UMKC | Henry W. Bloch School of Management

MASTER'S DEGREE PROGRAM OF STUDY

INSTRUCTIONS: See reverse side.

NAME (PRINTED)

STUDENT ID NUMBER

CURRENT ADDRESS

DEGREE PROGRAM & EMPHASIS

CITY, STATE   ZIP CODE

SEMESTER/YEAR ENTERED PROG

List below courseu proposed for your advanced degree program.

Course #	Title	Hrs.	Grade	Course #	Title	Hrs.	Gradg

Total Number of Hours _____
Total 5000 Level _____

SPECIAL REQUIREMENTS

APPROVALS

_____
ADVISOR   DATE

_____
DIVISION DIRECTOR   DATE

_____
 SGS DEAN   DATE

_____
STUDENT SIGNATURE   DATE

MASTER'S DEGREE PROGRAM OF STUDY (POS)

The POS is the contract used by the Registrar's Office to determine that the requirements for graduation have been fulfilled.

This form should be completed and submitted to the School of Graduate Studies (SGS) by your academic advisor before 50% of the program coursework has been completed. If necessary, POS can be revised and resubmitted to SGS.

Reminder of the SGS GPA requirement for graduate students: Of the total required, at least 80% of all courses must be a grade of "B" (3.0) or higher (A, A-, B+, B). Only 20% can be grades below a "B" (B-, C+, C). No grade below "C" in any 5000-level course. The minimum GPA for retention and graduation is 3.000 (B).

Complete the entire form as specified below:

- Must be typed or very neatly printed. Must be hand-signed. ***DO NOT USE PENCIL. USE BLUE OR BLACK INK ONLY.***

- List all courses taken for graduate credit which will be applied towards your master's degree. Do not list courses from which you have been waived.

- As you list courses, try to group them by category; Stage I/Core requirements, Stage II/emphasis/specialization/track requirements and electives.

- Record the grade received for courses completed. Leave the space blank for courses yet to be completed.

- If you are transferring graduate courses to UMKC which will be used toward your degree, place an asterisk by the transfer course(s); at the bottom of the course listing section place an asterisk and type "transfer from" and the name of the institution. Any waived or substituted courses must also be noted in the "Special Requirement" section.

- After the POS is completed, submit it to your academic advisor. The advisor will review it to make sure that all university requirements have been met, and will then forward it to the Division Director for approval. Final approval will come from the School of Graduate Studies Dean.

- You will receive a copy of the approved POS and a copy of the "Graduate Degree Checklist" via UMKC e-mail once your degree check is completed.

- If you need to make changes to your program after your POS is approved, please complete a new form for review and approval.