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) ______________________

Cal Poly Email____________________________@calpoly.edu Are you a Blended student? □ Yes □ No

Expected Graduation __________________________ Culminating Experience □ Project □ Exam □ Thesis

Please acknowledge the following policies with your initial:

Requirements/Policies:

www.catalog.calpoly.edu

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.

Graduate Students must complete all degree requirements within 7 years of first matriculation into the Master’s program.

Graduate Students must maintain an overall GPA of 3.0 and no courses with a D+ or lower can be listed on the Final Formal Study Plan (FFSP).

For students who started prior to FALL 2023, the Graduation Writing Requirement (GWR) must be successfully completed in order to advance to candidacy. Submit ONLY when the GWR has been completed AND is shown on your Poly Profile.

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 not needed for undergraduate degree; Cal Poly Extended Education (“S” Courses and Open University courses); Coursework from another institution; Credit by Exam, BLENDED Students WILL NOT list any classes in this section.

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<th>Course Prefix &amp; Number Only</th>
<th>Number of Units</th>
<th>School/Institution</th>
<th>Grade</th>
<th>Grade Points</th>
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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

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Subtotal

Sample
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.
Degree Progress Report (DPR)

Graduate Students in the following programs (with the exception of 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).


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

09/2023