

# GRADUATE PLAN OF STUDY - Masters, Specialist

Graduate School

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

107 Jardine Hall

(316) 978-3095

→VIEW THE DEADLINES: [www.wichita.edu/graduationdeadlines](http://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 your second semester of degree work.
- 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 2 semesters. However, if not submitted prior to your planned semester of graduation, the original plan of study is due on the Application for Degree deadline (20<sup>th</sup> day of classes in Fall/Spring, 10<sup>th</sup> day in Summer)
- List ALL required courses. Excess hours are not permitted.
- TRANSFERS & Credit for Prior Learning (CPL): List course number & name, transfer institution & state as shown on transfer transcript (or CPL information from approval). A quarter hour is equal to 2/3 of a semester hour. Transfer hours or CPL are not included in the GPA. CPL is only used when approved by Graduate Council.
- 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.
- Beginning with the Fall 2019 catalog year, all degree students must complete their program's **Applied Learning Requirement** in order to graduate. These will appear in the degree audit. If they do not, please consult with your advisor for details of what must be completed.

**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 ACTIVITIES:**     NO TERMINAL ACTIVITY coursework only

<i>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")</i>	Comprehensive Exam Portfolio, Project or Directed Study Exam Internship or Practicum Exam Thesis or Dissertation Defense Recital or Exhibition Other (identify)	_____ written    _____ oral _____ written    _____ oral _____ written    _____ oral _____ defense & pdf submission _____ performance _____
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**Committee** (Please type or print names)

\_\_\_\_\_, Chair  
 \_\_\_\_\_, Member  
 \_\_\_\_\_, Member  
 \_\_\_\_\_, Member  
 \_\_\_\_\_, Member from outside the major department

Grad School office:

Program: \_\_\_\_\_  
 Major/comp: \_\_\_\_\_  
 Catalog: \_\_\_\_\_  
 Registrar: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

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 (or CPL) Institution & State	Identify program requirement if subbing for a CORE course.
<b>TOTAL →</b>			<b>EXCESS HOURS ARE NOT PERMITTED</b> (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