

PROGRAM OF STUDY ADJUSTMENT FORM FOR MASTER’S AND SPECIALIST DEGREES

- Copies of all previously approved Program of Study (POS) Forms and copies of all previously approved POS Adjustment Forms must be included/attached with the submission of this form.
- List coursework adjustments in chronological order.
- Departments/Programs may choose to submit a revised Program of Study Form instead of a Program of Study Adjustment Form.

Form Fields Must Be Typed. Authenticated Digital Signatures (Adobe or DocuSign) Are Required.

Student Name:		EMPLID (9 digits):	
FSU Student E-mail:		Department/Program:	
Major Name and Academic Plan Code:		Check One: Master’s: Specialist: MS/EDS (EPLS only):	
Thesis-Track MS*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are all previously approved Program of Study Forms included with this submission?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are all previously approved Program of Study Adjustment Form included with this submission? (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

This adjustment form will act as an amendment to your previously approved Program of Study (POS) Form and (where applicable) previously approved adjustment form(s) on file in the Office of Academic Services and Intern Support (OASIS). In the POS adjustment section below, you must include each course's prefix/number, title, number of hours, and semester/year. Preferred wording for the adjustment is "add," "remove," and "replace." *The changes below must comply with university, college, and department/program requirements.*

Failure to submit this form or a revised Program of Study form to OASIS promptly after changes are approved by the advisor/major professor or academic program will delay graduation clearance. An accurate program of study must be on file in OASIS to be eligible for degree conferral.

COURSEWORK ADJUSTMENT(S) REQUESTED:

1. Original Course Prefix and Number	Original Course Name	Original Semester Hours	Year and Semester Taken (List in chronological order, past to present)
Amendment to Original Course Prefix and Number	Choose One: Add: <input type="checkbox"/> Remove: <input type="checkbox"/> Replace (with): <input type="checkbox"/>	Semester Hours	Year and Semester Taken (List in chronological order, past to present)
2. Original Course Prefix and Number	Original Course Name	Original Semester Hours	Year and Semester Taken (List in chronological order, past to present)
Amendment to Original Course Prefix and Number	Choose One: Add: <input type="checkbox"/> Remove: <input type="checkbox"/> Replace (with): <input type="checkbox"/>	Semester Hours	Year and Semester Taken (List in chronological order, past to present)

3. Original Course Prefix and Number	Original Course Name	Original Semester Hours	Year and Semester Taken (List in chronological order, past to present)
Amendment to Original Course Prefix and Number	Choose One: Add: <input type="checkbox"/> Remove: <input type="checkbox"/> Replace (with): <input type="checkbox"/>	Semester Hours	Year and Semester Taken (List in chronological order, past to present)
4. Original Course Prefix and Number	Original Course Name	Original Semester Hours	Year and Semester Taken (List in chronological order, past to present)
Amendment to Original Course Prefix and Number	Choose One: Add: <input type="checkbox"/> Remove: <input type="checkbox"/> Replace (with): <input type="checkbox"/>	Semester Hours	Year and Semester Taken (List in chronological order, past to present)
5. Original Course Prefix and Number	Original Course Name	Original Semester Hours	Year and Semester Taken (List in chronological order, past to present)
Amendment to Original Course Prefix and Number	Choose One: Add: <input type="checkbox"/> Remove: <input type="checkbox"/> Replace (with): <input type="checkbox"/>	Semester Hours	Year and Semester Taken (List in chronological order, past to present)
6. Original Course Prefix and Number	Original Course Name	Original Semester Hours	Year and Semester Taken (List in chronological order, past to present)
Amendment to Original Course Prefix and Number	Choose One: Add: <input type="checkbox"/> Remove: <input type="checkbox"/> Replace (with): <input type="checkbox"/>	Semester Hours	Year and Semester Taken (List in chronological order, past to present)
Semester in Which Graduation is Planned:			
Total Graduate Hours + Exam or Thesis			
Non-degree seeking student Internal Transfer Credits			
Total Transfer Credits			
Final Total			
Supervisory Committee#			
<p>Thesis-Track MS Degree: A minimum of 3 members who hold Graduate Faculty Status (GFS) at FSU is required. – Two members, including the major professor, must be from the major in which the student will receive a degree. The third member may be from the major department.</p> <p>Non-Thesis Track EDS Degree: Approval of major professor required. Additional committee members are optional. Major professor must hold GFS or Co-Directive Status at FSU.</p>			

Committee Members (Signed and Typed)	Department/Program	Directive Status
(Co-)Major Professor:		GFS <input type="checkbox"/> Co-directive status <input type="checkbox"/>
Typed Name:		
(Co-)Major Professor (if applicable):		GFS <input type="checkbox"/> Co-directive status <input type="checkbox"/>
Typed Name:		
Member:		GFS <input type="checkbox"/> Co-directive status <input type="checkbox"/>
Typed Name:		
Member:		GFS <input type="checkbox"/> Co-directive status <input type="checkbox"/>
Typed Name:		
Member:		GFS <input type="checkbox"/> Co-directive status <input type="checkbox"/>
Typed Name:		
Student Signature:		Date:
Department Chair or Representative:		Date:
Academic Dean or Representative:		Date:

November 2024

#A master's degree supervisory committee must be designated for all thesis-track students and may be designated for non-thesis or project students at the option of the department/program. The thesis supervisory committee must consist of a minimum of three members of the faculty who have Graduate Faculty Status, one of whom is designated as the major professor. Programs may establish a more stringent policy on supervisory committee membership, but such policies may not conflict with the University policy. College policy requires the formation of the thesis supervisory committee no later than the end of the second semester of enrollment.

A major professor/advisor must be assigned for all graduate students no later than the seventh week of their semester of admission.

Master's Program of Study Forms (POS) must be submitted to the Office of Academic Services and Intern Support (OASIS) no later than the end of the second semester of enrollment. (Example: Fall 2024 admitted students have a Spring 2025 POS submission deadline.) Some programs/departments may have earlier deadlines. Consult your department/program Graduate Handbook or contact your advisor.