

## MASTER'S DEGREE PLAN

Things to keep in mind when completing your degree plan.

1. Master's level students are expected to complete a degree plan once they have completed 12 credit hours. See the Graduate catalog for more details.
2. You can download the electronic version of the degree plan by going to the Graduate School, selecting forms, and then selecting the master's degree plan.  
<http://www.twu.edu/o-grad/mdegplan.doc> will take you directly to the document you need to work from.
3. The Family Sciences faculty and the Graduate School will appreciate a typed degree plan. **Plan to only turn in a typed degree plan.** The form you get from the Graduate School website is easy to work with.
4. When listing faculty serving on your advisory committee, be sure to only select faculty members who are current, full-time faculty.
5. Verify the course numbers and titles as you fill in the course work information.
6. It is only necessary to fill in the "Date Completed" when you have already completed the course.
7. Verify that you have the correct number of hours for the master's degree you are studying for. The various Family Sciences programs have differing credit hour requirements. Be sure to follow the degree and credit hour requirements for your major.
8. Once your typed degree plan is complete, bring it to the office, or turn it in to your faculty advisor. Your advisor will review the plan and circulate it to the faculty members listed as your advisory committee.
9. Once your plan has been reviewed and signed by the Department of Family Sciences it will be forwarded to the Graduate School for review and approval. Once the Graduate School approves your plan, they will send a letter to you along with a copy of your completed degree plan.
10. It can take six to eight weeks for your degree plan to be reviewed and approved by the Department of Family Sciences and the Graduate School. It is a wise idea to date your calendar eight weeks out to be sure you do receive a copy of the completed degree plan. If you do not receive a copy by that time, you will want to contact the Department of Family Sciences to learn the status of your degree plan.