POS Helpful Hints

Completing the Master’s Degree Program of Study Form

Each student needs to complete and submit the Program of Study (POS) form to the Division of Graduate Studies for approval. There isn’t a “deadline” per se, but the POS is supposed to be submitted and approved by the Division of Graduate Studies prior to the comprehensive exam date. The approval process can take several weeks, so the sooner the better as far as filling out the POS. Here are some pointers for filling out the form:

♦ You should list only academic course work. The number of credits should at least equal the number of credits required for the degree. For thesis students, 6 of the credits will be for SHS 599 Thesis. **DO NOT LIST** practica (SHS 580) or internship (SHS 584) credits.

♦ The faculty members who sign the POS will comprise your Graduate Committee. For questions regarding who can serve as committee chair and/or committee member, please refer to the departmental Graduate Guide. (Your “Graduate Guide year” is the year you began the graduate program.)

♦ Do not list any prerequisite or deficiency courses you were required to take.

♦ After the list of courses, be sure to indicate the type of final examinations required for the degree.

- **For Non-Thesis:**
  - Final (Written) - Yes
  - Final (Oral) - No
  - Thesis, Practicum, Bound Document w/Oral Def. - No
  - Foreign Language* - No

- **For Thesis:**
  - Final (Written) - No
  - Final (Oral) - No
  - Thesis, Practicum, Bound Document w/Oral Def. - Yes
  - Foreign Language* - No

*Even if you are in the bilingual track, this should be “No”*

♦ Be sure to sign the form yourself, and then have your committee members sign. Once that is accomplished, leave the form with the staff member in the SHS administration area (Coor Hall 2211, the red reception area). The staff member will obtain the Department Chair’s signature and send the form to the Division of Graduate Studies.