



## INSTRUCTIONS

**This is a fillable form, please use a word processor to complete.**

**Turn on “view gridlines” to see tables if needed.**

**Add/remove lines as needed, keep on one page with approval field.**

**This is a worksheet, please use it as such as your studies progress.**

Students who completed JTC 500 and/or JTC 501 prior to fall 2008 as part of our MS degree (or who are transferring equivalent coursework) might only have 3 credits for these classes. You may take an additional theory or methods course, which might increase your total credit load for the degree overall. Or you may complete an appropriate 1-2 credit independent study (JTC 795) to make up the difference in the combined methods and theory credit requirements. Methods and theory should combine to a total of 42 credits.

Students may apply up to 30 credits from their master’s degree to meet Ph.D. requirements; up to 18 of these may be used to meet theory and methods curriculum requirements. In addition, up to 10 credits earned following the master’s degree may be transferred with the approval of the student’s adviser, department and Graduate School. Students must complete a minimum of 30 credits in residence at CSU.

On the checklist, indicate the course number and official title, number of credits awarded, and if the course has been completed the term the course was completed. You may also indicate the term in which you intend to take the class.

### **Transfer Credits**

At admission or during the first semester students should complete this form and indicate what coursework they propose to transfer into their program of study. The graduate committee will review transfer proposals promptly.

If a transfer course is intended to provide credit for one of the program’s required courses (e.g. 500, 501) indicate by replacing the required course # and title with the transfer course # and title and indicate after the course title which required JTC course it is equivalent to. For courses intended to be transferred in, place “T” in the completion box for courses transferred as part of the 30 credits allowed for a master’s degree and “T\*” for courses transferred from the 10 hours maximum graduate coursework completed after a master’s degree.

Transfer courses must be justified. For each proposed transfer course provide a one-paragraph description of the course and how you feel it fulfills a program requirement. Group these descriptions by requirement area. As needed or requested, attach course syllabi or an alternate documentation of the course content as support (e.g., table of contents from the primary text(s), material from the program’s web site). **ATTACH THESE MATERIALS TO THE TRANSFER CREDIT APPROVAL FORM WHEN SUBMITTING.**

### **Cognate and Electives**

Cognate area must be justified. For the Cognate requirements, also provide a one-paragraph statement of the emphasis you intend, including how it will serve to further your scholarship.

### **Planning**

Students are encouraged to begin planning the sequencing of their coursework as soon as possible. Do not rely on the General Bulletin for assurance that a course will be offered. Confer with your advisor concerning courses in the department (especially 700-level seminars), and for courses outside of the department check with the instructor or the department to confirm the course offering.

### **Formalizing**

In the third semester of residence you will use this form to complete the GS-6. At that time you are also required to identify the five members of your doctoral committee. The program of study and the committee membership may be revised later if need be.