

RENSELAEER POLYTECHNIC INSTITUTE
PROFESSIONAL AND DISTANCE EDUCATION

INSTRUCTIONS
FOR GRADUATE STUDENTS

Please list all courses that will be applied toward your Rensselaer degree. This must include the Rensselaer course number, course title, credit hours, the semester in which the course has or will be taken, and note whether the course is a transfer course. If you do not know the Rensselaer course number, please consult your most recent transcript or leave it blank (**do not use other institution's numbers**).

At least half of the total credit hours must be at the 6000 level. The master's degree should be completed within 5 years of admission. **An approved Plan of Study is required to graduate and should be submitted within the first year of admission to a Master's program.**

If any course selections change after you submit this official Plan of Study, a revised Plan must be submitted.

TRANSFER CREDITS: If a course is listed as a transfer, it must be pre-approved at Rensselaer prior to registering for the course. A Transfer Credit Approval form and course description specific to the term in which you are taking the course should be submitted to the Office of Professional and Distance Education. Forms are available through your site administrator or at: http://www.rpi.edu/dept/srfs/transfer_credit_approval.pdf. After you complete your section of the form, it should be submitted to the Office of Professional and Distance Education. The official transcript, showing a course grade of B or better, should be submitted prior to the graduation date. If your transfer course does not end prior to the graduation date, you should apply for the next term of graduation.

SUBMIT PLAN TO: After the Plan has been completed and signed by the student, please mail the **original** to your point of contact at the following address:

Professional and Distance Education
RSVP
CII 4011
110 8th Street
Troy, NY 12180-3590

Once your plan of study is approved, a copy will be sent to you for your records.