

Study Plans

Instructions and Preparation

Purpose and Benefits

The purpose of the study plan is to clearly define your path to your degree. It should contain the courses you need to attain the degree. Take advantage of this opportunity to discuss your academic goals with a faculty advisor and incorporate those goals into this plan, making your degree more meaningful to you. Your Master's study plan is your contract with Stevens. If you successfully complete all of the courses on your study plan, you are qualified to receive a degree from Stevens. It helps you to plan ahead and understand the requirements of the degree.

Failure to submit an approved study plan may result in not being permitted to enroll, not receiving credit for a course and/or not receiving a grade. If you deviate from the study plan without your advisor's permission, those courses may not count towards your degree.

Preparation

Before you meet or speak to your faculty advisor, review the degree requirements contained in the Graduate School Catalog (included with your acceptance letter). List the core courses on your study plan. Review the concentration descriptions and course descriptions and be familiar with what is offered. Be sure the exact name of the degree you fill in at the top of the form is one that is offered by Stevens and is the degree to which you were accepted.

Procedure

Contact your faculty advisor to develop a cohesive plan of study that will meet your needs as well as the degree requirements. You may discuss your study plan with your advisor in person, or via telephone, email or fax. Once the study plan is completed and signed by both you and your advisor, you may fax, mail or hand deliver it to the Registrar's Office. **Please keep a copy for your records.**

You may revise your study plan at any time, with your advisor's approval. Study plan forms are available from our page at <http://www.stevens.edu/registrar/forms>.

This form needs to be filled out only once - ***after you are accepted*** - and ***before you enroll for second semester***. You may revise your study plan at any time. To change your advisor, you need to submit your request in writing to the Department/Program Director, with a copy of the request to the Registrar's Office.

You need to ***register*** every semester you take classes. Payment must be made before the end of the add/drop period (see the Academic Calendar).

Students who enroll for courses that require prerequisites or corequisites assert that they have met these requirements. Students who enroll ***without*** meeting the requisites of the course may be required to withdraw without refund.

PLEASE NOTE: Carefully choose the Section from the current Schedule of Classes for the course you are taking as it designates the professor, day, time and location for that particular course.



Stevens Institute of Technology
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 Hoboken, NJ 07030
 201.216.5236
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The Registrar's Office
 registrar@stevens.edu
 http://www.stevens.edu/registrar/

Master's Study Plan Application for Candidacy
(Check one)

Name: Your Name

Student Identification No.: 000-00-0000

Department: Your department

Major/Concentration: Your Major (if known)

Exact Name of Degree Being Pursued: The name of the degree you are pursuing

**An Application for Candidacy (AC) is an absolute requirement for graduation.
 Your AC must be approved by your advisor and received by the Registrar's Office by
 November 1 for Fall completion or April 1 for Spring completion.**

Major (Must Include Core Courses)

Year	Term	Institution (if not Stevens)	Course Number	Course Name	Grade (if Rec'd)	Credits
				<i>List the core courses required for the degree</i>		
				<i>List the major courses required for the degree</i>		

Electives

Year	Term	Institution	Course Number	Course Name	Grade (if Rec'd)	Credits
				<i>List any electives.</i>		
				You may submit a revised study plan at any time, with your advisor's approval.		

No Credit

Year	Term	Institution	Course Number	Course Name	Grade (if Rec'd)	Credits
				<i>List courses that carry no graduate credit</i>		

Your signature
 STUDENT SIGNATURE _____ DATE _____

Your current address and daytime telephone number
 STUDENT ADDRESS _____

Advisor's Signature
 ADVISOR SIGNATURE _____ DATE _____

 CITY, STATE ZIP CODE

 REGISTRAR'S OFFICE _____ DATE _____

 DAYTIME TELEPHONE NUMBER

PLEASE KEEP A COPY FOR YOUR RECORDS

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