

Tentative Degree Program (TDP) Information and Instructions

What is it?

The TDP is a listing of the courses a student plans to take to meet the requirements of his or her graduate degree program.

What purpose does it serve?

The TDP serves two main purposes. First, by defining the student's course of study it gives focus and direction to his or her individualized graduate degree program. Second, it constitutes an agreement that successful completion of the proposed course of study, *and the general degree requirements set down in the Graduate Catalog*, will result in the awarding of the degree. The Graduate College checks the student's record against the TDP to verify eligibility for graduation.

When is it completed?

The TDP is to be submitted to the Graduate College during the semester in which the student enrolls for the 15th hour of credit toward his/her degree program. The student's advisor and the Graduate Coordinator must approve the TDP before it is submitted to the Graduate College.

What is included on it?

Four types of information are included on the TDP—(1) identification of the student and the degree sought, (2) a listing of the credits that will be earned to meet the degree requirements indicating semester and year taken or planned, and (3) a tentative schedule for completing the degree and (4) appropriate signatures.

1. Student and Degree Sought

To properly identify the student and the degree, the following information is needed:

A. Student's Name and BGSU Identification Number

B. Degree Sought (select appropriate degree; if pursuing a dual degree, please be sure to select the appropriate box)

C. Field In some degree programs (Master of Science, Master of Education, Ph.D., etc.) the program (Biological Sciences, Curriculum & Teaching, etc.) in which the student is enrolled constitutes the field, and must be specified on the TDP. In other degree programs (Master of Applied Human Ecology, Master of Business Administration, Master of Rehabilitation Counseling, etc.), the field (Applied Human Ecology, Business Administration, Rehabilitation Counseling, etc.) is part of the degree title, and does not have to be specified on the TDP.

D. Specialization In some degree programs students are pursuing specializations. These specializations must be specified on the TDP in order to be included in the student's record.

E. Master's Plan I (Thesis) or Plan II (Non-Thesis) Some master's degree programs allow students to select between writing a thesis (plan I) or taking a comprehensive examination, completing a project, recital, or exhibition (plan II). The plan selected must be specified on the TDP.

2. Program of Study

A. List only Minimum Degree Requirements Many students take more than the minimum number of credits required to meet program and general degree requirements. Only those credits required by the program and general degree requirements are to be listed on the TDP. The inclusion of additional credits creates unnecessary work for the student, the program, and the Graduate College.

B. Indicating Alternative Ways of Meeting a Degree Requirement When a degree requirement may be met by taking one of two different courses, this should be shown on the TDP as an "or" statement (for example, English 622 or English 637).

C. Elective Hours Some degree programs include elective credits which may be satisfied by taking any graduate level courses. For these credits, the heading "Electives" is to be added, and the additional courses required for this purpose are to be listed under this heading. The course number and title must be listed. *It is assumed that graduate credits taken in any department will satisfy these elective credits unless a particular department is specified*

D. Transfer Credit When a degree requirement is to be satisfied by transferring credits earned at another institution, this is displayed on the TDP by showing the department, course number, title, and credit hours and also indicating the institution from which the credit is being transferred in the "Transfer From" column. **No more than 9 semester hours may be transferred. Credit may be transferred only for courses in which the student received the grades of A or B. Credit for**

an S grade may be transferred only if the grade is regarded by the grading school as B or better. Please refer to the Transfer Credit section of the Graduate Catalog for specific transfer credit conditions.

- E. Thesis Research (699) or Dissertation Research (799)** Plan I master's degree students are required to include at least 3, but no more than 6, credits of Thesis Research (699) in the degree program. Doctoral students are required to include at least 16, but no more than 30, credits of Dissertation Research (799) in the degree program. Some students take more hours than those required for the degree program. Only the number of Thesis/Dissertation Research hours required for the student's program are to be listed on the TDP.
- F. Teacher Certification** **The Graduate College does not verify requirements for licensure or certification.** For those students seeking both a degree and teacher certification, the courses being taken to satisfy the degree requirements are to be listed first on the TDP. The heading "Teacher Certification" is to be added, and the additional courses required for this purpose are to be listed under this heading.
- G. Language/Research Tool Requirement** Some programs have a language or research tool requirement. If there is such a requirement, this fact along with an indication of how the requirement will be satisfied must appear on the TDP.

3. Tentative Schedule for Completion of Milestones

The tentative date the degree is expected, as well as the planned completion dates for degree milestones associated with comprehensive/preliminary examinations and thesis/dissertation manuscripts are useful for advising purposes.

4. Dated Signatures

- A. Student's Signature and Date** Indicates student's acceptance of the proposed course of study presented in the TDP.
- B. Advisor's Signature and Date** Indicates the advisor's acceptance of the proposed course of study as appropriate to both the degree program and the student's goals.
- C. Graduate Coordinator's Signature and Date** Indicates that the proposed course of study satisfies the program's degree requirements.
- D. Graduate College Approval and Date** Indicates tentative acceptance of the proposed course of study pending successful completion of the proposed course of study, *and the general degree requirements set down in the Graduate Catalog*, will result in the awarding of the degree sought.

Revisions in the TDP

Changes in the TDP must be approved by the student, the major advisor, and the graduate coordinator before being sent to the Graduate College for final approval. The easiest way to make changes is to complete the TDP Amendment form.