

*WEST VIRGINIA UNIVERSITY*  
DAVIS COLLEGE OF AGRICULTURE, NATURAL RESOURCES AND DESIGN

*Master's Degree*  
PLAN OF STUDY

Name \_\_\_\_\_ Student ID No. \_\_\_\_\_

Degree Sought \_\_\_\_\_

Planned Completion Date \_\_\_\_\_

Colleges and universities previously attended, dates attended, and degrees received:

\_\_\_\_\_ GPA \_\_\_\_\_

\_\_\_\_\_ GPA \_\_\_\_\_

\_\_\_\_\_ GPA \_\_\_\_\_

Courses accepted from other institutions towards DCANRD Master's Degree:

WVU guidelines state that a maximum of 12 semester hours of transfer credits from other institutions may be accepted for credit at WVU for graduate programs requiring 30-41 semester hours. Up to 18 semester hours of transfer credits can be accepted for graduate programs requiring 42 or more semester hours. The acceptance of transfer credits for individual graduate programs must be approved by the student's graduate committee.

Course	Institution	Semester Hour	Grade

DIRECTIONS

1. Due date – The Master's degree plan of study is required prior to or at the end of the first semester enrolled, excluding summer sessions. This form must be typewritten or computer generated, completed in full, and signed by the student and all members of his/her graduate committee.
2. When approved by the Davis College Associate Dean for Academic Affairs, it becomes a binding agreement among the student, committee, and the WVU Davis College of Agriculture, Natural Resources and Design.
3. Requests for changes to the plan of study must be approved by the Davis College Associate Dean for Academic Affairs. All changes to the plan of study (course additions, deletions, and replacements, etc.) must be submitted in writing and approved by all members of the graduate committee.

### Courses to be Completed at WVU for this Degree

Course Number	Course Title	Credits	Grade

Total Graduate Credit Hours: \_\_\_\_\_

Credit Hours at 400 Level:	% of Total
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Credit Hours at 500+ Level: \_\_\_\_\_ % of Total \_\_\_\_\_

## REQUIREMENTS

1. Students must show at least 30 graduate level credits (400 level or above) on the plan of study.
2. No more than 40% of the total coursework on the plan of study may be at the 400 level.
3. **Thesis Option:** Research and thesis credits are limited to a total of 6 credits combined. Seminar, internship and independent study credits are limited to 6 total hours combined.
4. **Non-Thesis Option:** Research and problem report credits are limited to a total of 3 credits combined. Seminar, internship and independent study credits are limited to 12 total credits combined.

Please Check one:      Thesis \_\_\_\_\_      Non-Thesis \_\_\_\_\_

Proposed Topics for thesis, problem report or scholarly activity: \_\_\_\_\_

Approved by the Graduate Committee:

Name Typed	Signature	Date
-Major Professor		

The majority of any graduate committee must be members of the graduate faculty, including the chair of the committee. No more than one person may be a nonmember of the graduate faculty. No family member may serve on the graduate committee of his or her relative. Co-chairs of committees are allowed, but at least one of the co-chairs must be a regular member of the graduate faculty. All graduate committees are subject to the approval of the chairperson or designee of the division and the dean or designee of the college. Once a graduate committee has been officially established, it will not be necessary to alter it if the graduate faculty status of member(s) of the committee is changed. Any changes in the membership of a graduate thesis committee require approval of the dean or designee of the college or school. Depending on circumstances and the judgment of the dean or designee, replacement of the chair may require that activities already completed (such as prospectus approval meeting) be repeated.

Master's committees consist of no fewer than three members. It is recommended that at least one member of the committee be from outside the student's program. Master's committees of students choosing a thesis option must be chaired by a regular graduate faculty member and the majority of the committee must have regular graduate faculty status. Master's committees of programs not requiring a thesis generally consist of no fewer than three members, one of whom must be a regular graduate faculty member. No more than one person may be a non-member of the graduate faculty, and the nonmember cannot chair or advise.

Approved by the Student:

_____	_____ / _____
Name Typed	Signature      Date

Approved by the Davis College Division Director:

_____	_____ / _____
Name Typed	Signature      Date

Approved by the Associate Dean for Academic Affairs:

Dr. Todd Petty	_____ / _____
Name Typed	Signature      Date

#### ACADEMIC STANDARDS

1. To remain in good academic standing, a student must have an overall graduate transcript GPA of 2.75 or higher. Students who fall below this level are subject to suspension by the Associate Dean of Academic Affairs at the end of each academic year.
2. A student must have a GPA of 3.0 or higher for all coursework in the plan of study to graduate and a GPA of 2.75 or higher on all courses taken as a graduate student.

3. Appeals must be submitted to the Academic Standards Committee of the Davis College.

**(Submit to the Davis College Graduate Student Records Office)**