MASTERS-ALONG-THE-WAY – FACULTY/STAFF
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Step-by-Step Process

In order to process a Master’s-Along-The-Way (MALW), the following documents will be submitted the semester before the student plans to earn an MALW.

1. Electronic Plan of Study (POS) for a Master’s Degree –
   • This must be submitted through the MyPOS system the semester before the degree is awarded.
   • **Verify that there is a comment in the “Notes” section that this POS is for a MALW.**
   • The POS is submitted to the Graduate College electronically and is approved by the levels of evaluators preset in the MyPOS system.

2. Decision Award (Form 4) –
   • This form is submitted by the departmental MALW program staff to Graduate Admissions within the Graduate College during the same time period that the POS is generated.
   • **MALW program staff must write in the box in the middle of the Form 4 that it is a “Master’s-Along-The-Way” degree.**
   • The admission date should be the same semester as the graduation date.

3. Application for Degree for Master’s Degree –
   • This is submitted to Degree Completion Services within the Graduate College by the established Application for Deadline on the Academic Calendar.
   • The form should use the semester after the POS is submitted as the graduation date.
   • **MALW should be handwritten at the top of the Application for Degree form.**
   • The form needs to be signed by the student and department/college representative(s). The same process as all other Application for Degree forms is followed.

4. Follow-up-
   • After degree certification is complete and the MALW degree is awarded, the graduate program staff follows up the Graduate College admissions staff (gcadmissions@fau.edu) if any student record is not turned back to doctoral program in the Banner system.