

Plan of Study



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 of planned graduation: Term: _____ Year: _____

For master's EdS degrees, the proposed graduation date must be no more than 7 years from the date of completion of earliest course applied to the 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 the 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

Graduate Catalog of Record (Year): this is the catalog that is current for the semester/term during which you were most recently 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 or animal research, you must review the requirements of the Marshall University Institutional Research Board (IRB) or Institutional Animal Care & Use Committee (IACUC) BEFORE you begin any data collection. Please see <https://www.marshall.edu/graduate/current-students/etd/>.

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 College 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, Marshall 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 3: Signatures

Student Signature

Date

Faculty Signature

Date

Primary Program Advisor

Date

Primary Program Chair / Director

Date

Secondary Program Program Chair / Director
(if applicable)

Date

Graduate Minor Program Chair / Director
(if applicable)

Date

College Dean Signature (Primary Program)

Date

Please return your completed form to the **Academic College Office** for your program.

Academic college: forward an approved copy to **planofstudy@marshall.edu**.

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