

## PLAN OF STUDY CHECKLIST

This checklist was designed to help you properly complete your Plan of Study; it is not necessary to submit this checklist to the Graduate College with your Plan of Study form. As a reminder, incorrect Plan of Study forms will NOT be processed by the Graduate College. Before completing your Plan of Study, it is important to meet with your advisor and familiarize yourself with the following documents:

- The Plan of Study Instructions: <http://www.fau.edu/graduate> (click on "Current Students" and then the degree you are seeking).
- The Plan of Study tutorial: <http://www.fau.edu/graduate/plan/tutorial.php>.
- FAU Academic Policies and Regulations: <http://www.fau.edu/registrar/universitycatalog/univcatalog.php>

### **Important information:**

- **Deadlines:** The Plan of Study form must be received in the Graduate College before one-half of the coursework for the degree has been completed. You may NOT file a Plan of Study and graduate in the same semester or summer session.
- Your Plan of Study **must** be typewritten using Adobe Reader 9 or higher. Handwritten forms **will not be accepted**.
- **E-mail:** Your FAU e-mail account is the official method of communication used by the university. You should check it regularly by going to <http://myfau.fau.edu>. Be sure you have enough space in your account to receive e-mail.

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- o **Demographic information:** List your name (please include FAU e-mail address), Z #, degree objective, major and anticipated graduation date.
  - o **Thesis / Non-Thesis:** If you are a Master's student you **must** indicate whether you are a Thesis or Non-Thesis student.
  - o **Supervisory Committee:** Thesis / Dissertation students must type the names of their Supervisory Committee members. **Non-Thesis** students **must** type the name of their academic advisor on the first line (chair).
  - o **Courses to Remove Deficiencies:** List any courses (such as prerequisites) required by your advisor, that do not fulfill degree requirements.
  - o **Transfer Credits:** List any transfer credits in this box. See Academic Policies and Regulations in the university catalog for information about acceptable credits.
    - For doctoral students counting their master's degree credits as part of their doctorate, indicate the name of the university and the number of credits being applied to the degree. If your entire degree is not being counted, list each course that counts toward the 80 credit minimum.
  - o **Graduate Courses Taken at FAU:** List all courses, (current and future) in chronological order from your transcripts, that apply to your degree.
    - If you plan to list courses taken prior to being formally admitted to your degree program, familiarize yourself with the non-degree course regulations in the university catalog. When completing your Plan of Study, type the word "non degree" next to the title of the course. If you list more non-degree courses than allowed by university regulations, a Request to Waive a University Regulation (Form 10) must accompany the Plan of Study.
    - Review the FAU Policies and Regulations sheet (on the next page) to determine whether you need to attach a Request to Waive a University Regulation form to your Plan of Study.
  - o **Total Credit Hours in the Plan of Study:** Calculate the total number of credit hours minus courses from "deficiencies" section or courses with unacceptable grades.
  - o **Research Question(s):** You **must** answer the Research question(s), regardless of whether you are thesis or non-thesis.
    - If you answer *Yes* to any of the questions, you must submit a Research Compliance and Safety form (Form 12).
  - o **Signatures:** Your advisor, department chair and college dean (or designee) **must** sign your Plan of Study. Your signature is also required.

**Questions?** Please contact the Degree Completion Services department of the Graduate College at [Graduatesupport@fau.edu](mailto:Graduatesupport@fau.edu) or 561.297.2343.

## FAU ACADEMIC POLICIES AND REGULATIONS

*The following information is taken directly from the University Catalog. It is the student's responsibility to be aware of University regulations, as printed in the University Catalog. Please take the time to familiarize yourself with this information as well as those portions of the catalog pertaining to your chosen field of study.*

### SECTION ONE:

*Please note that if you fail to meet ANY of the criteria stated in Section One, you must submit a Request to Waive a University Regulation (Form 10) [http://wise.fau.edu/graduate/forms/FORM\\_10\\_Request\\_to\\_Waive\\_a\\_University\\_Regulation\\_Form.pdf](http://wise.fau.edu/graduate/forms/FORM_10_Request_to_Waive_a_University_Regulation_Form.pdf):*

☐ **Recency of Credits:** This regulation states that no credit more than ten years old at the time the Florida Atlantic University graduate degree is awarded may be counted toward that degree. Credits transferred into or applied to an FAU program are considered earned in the first semester of enrollment at FAU.

☐ **Continuous Enrollment:** This regulation states that Graduate students are required to enroll for at least 1 credit during at least two semesters (fall, spring, or summer) of every academic year in order to remain eligible for the degree. Students who fail to maintain continuous enrollment, as defined above, lose their eligibility for the degree. For additional information, please see Additional Policies for Graduate Students under the Academic Policies and Regulations portion of the University Catalog.

☐ **Residency:** This regulation states that all graduate degree-seeking students must register for at least one credit in the term in which the degree is to be awarded.

☐ **Non-Degree Credits:** This regulation states that only one-third of your total number of credits / coursework can be taken before you are formally admitted to a program.

### SECTION TWO:

#### ☐ **Grades:**

**Satisfactory Academic Performance:** To remain in good academic standing, each graduate student at Florida Atlantic University must maintain a satisfactory record. For all graduate students a satisfactory record is defined as an average of "B" or higher on all work attempted (3.0 on a 4.0 scale) at Florida Atlantic University by the end of the second term of enrollment and all subsequent terms. This is the minimum quality necessary for a graduate degree at Florida Atlantic University.

*The grades of "A" through "C" and "S" are passing grades.* The grades of "B-," "C+," and "C," while considered passing for undergraduate students, are indicative of unsatisfactory work for graduate students and may not be accepted for some courses. The grades of "C-," "D+," "D," "D-," "F" and "U" are failing grades.

**Incomplete Courses:** If you currently have an Incomplete in a course, this Incomplete must be changed to a letter grade in order to graduate.

#### ☐ **Degree Requirements**

A **minimum of 30 credits** is required for any master's degree.

At least **one-half of the credits** included in any master's degree program shall be designated as **6000-level courses or above**.

At least **one-half of the credits** offered for any master's degree shall be in a **single field of concentration**.

A **minimum grade point average of 3.0** is required on all work attempted in a graduate program. If a required thesis or dissertation deals with any federally mandated compliance issues, approval by the appropriate University committee prior to the collection of data is required. Contact the Division of Research for information (561-297-0777).

# PLAN OF STUDY FOR THE MASTER'S DEGREE

## FORM 6

This form must be received in the Graduate College before one-half of the coursework for the degree has been completed.

*Please Note: A student may **NOT** file this form and graduate in the same semester or summer session.*

### All Information Must Be Typed

Student's Name: \_\_\_\_\_ Z Number: \_\_\_\_\_ Date: \_\_\_\_\_  
First MI Last

Thesis/Non-Thesis: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_

Area of Specialization (If Applicable): \_\_\_\_\_

Supervisory Committee (If Applicable):

\_\_\_\_\_  
Chair (Name and Title)

\_\_\_\_\_  
Member (Name and Title)

\_\_\_\_\_  
Member (Name and Title)

\_\_\_\_\_  
Member (Name and Title)

\_\_\_\_\_  
Member (Name and Title)

\_\_\_\_\_  
Member (Name and Title)

The student will list below, in consultation with his/her adviser, a detailed program showing the proposed course of study for the Master's Degree. Following approval of this form, changes to the Plan of Study will be made only upon written recommendation using Form 9 (Revision to Existing Plan of Study).

### Courses to Remove Deficiencies or Other Stipulations ( Will Not Fulfill Master's Degree Requirements )

Subject	Course #	Title	Credits	Grade

### Transfer of Credits from Other Institutions

Subject	Course #	Title	Credits	Grade

### Graduate Courses Taken at Florida Atlantic University

Subject	Course #	Title	Credits	Grade

Graduate Courses Currently Taking or To Be Taken

Subject	Course #	Title	Credits	Grade

TOTAL CREDIT HOURS IN THE PLAN OF STUDY:

**NOTE: Considering your current state of degree completion, answer the following three questions to the best of your ability. This form will not be accepted by the Graduate College if any question is left unanswered. If you answer YES to any of the questions below, you are required to submit Form 12 with your Plan of Study.**

1. My research involves (or may involve) human or animal subjects for which IRB or IACUC approval and training are required.

2. My research involves (or may involve) intellectual property for which FAU may assert its rights to ownership.

3. My program of study requires (or may require) Environmental Health and Safety training.

☐ YES☐ NO

☐ YES☐ NO

☐ YES☐ NO

Thesis Topic or Field of Study (If Applicable): \_\_\_\_\_

Foreign Language (If Applicable): \_\_\_\_\_ Certified By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Student (Signature) Date

Plan of Study Approved by:

\_\_\_\_\_  
Supervisory/Graduate Committee Chair or Graduate Advisor (Signature) Date

\_\_\_\_\_  
Department Chair (Signature) Date

\_\_\_\_\_  
College Dean or Designee (Signature) Date

\_\_\_\_\_  
Dean of the Graduate College (Signature) Date

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