Marshall University Graduate College

Plan of Study

TO BE FILLED OUT NO LATER THAN THE REGISTRATION OF THE 12TH CREDIT HOUR

Name: _____ MUID: _____

Address: _____ Phone: _____

_____ Email: _____

Advisor: _____

Degree/Major/Program: _____ *Area of Emphasis:* _____

Approved Minor (if applicable): _____ _____

PLEASE SEE GRADAUTE CATALOG FOR A LIST OF APPROVED MINORS. (Signature of Graduate Director of program offering an approved minor).

Term and year you plan to graduate: _____

(This date must be within 7 years from the date of completion of the first course applied toward the degree.)

NOTE: This declaration of intent to graduate at a specific time does not put you on the tentative graduate list. You must apply for graduation at the beginning of the semester/term you plan to graduate, pay the diploma fee, and return the graduation application form to the Graduate College office. An approved Plan of Study must be on file in the Graduate Dean's Office prior to applying for graduation.

Graduate Catalog of Record: _____

Graduate Record Examination, Miller's Analogy, or GMAT test scores: _____

(An official score report must be on file in the Office of Admissions and Records.)

Are you submitting a thesis or dissertation as part of the degree requirements? _____

For those students doing a thesis or a dissertation, please note that you must contact the Marshall University Institutional Review Board (IRB) regarding plans to conduct any research. It is important that you do this before collection of any data at all. Your faculty advisor can guide you in this.

THE PLAN OF STUDY IS INTENDED TO OUTLINE YOUR ENTIRE PROGRAM FROM START TO FINISH. IT SHOULD INCLUDE ONLY COURSES REQUIRED BY YOUR MASTER'S OR ED.S. DEGREE AND MAY INCLUDE APPROVED ELECTIVE OR MINOR COURSES. DO NOT LIST ANY UNDERGRADUATE COURSES. ONLY 6 HOURS OF COURSES WITH A GRADE OF "C" AND NO GRADES BELOW A "C" MAY BE LISTED WITH THE EXCEPTION OF HISTORY AND PSYCHOLOGY, WHICH ALLOW ONLY ONE GRADE OF "C" AND NO GRADE BELOW A "C". PLEASE REFER TO YOUR CATALOG OF RECORD WHEN COMPLETING THIS FORM.

List below the graduate courses currently in progress or completed. (***If the course is to be transferred, indicate the institution where credit was earned. An Application for Approval of Transfer Credit must accompany the Plan of Study.***) Any change in coursework or completion date must be approved in writing by your advisor and Graduate Dean or their successors.

Dept/Course No	Course Title	Date Completed	Instructor	Credit Hrs	Grade

Graduate Coursework Proposed

Note: Official transcripts for coursework to be transferred in the final term must be received in the Graduate College Office by the end of the term. ***An Application for Approval of Transfer Credit must be on file in this office.*** Failure to have documentation on file will result in a delay of graduation.

Dept/Course No	Course Title	Term & Year	Credit Hrs

(PLEASE SEE YOUR GRADUATE CATALOG OF RECORD FOR REQUIRED GPA FOR GRADUATION.)

If this student was **provisionally admitted**, has he/she met requirements for full admission?

☐ Yes ☐ No

If not, list conditions which must be met. Include any undergraduate requirements which must be met before student may graduate.

Student **Date**

WE HAVE APPROVED THIS STUDENT'S PLAN OF STUDY:

Advisor **Date**

2nd Graduate Faculty Member/Major Dept **Date**

Dept Chair/Director **Date**
(If different from Advisor and required by Dept)

Graduate Dean **Date**

Please return this form to the Dean of the Graduate College, 113 Old Main, Huntington Campus.
THIS FROM MUST BE APPROVED AND ON FILE IN THE GRADUATE DEAN'S OFFICE PRIOR TO APPLYING FOR GRADUATION.

Revised: 2/18/2009