MASTERS-ALONG-THE-WAY – OVERALL
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Step-by-Step Process

Purpose: the Master’s-Along-the-Way (MALW) option is given to qualified doctoral students as an opportunity to earn a master’s degree “along the way” to earning their doctoral degree.

Process: the following steps need to be taken in order to award a student 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.
   - The student or advisor should note in the Notes section that the student is earning an 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 to Graduate Admissions within the Graduate College at decisionaward@fau.edu.
   - In the box in the middle of the Form 4, “Master’s-Along-The-Way” must be written.
   - This form is submitted the same week the student generates the electronic plan of study.
   - The admission date should be the same semester as the graduation date.

3. Application for Degree for Master’s Degree –
   - This form is submitted to Degree Completion Services within the Graduate College by the Application for Degree deadline posted on FAU’s Academic Calendar.
   - The form should use the semester after the POS is submitted as the graduation date.
   - MALW needs to be written on the top of the form.
   - The form should be signed by both the student and department/college representatives.

4. Banner Record Change –
   - After degree certification is complete and the MALW degree is awarded, Graduate Admissions will change the student’s record in Banner back to the doctoral program.