CAL POLY

Graduate Education

Final Formal Study Plan (FFSP)

Submitted the LAST TERM of program – presents coursework to Registrar to be used in evaluating degree.
ONLY to be submitted by students who **do not** have a **Degree Progress Report (DPR)** *see footnote** *Accuracy will avoid cancellation.*

Name *(first & last)* _____   **Master's Program**_____

Cal Poly Empl ID *(9-digit)* _____   Specialization *(if applicable)* _____

Cell Phone _____   **Are you a Blended student?** □ Yes   □ No

Non-Cal Poly Email_____   **Culminating Experience** □ Project   □ Exam   □ Thesis

Cal Poly Email_____@calpoly.edu

Please acknowledge the following policies with your initial: <u>Requirements/Policies</u>

Graduate Students are required to maintain **continuous enrollment** from the time of first enrollment until the completion of their degree requirements to be permitted to graduate.	**Continuous Enrollment**	
Graduate Students must complete all degree requirements within **7 years** of first matriculation into the Master's program.	**7-Year Policy**	
Graduate Students must maintain an overall **GPA of 3.0** and **no courses with a D+ or lower** can be used towards the degree.	**3.0 GPA**	

Have you taken courses BEFORE being formally admitted into your Master's Program that you want to apply toward your degree?   □ Yes   □ No

List all courses taken **BEFORE being formally admitted** into your Master's Program, that you'd like to include in the Study Plan: Cal Poly courses taken while an undergraduate <u>not needed</u> for undergraduate degrees; Cal Poly Extended Education ("S" Courses and Open University courses); Coursework from another institution; Credit by Exam.

DPR Students: Indicate the course brought in and the location on the DPR you are requesting this course to fulfill. Instructions to find the DPR location are at the bottom of this form.

BLENDED Students *WILL NOT* list any classes in this section.

Course Prefix & Number Only	Number of Units	School/Institution	Grade	Grade Points

Subtotal [   ]

BLENDED Students Only – List Cal Poly courses that will be double counted for Bachelor's & Master's degrees

DO NOT list these courses elsewhere

Course Prefix & Number Only	Number of Units	Grade	Grade Points	Course Prefix & Number Only	Number of Units	Grade	Grade Points

Subtotal [   ]

400 - level courses taken while matriculated in the Master's Program – list in order shown in Poly Profile

Course Prefix & Number Only	Number of Units	Grade	Grade Points

Please list courses in order shown in Poly Profile

Subtotal [ ]

500 - level courses taken while matriculated in the Master's Program – list in order shown in Poly Profile

Course Prefix & Number Only	Number of Units	Grade	Grade Points

Subtotal [ ]

MASTER'S PROGRAM UNIT REQUIREMENT [ ]
TOTAL STUDY PLAN UNITS [ ]

The Master's program unit requirement MUST match the total study plan units. You may decrease units from a course to report the units required for your program. Contact your Graduate Coordinator with questions.

Student

Name _____ Signature _____Date_____

Advisor

Name _____ Signature _____Date_____

Graduate Coordinator

Name _____ Signature _____Date_____

College Dean

Name _____ Signature _____Date_____

Dean of Graduate Education

Name _____ Signature _____Date_____

Degree Progress Report (DPR)

Graduate Students in the following programs (except for those pursuing the Blended* pathway) **who began their program with the 2022-2026 Cal Poly Catalog** (https://catalog.calpoly.edu/) **will have a DPR, available in their** *Student Center.* DPR Students **will not** submit a **Final Formal Study Plan**. If there is a change to the courses in the DPR, students will submit a **GRADUATE COURSE SUBSTITUTION FORM** (instead of a Final Formal Study Plan).

DPR Programs: Agricultural Education, Business Administration, Business Analytics, Curriculum & Instruction, Educational Leadership & Administration, English*, Fire Protection Engineering, Food Science*, Higher Education Counseling & Student Affairs, History, Industrial Engineering*, Packaging Value Chain, Psychology, Special Education, Taxation

All other Graduate Students, including those pursuing the Blended* pathway, will submit a Final Formal Study Plan.