



## 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.

**MBA/MERE/MSA and MSF students:** This form and the "Application for Graduation" should be turned in together by the graduation deadline in the semester in which you intend to complete your degree.

**MPA students:** Fill out this form once you have completed between 18 - 24 credit hours. Fill out the "Application for Graduation" form and turn it in before the graduation deadline in the semester in which you intend to complete your degree.

Complete the entire form as specified below:

- Must be typed or very neatly printed. **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.
- After the POS is completed, submit it to the Student Services Office in room 115 of the Bloch School. An advisor will review it to make sure that all university requirements have been met, and will then forward it to a faculty member in your concentration area for approval. Final approval will come from the Division Director/Assistant 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.
- Do not hesitate to contact the Bloch School Student Services Office (816-235-2215) if you have any questions.

**Important - you must submit your POS and "Application for Graduate Degree" by the posted deadlines. Please consult the academic calendar for specific semester deadlines.**