

## Graduate Plan of Work

Each student must submit a Plan of Work by the time he/she has accumulated **12 graduate credits**.

### Procedure for Students

1. Review this document with your advisor.
2. Submit the completed document to the department Graduate Officer.

# 1

<hr/>	<hr/>
Name	Student No.
<hr/>	
Address	
<hr/>	
Telephone	E-mail
<hr/>	
Advisor	Program/Area
<hr/>	
Degree	<input type="checkbox"/> Master of Arts (M.A.) <input type="checkbox"/> Master of Fine Arts (M.F.A.) <input type="checkbox"/> Plan A (Thesis) <input type="checkbox"/> Plan C (Thesis Exhibition) <input type="checkbox"/> Plan B (Essay)

# 2

### Courses Completed / Proposed

*Note:* The student is responsible for completing any prerequisites for the courses listed below.

Term	Subject	Course No.	Course Title	Credit Hours	
				Area	Elective
Credit Hours in Degree Program				Credit Hour Totals	

Completion of degree date is determined by the first recorded grade (term and year) for the degree.

**M.A.** (completed within 6 years)

1st recorded grade \_\_\_\_\_

Completion date \_\_\_\_\_

**M.F. A.** (completed within 3 years)

1st recorded grade \_\_\_\_\_

Completion date \_\_\_\_\_

**3**

### Petition for Candidacy

*Petition* I have completed the necessary prerequisites, have presented my Plan of Work, and have given evidence of ability to pursue satisfactorily a program of graduate study.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Plan of Work approved and candidacy recommended.**

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Graduate Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

**Candidacy Authorized by Graduate Office.**

Checked by \_\_\_\_\_ Date \_\_\_\_\_ Date notified (cc advisor) \_\_\_\_\_

**4**

### Instructions

- Careful planning and preparation of the Plan of Work is necessary to protect the student against errors in selecting courses and to ensure that a student has successfully fulfilled all degree requirements. *Students are responsible for knowing and adhering to their degree program guidelines and general university guidelines for graduate study.*
- The student should complete the Plan of Work in consultation with his/her advisor. For any substitution or change in study that is initiated after the original Plan of Work is completed, approved, and filed, requires the completion and submission of a Change of Plan of Work form. Any changes must be approved by the advisor, department, and college.
- The Plan of Work should be completed and filed early in the student's graduate study – no later than the term in which he/she completes 8-12 semester hours of work. Once the Plan of Work is complete and approved, the student's status will change. A graduate student is a "Degree Applicant" when admitted; his/her status changes to "Degree Candidate" when the Plan of Work is approved and filed. The student is responsible for completing all necessary prerequisites and requirements to move from Applicant to Candidate.
- *Only courses that will be used to satisfy program requirements should appear on the Plan of Work. For example, an elective course taken out of interest but not required for the degree should not appear on the Plan of Work. The total credit hours in degree program will be MFA – 60, MA in Art – 32, MA in Fashion Design and Merchandising – 32, or MA in Art History – 32 (Thesis) or 33 (Essay).*
- The Plan of Work must indicate that at least half of the course work presented for the degree is in the student's degree program/concentration. The essay or thesis must also be in the degree program but is not counted toward the course work half in the program/concentration. There should be at least 6 semester hours of 7000-8999 level courses in the program/concentration in addition to the essay or thesis course.