

Plan of Study

All students in the M.A. program in history must file a Plan of Study with the Graduate College upon completion of 9 credits of qualified course work. This form is completed by the student in consultation with the graduate director. Approval of this plan certifies that the student has demonstrated the ability to do acceptable graduate work. Those students who make changes to their Plan of Study after the original plan was submitted are required to revise their approved Plan of Study in the last semester before graduation. Information about submitting the Plan of Study can be found on the Graduate College Website (<http://www.fau.edu/graduate/forms-and-procedures/degree-completion/plan-of-study.php>). The Graduate College Website also explains the procedure for revising an approved Plan of Study (<http://fau.edu/graduate/forms-and-procedures/pos-revision.php>). ***Failure to file an approved and updated plan of study will prevent the student from graduating.***

To fill out the Plan of Study form, please undertake the following steps:

1. Print out either:
 - the thesis checklist:[http://www.fau.edu/history/Thesis advising sheet NEW.pdf](http://www.fau.edu/history/Thesis_advising_sheet_NEW.pdf)
 - or non-thesis checklist: [http://www.fau.edu/history/Non-thesis advising sheet NEW.pdf](http://www.fau.edu/history/Non-thesis_advising_sheet_NEW.pdf)
2. Go into MyFAU and access your graduate transcript.
3. Fill out the appropriate checklist.
4. Make note of courses still needed to complete the graduate degree.
5. Access the POS form in My FAU – go to the Graduate College Tab in the top row, click on the College of Arts and Letters in box at top left, and follow the prompts and fill in the form using information from the checklist.
6. Submit POS electronically to the Director of Graduate Studies for approval.

--Please note that a grade of B- (B minus) or below in any graduate course will not count towards completion of the degree
