

Requirements for Filing an Official Program of Study and Advancement to Candidacy for an Advanced Degree

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 should be submitted to the Graduate Division by the time that approximately half of the units required for the degree have been completed. Note that students may not be advanced to candidacy and be awarded an advanced degree in the same term.

List all courses to be presented for the degree whether completed or not. Include grades for courses completed. Do not include on a program of study any course in which the student 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 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.

Both the graduate adviser and the student must sign prior to submission to the Graduate Division.

After approval of the Program of Study, any substitutions of elective 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.