



Students should consult the current Bulletin of the Graduate Division for information about the policies and procedures to be followed in completing and filing the program of study.

Students must have classified graduate standing. Students in postbaccalaureate or conditionally classified standing may not file a program of study for an advanced degree.

The program may be submitted to the Graduate Division after the completion of 12 units required for the degree.

List all courses to be included on the Official Program of Study (POS) whether completed or not. Include grades for courses completed. Do not include on a program of study any course in which you received a grade of C- or lower, U (unauthorized incomplete), or IC (incomplete over one year old). Additionally, no course completed more than seven years prior to submission may be included on a program of study.

If the program departs in any way from the curricular requirements specified in the Graduate Bulletin, attach a Petition for Adjustment of Academic Requirements signed by both the student and the graduate adviser.

Transfer courses may be included on the program at the recommendation of the Program Area Graduate Adviser if completed at an institution accredited by a regional accrediting association. If the courses were not taken at such an institution or if a transfer course is to be used in lieu of a specifically required course, submit a Petition for Adjustment of Academic Requirements. An official, university-sealed transcript showing completion of the transfer courses should be submitted with the petition.

After approval of the Program of Study, any substitutions of courses should be submitted to the Graduate Division using a Request for a Change in Official Program of Study for an Advanced Degree form. If there are changes that involve specific curricular requirements, a Petition for Adjustment of Academic Requirements for an Advanced Degree must be filed.