

## Plan of Study (Updated 2024)

Complete this form, obtain approval from your advisor, and submit to the Grad Studies office, at [grad@mnsu.edu](mailto:grad@mnsu.edu). If you are completing multiple degrees, you will need to complete one form for each degree, with your advisor. This will be stored in your MavConnect by Navigate account.

Name: \_\_\_\_\_

TechID: \_\_\_\_\_

Star ID: \_\_\_\_\_

Advisor: \_\_\_\_\_

Degree you are pursuing (Master of Accounting, Master of Arts, Master of Business Administration, Master of Fine Arts, Master of Science, Professional Science Masters, Specialist, Doctorate):

Area of Study (degree or discipline): \_\_\_\_\_

Are you pursuing any graduate certificates? If so, please list the name of the graduate certificate(s)?

\_\_\_\_\_

Which capstone experience are you planning?

Anticipated Graduation Term:  Fall  Spring  Summer Year: \_\_\_\_\_

Does your program require a committee?  Yes  No

If yes, please list your committee members:

\_\_\_\_\_

**Identify your plans for courses. Keep in mind:**

- You need to have a research course (minimum of 2 credits)
- You need to complete the [online Graduate Transfer Form](#) for any courses that you wish to transfer (a maximum of 10 credits)
- All coursework, including approved transfer credits, need to be completed within a 6-years of graduation. Should you have extenuating circumstances, complete the [Extension of Time request form](#).
- Only graduate-level courses (500 level and above) will be counted toward a graduate degree or graduate certificate.
- All master's degree programs must have at least one-half of the credits counted for the degree (excluding thesis and APP credits) earned in courses restricted to graduate students (600 – 699 level).
- A 3.0 grade point average minimum must be maintained for all graduate work being counted toward the fulfillment of a graduate certificate or degree program.
- Courses taken at Minnesota State University, Mankato that are assigned a 'C-' or below will not be counted for graduation credit. Transfer credits assigned a 'B-' or below will not be accepted.
- If a dual numbered course is taken at the undergraduate level, it cannot be taken at the graduate-level and counted toward a graduate degree program or graduate certificate.
- Graduate courses may be repeated but credit for the course is applicable toward the degree only once. However, all grades earned for that course shall be used in calculating the grade point average.
- Prior to your degree being awarded, any I/IP will need to be resolved
- A maximum of 6 credits of independent/individual study may be applied to your graduate degree program or certificate.
- A minimum of 3 thesis credits must be earned if a student is completing a thesis; a maximum of 6 credits can be applied to your graduate program
- You must be registered for at least one graduate-level credit during the semester you intend to graduate.
- Thesis and dissertation deadlines are strict deadlines. Your defense and edits need to be complete and the document must be uploaded by this date to be considered for your degree to be awarded.
- A transfer course is a course taken at another institution and being used in place of a course at MNSU. The Graduate Studies office requires an official transcript from the institution where the courses were taken. A substitution is a course taken at MNSU in place of a requirement. Both transfer and substitution courses require approval from your program.

Dept & Course No (ex: ACCT 000)	Title	Number of Credits	Semester and Year	Is this a Transfer Course/Credits or substituted course?

Note: If research for your capstone project involves human or animal subjects, refer to the IRB information at [https:// research.mnsu.edu/institutional-review-board/proposals/](https://research.mnsu.edu/institutional-review-board/proposals/)

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor signature: \_\_\_\_\_

Date: \_\_\_\_\_