



# Working Formal Study Plan & Advancement to Candidacy (WFSP)

Submitted the 1<sup>st</sup> term of program – establishes academic plan with the University- *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

Anticipated Graduation \_\_\_\_\_

Culminating Experience  Project  Exam  Thesis

Please acknowledge the following policies with your initial: Requirements/Policies: [www.catalog.calpoly.edu](http://www.catalog.calpoly.edu)

Graduate Students are required to maintain <b>continuous enrollment</b> from the time of first enrollment until the completion of their degree requirements to be permitted to graduate.	<b>Continuous Enrollment</b>	
Graduate Students must complete all degree requirements within <b>7 years</b> of first matriculation into the Master's program.	<b>7-Year Policy</b>	
Graduate Students must maintain an overall <b>GPA of 3.0</b> and <b>no courses with a D+ or lower</b> can be listed on the Final Formal Study Plan (FFSP).	<b>3.0 GPA</b>	
For students who started <b>prior to FALL 2023</b> , the <b>Graduation Writing Requirement (GWR)</b> must be successfully completed to advance to candidacy. <b>Submit ONLY when the GWR has been completed AND is shown on your Poly Profile.</b>	<b>GWR Satisfied on Poly Profile</b>	

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. **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.

Course Prefix & Number Only/DPR Location	Number of Units	School/Institution	Grade	Grade Points
Ex: AGED 520/R2478-10				

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

Subtotal

Course Prefix & Number Only	Number of Units	Grade	Grade Points



---

**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 \_\_\_\_\_

---

**How to find the DPR Location**

Provide the numbers following the "R" (in parentheses) at the location of the Course or Area requirement. Example: R2478-10

> **AGED 520**

No Courses

**! NOT SATISFIED**

AGED 520 - 3 Units Required (R2478-10)

**How to Process Your Request**

Have your Advisor or Graduate Coordinator RUN YOUR DEGREE PROGRESS REPORT before completing this form to ensure the course will apply to the location you need. They will be able to assist you in completing the top half of the form.

The Office of the Registrar will notify you via email from [evaluations@calpoly.edu](mailto:evaluations@calpoly.edu) of the decision regarding your petition.

Please allow at least 3 weeks to hear back about the status of your Petition. For information about processing times in your DPR, see [Evaluations Form and Transcript Timeline](#).