


**EAST STROUDSBURG
UNIVERSITY
of Pennsylvania**

200 Prospect Street
Zimbar-Liljenstein, Rm 154
East Stroudsburg, PA 18301-2999
(570) 422-3536 toll-free (866) 837-6130
Email: grads@esu.edu

**Graduate & Extended
Studies**
**Plan of Study and
Application for Candidacy
for Master's Degree**
I. Plan of Study and Application for Candidacy

1. All Graduate Students who have been admitted as "Admission, Pre-Candidacy (Full)" are expected to complete a Plan of Study no later than the semester they are enrolled in their 12th credit hour of graduate coursework. Meet with your graduate coordinator or advisor as assigned by your academic department, and complete the Plan of Study form accurately and neatly.
2. Submit the department approved and signed Plan of Study, with any required or supporting documents, to the Graduate & Extended Studies for final approval by the Graduate Director.
3. Once approved by the Graduate Director, the Office of Graduate & Extended Studies will mail a signed copy to you and the Graduate Coordinator of your program. File your copy in a secure place and be sure to adhere to the approved plan as you progress through your degree program.
4. Approval of the Plan of Study constitutes Admission to Candidacy to the master's degree and academic major and is what establishes the requirements for graduation. Specifically, the Plan of Study delineates the required and elective coursework and culminating experience needed for graduation. A student must be in Academic Good Standing and fulfill all requirements identified in the Plan of Study for conferral of the degree.

II. Student Information

Student ID # _____	Last Name _____	First Name _____	Middle Initial _____	Former Name _____
Mailing Address _____		City _____	State _____	Zip Code _____
Home Phone # _____		ESU Email Address _____		

III. Degree Designation and Major

1. Master's Degree: ☐ M.A. ☐ M.Ed. ☐ M.P.H. ☐ M.S.
2. Major (Academic Program): _____ Area of Concentration (If Applicable): _____
3. Semester and Year of 1st Registration into Degree, Major, & Concentration: _____
4. Catalog Year in Effect: _____ 5. Projected Semester and Year of Graduation: _____

IV. Degree Requirements

1. Master's degrees must meet the **minimum** requirement of 30 credits and include certain components such as (1) common core of courses related to the discipline or field of study; (2) concentration or specialization in a focused area of the discipline; (3) cognate courses which broaden perspective or mastery, or provide special skills; and (4) culminating experience requirement – thesis, research project, comprehensive examination, practica, internship, or other fieldwork that synthesize theory and practice.

Degree Requirements *continued*

2. List all coursework required for specified degree. Indicate which course(s) will be transferred in. All transfer courses must be approved in advance and listed on the Plan of Study or Plan of Study Amendment.

Prefix	Course#	Title	# of credits	Check if transfer credit
<i>Common Core of Courses Related to the Discipline or Field of Study</i>				
				☐
				☐
				☐
				☐
				☐
<i>Concentration or Specialization in a Focus Area of the Discipline</i>				
				☐
				☐
				☐
				☐
				☐
<i>Cognate Courses Which Broaden Perspective or Mastery, or Provide Special Skills</i>				
				☐
				☐
				☐
				☐
<i>Culminating Requirements</i>				
Total number of credits needed for the specified master's degree:				

Other Non-Credit Requirements: ☐ Comprehensive Exam ☐ Final Oral Exam ☐ Other _____

V. Student Signature

Signature below acknowledges responsibility of the student to adhere to established academic policies, program requirements, and other procedures as stated in the Graduate Catalog in effect at the time of enrollment in the program. Further, once approved, any changes to the program requirements must be delineated and fully approved in a Plan of Study Amendment. Finally, all requirements identified in the Plan of Study must be fulfilled for conferral of degree.

Student Signature

Date

VI. Department and Graduate & Extended Studies Approval

Signature designates approval of applicant's Plan of Study and admission to candidacy for the stated graduate degree and academic major.

Graduate Advisor

Date

Department Chair

Date

Graduate Coordinator

Date

Graduate Director

Date