



Program Planning Form

LASPAU would like to confirm the date you will be finishing your program. In conjunction with your academic advisor, please complete and sign this form and return it to your LASPAU program advisor within **30 days** of the start of your program.

Please keep in mind the following points when planning your degree program.

- It is your responsibility to understand departmental course and credit requirements so that you are able to complete them as quickly as possible to earn your degree. Please inform your academic advisor that you were selected for the LASPAU-administered grant with a specific academic goal in mind, and if you have a sponsoring institution in your country, you should explain your institution's goals for you as well. It is also important for your academic advisor to know the end date of your LASPAU-administered funding. In general, master's degree candidates are expected to complete their degree programs within 18-21 months if possible.
- We advise you to consider the following questions when planning your degree program in consultation with your academic advisor:
 1. How many credits are required for the degree?
 2. What specific courses are required?
 3. Are there any background courses or prerequisites needed for required courses?
 4. Can I obtain any transfer credit for previous studies?
 5. Can I waive any requirements for courses already completed?
 6. If a thesis is required, when should I begin research?
 7. When should I take comprehensive exams, if required?
 8. Does the tuition waiver (if applicable) from my host university cover summer courses?
 9. If not, what other academic work can I do during the summer months in order to advance in my degree program?
 10. How long is my leave of absence from my job in my home country (if applicable)?

Please be aware that twice a year LASPAU will be sending all grantees an electronic progress report requesting the grades for the previous semester. This report will then be forwarded to the academic advisor for his/her comments. This electronic communication allows for timely and efficient reporting to the grantee's funder. We appreciate your cooperation throughout your program.

Grantee name: _____

Completion-of-program date (month/day/year) : _____

If during your program you anticipate a change in this date, please contact your LASPAU Program Advisor immediately.

Is a thesis required for the program? yes no

Are comprehensive exams required for the program? yes no

Additional comments:

We certify that we have met and discussed the grantee's academic program and have agreed on the above information.

Signature of Grantee

Date

Signature of Academic Advisor/Supervisor

Date

Name of Academic Advisor/Supervisor (please print)