

**FLORIDA STATE UNIVERSITY
COLLEGE OF EDUCATION, HEALTH, AND HUMAN SCIENCES
Program of Study – Master’s Degree**

*Form Fields Must Be Typed.
Authenticated Digital Signatures Required.*

Name:		EMPLID:	
Mobile Phone:		FSU Student E-mail:	
Department/Program:		Major/Academic Plan Code:	
<u>Post-Bachelor’s Degrees Earned</u>			
Institution:	Degree:	Date:	Major:
Institution:	Degree:	Date:	Major:
Thesis-Track MS*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Graduate Courses Required to Be Completed for the Master’s (MS) Degree

Prefix and No.	Course Name	Semester Hours	Year and Semester Taken (List in chronological order, past to present)
	Comprehensive Exam, Portfolio Defense or Capstone* <small>(If not applicable in your program, Type “NA” in the credit hours field.)</small>		*Must register for Exam, if required by program.
	Thesis Defense** (if not applicable, leave blank)		**Must register for Defense
	Subtotal		

FSU Non-Degree Seeking Student Coursework
 (Only 12 hours may be used – Grade must be a “B” or better in order to be used towards the graduate degree.)**
Requires an approved transfer credit request.

Prefix and No.	Course Name	Semester Hours	Year and Semester Taken (List in chronological order, past to present)
Subtotal			

Transfer Courses (Only 6 Hours May Be Used)**
 Graduate course grade must be a “B” or better to be eligible for transfer credit approval. Courses cannot be posted without an official transcript submitted to the University. Transfer credit must be approved by the University Registrar.
 **Please NOTE: No student may be awarded more than a total of 12 hours of combined non-degree seeking student credit and/or transfer credit. Requires an approved transfer credit request.

Prefix and No.	Course Name	Semester Hours	Year and Semester Taken (List in chronological order, past to present)
Subtotal			
Semester in Which Graduation is Planned:			
Total Graduate Hours + Exam or Thesis			
Non-degree seeking student Internal Transfer Credits			
Total Transfer Credits			
Final Total			

Supervisory Committee#

Thesis-Track MS Degree: A minimum of 3 members who hold Graduate Faculty Status (GFS) at FSU is required. – Two members, including the major professor, must be from the major in which the student will receive a degree. The third member may be from the major department.

Non-Thesis Track EDS Degree: Approval of major professor required. Additional committee members are optional. Major professor must hold GFS or Co-Directive Status at FSU.

Committee Members (Signed and Typed)	Department/Program	Directive Status
(Co-)Major Professor: Typed Name:		GFS <input type="checkbox"/> Co-directive status <input type="checkbox"/>
(Co-)Major Professor (if applicable): Typed Name:		GFS <input type="checkbox"/> Co-directive status <input type="checkbox"/>
Member: Typed Name:		GFS <input type="checkbox"/> Co-directive status <input type="checkbox"/>
Member: Typed Name:		GFS <input type="checkbox"/> Co-directive status <input type="checkbox"/>

Member:		GFS <input type="checkbox"/>
		Co-directive status <input type="checkbox"/>
Typed Name:		
Student Signature:		Date:
Department Chair or Representative:		Date:
Academic Dean or Representative:		Date:

Rev. April 2024

#A master’s degree supervisory committee must be designated for all thesis-track students and may be designated for non-thesis or project students at the option of the department/program. The thesis supervisory committee must consist of a minimum of three members of the faculty who have Graduate Faculty Status, one of whom is designated as the major professor. Programs may establish a more stringent policy on supervisory committee membership, but such policies may not conflict with the University policy. College policy requires the formation of the thesis supervisory committee no later than the end of the second semester of enrollment.

A major professor/advisor must be assigned for all graduate students no later than the seventh week of their semester of admission.

Master’s Program of Study Forms (POS) must be submitted to the Office of Academic Services and Intern Support (OASIS) no later than the end of the second semester of enrollment. (Example: Fall 2024 admitted students have a Spring 2024 POS submission deadline.) Some programs/departments may have earlier deadlines. Consult your department/program Graduate Handbook or contact your advisor.