

## Check Degree Type

<input type="checkbox"/> MATRN	<input type="checkbox"/> EdM	<input type="checkbox"/> MA	<input type="checkbox"/> MCoun	<input type="checkbox"/> MEng	<input type="checkbox"/> MF	<input type="checkbox"/> MFA	<input type="checkbox"/> MPP	<input type="checkbox"/> MS	<input type="checkbox"/> MMP	<input type="checkbox"/> MHP	<input type="checkbox"/> PSM
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Last Name (Family)		First Name		Middle Init.	(Former)
Day Phone #	ID#	Email Address			
Degree Now Held		When/Where Rcvd			

Academic Unit	
Major	
Minor <input type="checkbox"/> or Option <input type="checkbox"/>	
<small>(please check one)</small>	
Minor <input type="checkbox"/> or Option <input type="checkbox"/>	
<small>(please check one)</small>	

Check One	<input type="checkbox"/> Non-Thesis	<input type="checkbox"/> Thesis
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CAPSTONE						
Transfer Symbol	G*	Thesis (6-12 credits) If applicable	Course		Cr.	Gr.
			Dept.	No.		
				503		
Transfer Symbol	G*	Non-Thesis Project, Research or PSM Internship (3-6 credits) If applicable	Course		Cr.	Gr.
			Dept.	No.		
				501		
				505		
				506		
				510		
<b>Total</b>						

Transfer Symbol	G*	Title of Major Courses	Course		Cr.	Gr.
			Dept.	No.		
<b>Total</b>						

If additional lines are needed, use a second form

**SUPPORTIVE REQUISITES**
**MA ONLY:** Foreign language requirements vary among academic units.

Languages	
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 Master's students are expected to "Be able to conduct scholarly or professional activities in an ethical manner". Indicate the training you have completed or will complete to meet this learning outcome. See [page 2](#) of this form for more information.

Ethical Research Training	
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**SFM ONLY (MF, MS & PhD):** See SFM Advising Guide

Communication Training	
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a. Total Major Hours	
b. Total First Minor or Option Hours	
c. Total Blanket Hour Credits	
d. Total 4XX/5XX Program Credits	
e. Total Graduate Standalone Credits	
<b>TOTAL CREDITS ON PROGRAM (d+e)</b>	

\*Mark courses that will be graduate standalone with the letter "G" in this column.

Transfer Symbol	G*	Title of Minor or Option Courses	Course		Cr.	Gr.
			Dept.	No.		
<b>Total</b>						

If additional lines are needed, use a second form

Transfer Symbol	G*	Title of Minor or Option Courses	Course		Cr.	Gr.
			Dept.	No.		
<b>Total</b>						

If additional lines are needed, use a second form

## Transfer courses indicated above:

Transfer Symbol	University
T1	
T2	
T3	



The program of study will be audited to determine if it is accurate and it meets the minimum requirements for this degree as established by the OSU Faculty Senate. Please be sure that the following items are correct:

1. The correct degree is indicated in the first row. Please refer to and attach an unofficial copy of your transcript.
2. Student name, phone, ID number, email address, degree held, year the degree was awarded, and institution from which it was received are filled in.
3. The academic units, majors, and thesis or non-thesis are indicated.
4. If your degree includes a thesis, the program of study must include from 6 to 12 credits of XXX503 Thesis, where XXX is the course code of your major. If both majors require a thesis, an approximately equal amount of thesis is taken in each major. The thesis can be directed by one person qualified in both majors or by co-major professors (one in each major). If one major requires a thesis and the other does not, the major requiring a thesis should list 6-12 credits of XXX503 and the major that does not require a thesis may list up to 6 credits of XXX501 or XXX506.
5. If your degree is non-thesis, the program of study must include 3 to 6 credits of project such as XXX501 or XXX506. If both majors offer a non-thesis option, each may list 3 to 6 credits of XXX 501 or XXX506.
6. The maximum number of blanket numbered credits is 24 on a 60 credit degree program or 9 on a 45 credit degree program.
7. A transfer symbol is indicated for each transfer course (T1 for the first university, T2 for the second, etc.)
8. Transfer courses have been approved by your major advisor and minor advisor if they are in the minor field. All transfer courses must be either:
  - a. Graduate courses taken at OSU while enrolled as a non-degree, undergraduate, or post baccalaureate student and not used to satisfy undergraduate degree requirements;
  - b. Graduate courses taken at OSU in a prior graduate degree program and falling within the limits of transfer credit accepted from one OSU graduate degree to a second OSU graduate degree (refer to current graduate catalog); or
  - c. Graduate courses taken at other accredited universities but not used to satisfy requirements for a bachelor's, master's, or doctoral degree or international equivalents;
  - d. Thesis credits must not be included.
9. All courses listed as transfer courses must comply with policies :
  - a. OSU courses graded C, C+, B-,B, B+, A-, A, or A+ (no P/N, S/U, credit/no credit graded courses will be allowed), or
  - b. external transfer grades of "B-" (2.70) or better have been earned; and
  - c. not have been used on a previous master's or doctoral degree, and
  - d. must not be thesis credit.
10. Thirty (30) credits must be taken at OSU after having been admitted as a regular, degree-seeking graduate student. (Transfer courses, as defined above, cannot be counted toward this residence requirement.)
11. For each standalone graduate course a G is entered in the G column.
12. Each course in the major and minor has a title, abbreviated if necessary, a department code, a course number, number of credits and a grade, if the course has been completed.
13. Grades of non-transfer courses listed on this program will be either C or above, or P, or R for research.
14. The total number of credits at the 4XX/5XX level is entered and the number of 5XX or 6XX credits is entered.
15. No more than 50% of the credits are slash courses (the 5XX component of a 4XX/5XX course). To determine if a course is a slash course examine the OSU course catalog for the term that you took 5XX course. If there is a 4xx course with the same title during the same term, then this is a slash course.
16. Your plan includes training in the conduct of scholarly or professional activities in an ethical manner. This could be a course offered by your degree program, GRAD 520, RCR training modules, training in research groups, etc. For more information on the requirement, see [http://oregonstate.edu/dept/grad\\_school/assessment.php](http://oregonstate.edu/dept/grad_school/assessment.php).
17. Your total number of credits must be at least 45. (Your major/track may require more credits—check with them.)
18. All work toward this degree will be completed within seven (7) years. This includes transfer credits, all course work, all examinations, and final library copies of thesis, if applicable.
19. Your major professor(s) must belong to the Graduate Faculty in your majors. Your minor professor, if you have a minor, must be a Graduate Faculty member in your minor.



20. Committee Requirements:

- a. **MA, MATRN, MBE, MCoun, Meng, MFA, MHP, MMP, MS, MocE, MPP, PSM:** *Non-Thesis:* The examining committee consists of three members of the graduate faculty-two in the major field and one in the minor field if a minor is included. When a minor is not included, the third member may be from the graduate faculty at large. *Thesis:* The examining committee consists of at least four members of the graduate faculty-two in the major field, one in the minor field if a minor is included, and a Graduate Council representative. When a minor is not included, the fourth member may be from the graduate faculty at large.
- b. **EdM:** Individual committees are usually not established for students in these programs. Each student will need to identify a Graduate Faculty member from the major department and Graduate Faculty member representing the minor department if a minor is declared.
- c. **MF:** Two members of the Graduate Faculty from the major department; one member of the Graduate Faculty from the minor if a minor is declared, otherwise another member of the Graduate Faculty; and a Graduate Council Representative if a thesis is involved. The major professor is one of the two members representing the major department.

21. The program of study must be signed by the student, all committee members, and the academic unit chair.

Student's Signature		Signature	Date
APPROVED - Major Professor	Typed Name	Signature	Date
APPROVED - Chair, Academic Unit	Typed Name	Signature	Date
APPROVED - Minor Professor	Typed Name	Signature	Date
APPROVED - Graduate Council Representative	Typed Name	Signature	Date
APPROVED - Committee Member	Typed Name	Signature	Date
APPROVED - Committee Member	Typed Name	Signature	Date
APPROVED - Graduate School		Signature	Date

Return this program of study to the:  
 Graduate School  
 300 Kerr Administration Building  
 Corvallis, OR 97331-2121  
[Graduate.School@oregonstate.edu](mailto:Graduate.School@oregonstate.edu)  
 541-737-4881