ST. CLOUD STATE UNIVERSITY

School of Graduate Studies

Program of Study

A program of study must be filed following admission and prior to the completion of 15 graduate credits in your current graduate program. Failure to file a program of study will result in an incorrect degree audit and a registration hold for future terms. Please review your degree audit which is available online https://www.stcloudstate.edu/srfs/information/dars.aspx. Submit this signed form and a copy of your degree audit (as needed) to the School of Graduate Studies, AS 121.

Date _____ SCSU Student ID _____ SCSU Graduate Credits Completed _____

Name _____ Personal Email _____

Program Information

Major Program/Concentration _____

Prerequisites: _____

Culminating Project Selected (Please select a plan from the bold choices and a type from the column below – e.g. **Plan A**, Thesis):

Certificate	Plan A	Plan B	Plan C	Doctoral Program
	Thesis	Starred Paper	Project/Portfolio	Dissertation
	Creative Work	Comprehensive Exam	Internship/Portfolio	
	Field Study	Capstone/Professional Program		

Elective approval and substitutions, exceptions, or changes to approved curriculum (For substitutions or changes, list dept. and course numbers, change required and rationale for changes. Use second side as needed.)

_____

_____

_____

_____

Transfer Requests

Request transfer of the following courses: (Official transcripts of all transfer credits that have been completed are required to be submitted to the School of Graduate Studies before a program can be approved.) Transfer courses must be completed within the 7 year time frame allowed to complete the degree. **Doctoral Students:** Advanced standing courses should not be listed below, but on the advanced standing form.

Dept. and Course No.	Name of Course Transferred	College or University	Sem./Qtr. Hours	Grade	Date Taken	Applies as SCSU Course
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Signatures Needed

Student _____ Date _____

Advisor _____ Date _____

Program Coordinator(s) _____ Date _____

Graduate Dean _____ Approve   Disapprove Date _____

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Program of Study Instructions:

1. File this form following admission to a graduate program and prior to the completion of 15 graduate credits in your current graduate program.
2. Print a copy of your degree audit accessed through e-services: https://www.stcloudstate.edu/srfs/information/dars.aspx
3. Meet with your advisor to plan your program of study.
4. Provide complete information on the form
5. Obtain all required signatures.
6. **Submit the completed, signed form to:**

    School of Graduate Studies
    St. Cloud State University
    121 Administrative Services Building
    720 Fourth Avenue South
    St. Cloud, MN 56301-4498
    Email: graduatestudies@stcloudstate.edu Fax: 320.308.5371

7. Allow up to 20 business days for review of your request and for adjustments to be made to your degree audit.
8. Notice of approval will be sent to your Huskynet email address.
9. Request for clarification or additional information will be sent to your Huskynet email address

Definition of Terms:

Degree Audit: The **Degree Audit Reporting System (DARS)** is an online program that provides progress-toward-degree reports for students. A report shows all of the requirements needed to receive a degree, and which courses are being used to satisfy those requirements.

Elective Approval: If the degree audit report does not include your selected electives in the "Select From:" list,
the elective courses must be listed on the program of study form.

Exceptions: Waiving a regular course, multiple substitutions, accommodations for changes to licensure requirements, or other substantial alterations to the approved program curriculum. Exceptions require a written rationale for altering the approved curriculum.

Graduate Credits Completed: List the number of graduate level credits completed (not in-progress) in your current graduate program

Substitution: A transfer course or comparable course in the program or another graduate program is used in place of a required course, addition of non-standard elective or other course for course changes.

Transfer Course(s): A course or courses completed at the graduate level at another accredited institution that a student wishes to use toward the current program of study. The course(s) must meet the transfer criteria of the School of Graduate Studies found online at https://www.stcloudstate.edu/graduatestudies/_files/documents/policies/transfer-credit.pdf

Please Note:

Doctoral Students: Doctoral students requesting Advanced Standing should attach a copy of the Advanced Standing form and any required documentation.

Additional Writing Space: