

Guidelines for Preparation of Master's Degree Plan of Study

(See Graduate Bulletin for Additional Information)

Graduate students are expected to be familiar with the Graduate Bulletin and with program or department requirements in their area. Students are accountable for these when formulating a Plan of Study.

When to Submit: A Plan must be submitted to the Graduate School for approval by the end of the second semester. The student and the Advisor or department representative, who is a member of the Graduate Faculty, must sign it.

Total Credits: Total credits must meet minimum requirements for the program/option selected. Fifty percent (50%) of the **total** credits must be from 600/700 level courses (effective with Fall 1996 coursework and beyond). If changes to the Plan are necessary, please use a Change of Plan of Study form. Be sure the total number of credits and 50% level remain appropriate **after** the changes are made.

Course Content: Prerogative of the advisory committee and is flexible if it is in compliance with Graduate School regulations.

Major/Minor (Supporting Area): Animal Science and Mechanical Engineering programs require a minor or supporting area. The coursework for a minor (supporting area) can come from the same department as the major or from other departments, but there must be a clear distinction between the two. If it is not apparent, the advisor should note the difference.

Workshops: Two (2) workshop credits may be used.

Problems: Four (4) credits of Problems may be used. "Problems" should be interpreted to include independent study and other similar titles. If a "Problems" number was used for a "structural-taught class," this should be noted on the plan.

Seminars/Special Topics: There is no limit to the number of Seminars or Topics courses provided they are taught as regular structured courses.

Obsolete Coursework: Coursework that is more than six (6) years old is obsolete. Fifty percent (50%) of obsolete coursework may be validated (or updated). Updating is done through a variety of means to be determined by the advisor and the advisory committee arranged and prepared through the department. A fee of \$30.00 per course is required (subject to change).

Transfer Credits: Proposed transfers should be listed on the Plan of Study and identified as such and should be accompanied by an official transcript.

TOTAL: Forty percent (40%) of the coursework may be from graduate credits earned at other institutions. "Carryover credits" from a first degree to a second degree are not considered to be transfer credits; they should be limited to ten (10) credits.

GRADES: Only coursework with a grade of A or B may apply; C's, P's, and S's cannot be used. (A letter from an instructor indicating a letter grade equivalency for a P or S grade will be accepted.)

GRADUATE LEVEL: To be eligible for transfer, a course must be a "Graduate Course" or a "Graduate Credit." This excludes "upper-level undergraduate courses" which are open to graduate students.

EXTENSION COURSES: Refer to Graduate Catalog, Transfer of Credits.

APPROVAL: Transfer credit is not official until it is approved by the Graduate School Dean and processed by the Records Office. Student and advisor will receive a copy of the approved transfer course.

QUARTER CREDITS: When attempting to transfer Quarter Credits, keep in mind that they must be converted to semester credits. Overlooking this could result in the Plan being short the required number of credits.

Official Transcripts: An official transcript reflecting a student's earned Bachelor's Degree must be on file by the time a Plan of Study is submitted. Additionally, official transcripts are required to substantiate all transfer courses.

Converted Credits: These include SDSU undergraduate 300 and 400-level courses that may be used on a Plan of Study (at 80% value) only if the student registered this work on the Graduate level transcript. A total of seven (7) converted credits may apply.

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