadership Program website:

http://www.ndsu.edu/education/educational_leadership/plans_of_study/

_____ Make a copy of your transcript and compare it with your Plan of Study and make sure that the two documents are aligned and that you have taken all the courses on your Plan of Study. [NOTE: The “parts” of the transcript that must align are the course numbers, the course titles, and the course credits. Don’t worry if the semester that you took a course is different from the date you proposed on your Plan of Study. The Graduate School is most concerned with making sure that the courses and credits on your Plan of Study match up with the courses you took.)

_____ Register for ED 797 Portfolio Option Post Assessment [NOTE: North Dakota State University requires that students be registered for at least one course during the semester that they complete their program. You can use this course time to complete your portfolio and prepare for your oral.]

Final Semester

_____ Complete the Intent to Graduate form and Application for Graduate Degree form. These forms can be found on the Graduate School website.

_____ Copy the guidelines for preparing your Portfolio and preparing for your Oral Examination. The guidelines can be found on the Educational Leadership Program website.
Contact Carol Nelson (c.nelson@ndsu.edu) to register for the ID21 Assessment Center. The dates for the ID21 each semester are posted on the Educational Leadership Program’s web site. [NOTE: Only 6 candidates can participate in each Assessment Center so register early. If you choose not to do the ID21 then you must complete the Written Comprehensive Exam.]

Contact Carol Nelson (c.nelson@ndsu.edu) and register for your Oral Examination (Orals are done at the end of the semester.)