GS6 Program of Study Instructions

1. Each graduate student must prepare a GS6 Program of Study, a document which lists all courses taken in pursuit of the degree as well as the graduate committee. The advisor and committee are heavily involved in the development of the Program of Study. The GS6 Program of Study must be received by the Graduate School during or prior to the third semester. If the Graduate School does not receive the GS6 Program of Study, a registration hold will be placed on the student record prior to fourth semester registration which occurs in October and April of the third semester.
    IDP/IDP+ Master's students are required to submit their Program of Study in their first semester as a Graduate student with a copy of the Request to Exclude and/or Double Count Courses: Bachelor's Degree or IDP+ form

2. Prior to filling out the electronic GS6 Program of Study form, it is highly recommended that the student access the Program of Study Worksheet and meet with their advisor to form a draft of what courses and committee members will be listed on the student's Program of Study.

3. The student will access the form via their RAMweb account under the "Complete My Program of Study" link and will fill out the following steps:
    a) Add required courses that the student has completed at CSU prior to admission to Graduate School, if applicable.
    b) Add required courses that the student has completed at CSU after admission to Graduate School.
    c) Add required courses that the student will complete at CSU.
    d) Add transfer credits from other institutions, if applicable.
    e) Master's degree information if a previously earned master's degree will be used as part of a doctoral program (if applicable and for doctoral students only).
    f) Specify whether or not the student will be completing a thesis requirement, if applicable.
    g) Search for and select those persons who will serve on the student's graduate committee.

4. Once you enter the above information, you will be able to review your course and committee information.

5. Complete your section of the form by signing and submitting your GS6 Program of Study form electronically.

6. Once you submit the form, it will then be automatically routed to your Graduate Contact/ Coordinator (if applicable), co-advisor (if applicable), advisor, department head, and the Graduate School for electronic signatures and approval. You will receive an email notification each time someone signs electronically or if someone denies approval of the form. The Graduate School will notify the student, the advisor, and the department by email once the form has been approved.

GS6 PROGRAM OF STUDY WORKSHEET

- This worksheet is provided to help you plan your GS6 Program of Study with your advisor.
- After having a planned program, follow the instructions to enter the information into the Electronic GS6 Program of Study available through your RAMweb account. The link is entitled "Complete My Program of Study."

Required Courses Taken Prior to Admission							
Course No.	Credits	Course No.	Credits	Course No.	Credits	Course No.	Credits
						Total	

Required Courses Taken After Admission							
Course No.	Credits	Course No.	Credits	Course No.	Credits	Course No.	Credits
						Total	

If a master's degree is to be used as part of the Doctoral program, fill in the following information:	
Year Master's Degree Awarded	
Institution	

Transfer of Specific Course Credit from Other Institutions				
Course No.	Credits	Grade	Term and Year Taken	Institution

Committee	First Name	Last Name
Advisor		
Co-Advisor (if applicable)		
Committee Member		
Committee Member		
Committee Member		
Outside Committee Member		