INSTRUCTIONS - PLEASE READ CAREFULLY

PLAN OF WORK

CAREFUL PLANNING AND PREPARATION OF THE PLAN OF WORK IS NECESSARY TO PROTECT THE STUDENT AGAINST ERRORS IN SELECTING COURSES AND DEFICIENCIES IN FULFILLING DEGREE REQUIREMENTS.

Through a plan of work the student becomes familiar with degree requirements, receives help and counsel from his/her advisor, selects his/her courses with greater care and insures that by the time his/her coursework is completed all degree requirements will be fulfilled. He/She can save time in registering by signing his/her own Registration Form if he/she elects, only the courses that have been recorded in his/her plan of work and approved by his/her advisor. If any substitution is made after the plan of work has been approved, the advisor and the College of Liberal Arts and Sciences Graduate Office must approve the substitution.

Filing Date - The plan of work should be made early in the student's graduate study, not later than the close of the term in which he/she completes nine (9) semester hours. Candidacy must be recommended before the student can be certified as a degree "candidate". A degree applicant may not be able to register in additional courses after he/she has earned nine (9) semester hours until the approved plan of work has been submitted and candidacy has been recommended.

Preparing the plan of work - The student must prepare and present three (3) copies of this form to his/her advisor for approval. A COPY OF THE STUDENT'S WSU TRANSCRIPT MUST BE ATTACHED. Before preparing the plan of work the student should review all general degree requirements and all departmental or college requirements published in the Wayne State University Graduate Bulletin.

Recommending Candidacy - The advisor will review the plan of work, recommend candidacy and forward all copies to the College of Liberal Arts and Sciences Graduate Office.

The College of Liberal Arts and Sciences Graduate Office will review the plan of work. If it acceptable, the Liberal Arts and Sciences Graduate Office will notify the student and advisor. If it is not acceptable, the plan of work will be returned to the advisor for revision.

PETITIONING FOR CANDIDACY

If the student intends to earn a graduate degree, he is admitted as a degree "applicant". This status is tentative until the student has completed enough work to permit the University to make a sound decision with respect to his ability to pursue