GRADUATE PLAN OF STUDY - Masters, Specialist

This form is a guide that officially defines your graduate degree program.

Graduate School
107 Jardine Hall
(316) 978-3095

→**VIEW THE DEADLINES**: www.wichita.edu/graduationdeadlines

☐ ORIGINAL PLAN (first plan submission)
☐ REVISION (changes to previously approved plan)
☐ CERTIFICATE (this is a certificate Plan of study)

Name _____ *myWSU* ID _____

Email Address _____ Phone Number _____

Major Code _____ Completion Code or Track and Option _____

(Grad Coordinator: Please include completion code or describe completion track and option – e.g. Social Sciences track, Thesis option)

Instructions:

- Meet with your advisor to determine the coursework you need to complete for your chosen track or concentration upon completion of 12 hours of degree work (24 hours for MFA).
- Fill out the front and back of this form, get Advisor/Coordinator signatures, then return it to the Graduate School for final review/approval.
- The original plan should be submitted upon completion of 12 credit hours. However, if not submitted prior to your planned semester of graduation, the original plan of study is due on the Application for Degree deadline (20th day of classes in Fall/Spring, 10th day in Summer)
- List ALL required courses. Excess hours are not permitted.
- TRANSFERS: List course number & name, transfer institution & state as shown on transfer transcript. If exact course number/name is not yet known, please describe the course. A quarter hour is equal to 2/3 of a semester hour. Transfer hours are not included in the GPA.
- REVISIONS: Identify additions (A) & deletions (D) to previously approved plan.

Regulations:

- 60% of the total WSU hours must be numbered at the 700 level or above (note that some programs have removed this requirement).
- No grade lower than a "C" (generating 2.00 grade points) is acceptable on a Plan of Study.
- Approval of a course on a plan of study comes with the expectation that that course will be completed with a grade of "C" or better. If a lower grade is already in place at the time the plan is approved, approval implies that the course will be repeated with an acceptable grade.
- In order to meet requirements to graduate, students must achieve a 3.00 GPA on both the Plan of Study **and** in the cumulative graduate GPA at WSU.

Language/Tool Requirements (NOT part of the plan hours): _____

Professional/Scholarly/Integrity Training: ☐ **COMPLETED** Completion Date: _____
☐ **Not Yet Complete** Expected Completion date: _____

Identify all REQUIRED TERMINAL ACTITIVES: ☐ NO TERMINAL ACTIVITY coursework only

All Terminal Activities require submission of a signed department completion memo to the Grad School office NO LATER than the Degree Completion Deadline. (see above: "View the Deadlines")

Comprehensive Exam	_____ written _____ oral
Portfolio, Project or Directed Study Exam	_____ written _____ oral
Internship or Practicum Exam	_____ written _____ oral
Thesis or Dissertation Defense	_____ defense & pdf submission
Recital or Exhibition	_____ performance
Other (identify)	_____

Committee (Please type or print names)

_____, Chair

_____, Member

_____, Member

_____, Member

_____, Member from outside the major department

Grad School office:
Program: _____
Major/comp: _____
Catalog: _____
Area/term: _____
Registrar: _____/_____/_____ _____

GRADUATE PLAN OF STUDY **APPROVED hours will be considered part of the degree requirement.**

Please list CORE PROGRAM REQUIREMENTS first. **Include comments or committee revisions as needed.**

Revision: A(Add) D(Delete)	Course #	COURSE TITLE (or description)	HRS	Grade*	SEM/YR (approx. is fine)	Transfer Institution & STATE	Identify program requirement if subbing for a CORE course.
		TOTAL →		**EXCESS HOURS ARE NOT PERMITTED** (up to two extra hours may be allowed, see your advisor)			

***Note: No grade lower than a "C" (2.00 points) can be used in a graduate degree program. Some programs may require a higher grade for specific core or professional activity courses. Approval of the Plan indicates the courses are approved with the expectation of achieving acceptable grades in all courses.**

Plan of Study approved by:

Student _____ Date _____

Advisor _____ Date _____

Graduate Coordinator or Department Chair _____ Date _____

Graduate School _____ Date _____

rev: 6/7/18