

PLAN OF WORK INSTRUCTIONS

The Plan of Work form is required to be on file after the student has completed 12 credit hours. If the form is not on file at that time, further class registration will be prohibited. Students are encouraged to file a Plan of Work as soon as possible in order to avoid problems with registration. The form is filled out by the student and advisor and submitted to room 265 Matthaei for the appropriate signatures. Essentially this form is a contract between the student and the University. The student agrees to take the courses listed and the University agrees to then award the appropriate degree. Advisors are required to check the form carefully to ensure that all prerequisites/requirements are met. Students are required to carefully select courses that are most in line with their professional goals. Dates for classes need only be approximate, but students should be reminded that the total time frame to complete a Master's degree is six years. Once the form is approved by the College of Education, a copy is sent to the student and another is put in the student's file.