

# Master's Degree Planned Program of Study

STUDENT: PLEASE RETAIN THIS FORM FOR YOUR REFERENCE

The Planned Program of Study form is a document listing all of the courses students must take to complete their degree programs. This form is also used to certify students for graduation. This form is completed by the student in collaboration with the student's program advisor. It is recommended that the program of study be completed by the end of the first semester after the student's admission to the program, or, before 12 hours of graduate coursework have been completed, whichever occurs first.

The form should be signed by the student, program advisor in the major area, subject area advisor (if applicable), and the department chairperson. Once these signatures are secured, the program advisor should forward the form to the College of Education's Graduate Support Office (EDU 320). The Graduate Support Office reviews the planned program of study for compliance with College, University, and applicable State of Florida Department of Education requirements. When the program is approved, a signed copy will be distributed to the Department Academic Program Specialist and to the student.

## General Master's Degree Student Policies

(Adapted from USF Graduate Catalog: <http://www.grad.usf.edu/catalog.php>)

**Degree Time Limit:** Master's degrees must be completed within five (5) years from the student's date of admission for graduate study. Any courses taken prior to admission to the USF graduate program which will be accepted toward degree requirements (for example as non-degree seeking or from other institutions that were transferred in) can be no older than seven years at the time of graduation.

**Graduate Grade Point Average:** Graduate students must maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student's degree-seeking programs. **No grade of C- or below will be accepted toward a graduate degree;** individual programs may have stricter requirements for acceptable grades. Students who fail to maintain good standing may be placed on probation or academically dismissed. Students must meet the requirements to be in good standing to graduate.

**Enrollment Requirements:** All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. Colleges and programs may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. Students must also be registered for a minimum of 2 graduate credit hours the semester of comprehensive exam and of graduation

**Graduation Requirements:** All "I" and "M" grades must be cleared for graduation to be certified.

**Changes to Course Requirements on an Approved Planned Program of Study:** If courses completed and listed on the student's transcript are not consistent with those listed on the Program of Study form, the courses will not be counted as satisfying degree requirements unless an approved [request for course substitution](#) is completed by the program advisor and submitted to the Graduate Support Office.

Please note: the request for course substitution is used when a course on the approved planned program of study is being replaced with a different course taken at USF. To apply courses completed at another institution to the USF planned program of study, please use the [Transfer Course Form](#).

University of South Florida  
 College of Education  
 Department: Educational & Psychological Studies  
 Program: Masters of Science in Learning Design and Technology  
 Concentration: Cybersecurity Education (MS-LDT-LDTC)

<b>Date:</b>	<b>Name:</b>		<b>U#:</b>
<b>New</b> <b>Revised</b>	<b>Plan:</b>	<b>Catalog Year:</b>	<b>Admission Term:</b>
<b>Address:</b>			<b>City, State, Zip:</b>
<b>Phone Number:</b>			<b>Home</b> <b>Cell</b> <b>Work</b>
<b>E-Mail Address:</b>			

Course Number & Title	Credit Hours	Grade	Semester/Year Taken
<b>Program Core (21 credit hours)</b>			
EDF 6481	Foundations of Educational Research	3	
EME 6055	Current Trends in Instructional Technology	3	
EDF 6284	Problems in Instructional Design for Computers	3	
EME 6457	Distance Learning	3	
EME 6347	Digital media and Learning	3	
EME 6207	Web Design	3	
EME 6356	Introduction to Big Data and Learning Analytics	3	
<b>Concentration Courses (9 credit hours)</b> <i>(For the third concentration course please select one from the dropped down menu of approved options.)</i>			
EME 6016	Digital Citizenship and Online Safety	3	
EME 6436	Cybersecurity in the Schools	3	
<b>Capstone Course (3 credit hours)</b> <i>(In consultation with your program advisor you will choose a capstone course from the dropdown menu below.)</i>			
<b>Total Minimum Number of Credit Hours</b>		<b>33</b>	

<p><b><u>Required Comprehensive Exam:</u></b> The E-Portfolio completed as part of the Capstone Requirement is used in lieu of a comprehensive exam. Contact your program advisor for more information regarding the E-Portfolio.</p> <p><b><u>IMPORTANT NOTE:</u></b> Courses taken in lieu of those listed here must be approved in writing by both the program and the COEDU's Graduate Support Office.</p>
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**Additional Notes:**

**1 – Transfer of Courses:** Up to 50% of the minimum program hours may be applied from Non-Degree Seeking hours or transferred from another university. [These courses must be approved by the program advisor, the COEDU Graduate Support Office, and all other appropriate administrative offices.]

**2 – Course Currency:** At graduation, all credits used to satisfy requirements for the Master’s degree must have been completed within ten (10) academic years. It is not guaranteed that courses will be offered by the University at these times; however, efforts will be made to keep the student on track for graduation.

**3- Graduate Certificates:** Courses from this program are eligible to fulfill requirements for the Graduate Certificates in:

- **Instructional Technology: eLearning Design and Development**
- **Instructional Technology: Florida Digital/Virtual Educator**
- **Instructional Technology: Web Design**
- **Cybersecurity Awareness and Education**

These unique certificates offer a graduate level credential in a specialized field of study with a specific focus. Most certificates require 12-15 hours of selected coursework. If you are interested in earning one of these credentials, please go to <http://www.usf.edu/innovative-education/programs/graduate-certificates/application-process.aspx> for more information and to register for these certificates.

	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<b>Student</b>			
<b>Advisor</b>			
<b>Department Chair</b>			
<b>COEDU Graduate Support Office</b>			

*Graduate Support Office Use Only*

**Passing Comp Exam Result Received:**

<b>Course Substitutions:</b>	<b>Received:</b>	<b>Approved:</b>
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