



## Plan of Study Graduate Studies

To be completed no later than registration for the 12th credit hour.

### SECTION 1: Student information

Name \_\_\_\_\_ MUID \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Primary Major/Program \_\_\_\_\_ Advisor \_\_\_\_\_

Area of Emphasis \_\_\_\_\_ Minor (if applicable) \_\_\_\_\_

Second Major/Program (if applicable) \_\_\_\_\_

Term and year for planned graduation: Term: \_\_\_\_\_ Year: \_\_\_\_\_

This proposed graduation date must be no more than 7 years from date of completion of first course applied to degree.

### Purpose

The purpose of this plan of study is to detail your program requirements from start to finish. It should include only those courses required by your degree program and may include elective or minor courses. Do not include any undergraduate courses. Only 6 hours of credit with a grade of "C" can be included, and no grade below "C". Some programs may have more stringent requirements. Please refer to your graduate catalog of record when completing this form.

This declaration of intent to graduate at a specific time does not put you on the tentative Graduation List. You must still apply for graduation at the beginning of the semester/term in which you plan to graduate, pay the Diploma Fee at the Bursar's office, and return the Application to Graduate to Academic Dean's office. You must also have an approved Plan of Study on file in the Academic Dean's office before you apply for graduation. Applications for graduation are available through **MyMU** or from the Graduate Studies website, <http://www.marshall.edu/graduate>.

### Graduate Catalog of Record

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Graduate Catalog of Record (Year): this is the catalog that is current for the semester/term during which you were admitted to your graduate degree program. You may choose a more recent catalog as your catalog of record.

### Thesis / Dissertation

Are you submitting a Thesis or Dissertation as part of your degree requirements? ☐ Yes ☐ No

If YES, and if your Thesis/Dissertation involves human subject research, you must review the requirements of the Marshall University Institutional Research Board (IRB) BEFORE you begin any data collection. Please see <https://www.marshall.edu/graduate/current-students/edt/>.

### List of Courses

As you list courses, please include courses currently in progress as well as courses already completed. If you have any transfer courses (up to 12 transfer credits may be allowed), you must attach a completed Application for Approval to Transfer Graduate Credit to this Plan of Study. This form is available from the Graduate Studies website, <http://www.marshall.edu/graduate>.

### Additional Notes

- Your Advisor and the Dean MUST approve in writing any change in coursework or completion date on this Plan of Study.
- If you are planning to transfer coursework from another institution, Graduate Studies must have the official transcripts on file before the end of your final semester/term. If we do not have these documents, your graduation will be delayed.
- Please check your graduate catalog of record for the required GPA for graduation.

**SECTION 2: List of Courses in Plan of Study**

Only list courses that satisfy requirements for your program or programs.

A. List graduate courses **currently in progress** or **completed**.

Subject / Number	Course Title	Credit Hrs.	Grade

B. List below graduate courses **proposed** (not started yet). Attach additional pages if needed.

Subject / Number	Course Title	Credit Hrs.	

**SECTION 3: Signatures**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Primary Program Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Primary Program Chair / Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary Program or Graduate Minor  
Program Chair / Director (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean Signature (Primary Program)

\_\_\_\_\_  
Date

Please return your completed form to  
the **Academic Dean of your program**

This form must be approved and  
on file with your Academic Dean  
before you apply for graduation.