



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://scsu.mn/37YKzRq>. **Please complete form, obtain signatures, and email to the School of Graduate Studies at graduatestudies@stcloudstate.edu.**

Date	Student Tech ID Number	SCSU Graduate Credits Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>

Student Name (Last, First, Middle)	HuskyNet Email Address
<input type="text"/>	<input type="text"/>

Program Information

Major Program / Concentration	Prerequisites
<input type="text"/>	<input type="text"/>

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

<input type="checkbox"/> Certificate	<input type="checkbox"/> Plan A	<input type="checkbox"/> Plan B	<input type="checkbox"/> Plan C	<input type="checkbox"/> Doctoral Program
	<input type="checkbox"/> Thesis	<input type="checkbox"/> Starred Paper	<input type="checkbox"/> Project/Portfolio	<input type="checkbox"/> Dissertation
	<input type="checkbox"/> Creative Work	<input type="checkbox"/> Comprehensive Exam	<input type="checkbox"/> Internship/Portfolio	
	<input type="checkbox"/> Field Study	<input type="checkbox"/> Capstone/Professional Program		

Elective approval and substitutions, exceptions, or changes to approved curriculum. (For substitutions or changes, list department and course numbers, change required and rationale for changes. Use additional space on page 2 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 seven (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 Earned	Date Taken	Applies as SCSU Course

Signatures Needed

Student (Signature)	Student Name (Print)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Graduate Advisor (Signature)	Graduate Advisor Name (Print)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Program Coordinator (Signature)	Program Coordinator Name (Print)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

School of Graduate Studies (Signature)	School of Graduate Studies Name (Print)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

FOR OFFICE USE ONLY: Student Notified



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://scsu.mn/37YKzRq>.
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: via email to graduatestudies@stcloudstate.edu.
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 or core 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.

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