

## INSTRUCTIONS – PLEASE READ PRIOR TO COMPLETING THE WORKSHEET

All fully admitted graduate students must prepare a Program of Study worksheet, a document which lists all courses counting toward the student's graduate program. This worksheet will allow the Office of the Registrar to create a Degree Evaluation audit for the student. **If the student was provisionally or conditionally admitted, he/she cannot submit a program of study until the provisions or conditions are met.** The advisor and committee are heavily involved in the development of the program. The student should work from an unofficial transcript to complete a draft of the worksheet and then meet with his/her advisor and committee to discuss what courses will be listed. The program of study must be filed with the Office of the Registrar by end of the second semester of enrollment. The program of study will not be accepted if a committee has not been formed. **This document must be typed or completed using a word processor.**

Block 1 – Student and degree program information.

Block 2 – Please list required courses taken prior to admission to a graduate program as a non-degree seeking graduate student (12 hours allowed) and/or those graduate courses reserved for graduate credit as an undergraduate student (6 hours allowed).

Block 3 – List **all** required UW coursework (EXCLUDING those listed in Block 2 and thesis/dissertation research) taken to complete the program in this block. It is the responsibility of the student and advisor/committee to be sure all department requirements are met. All courses must be taken for a letter grade unless 1) all students in the course are registered S/U, or 2) the course is only offered as S/U. **Star (\*) courses to be used toward an approved graduate minor.** *Doctoral students should list UW master's coursework being applied to the doctoral program here.*

Block 4 – List any specific transfer work taken at institutions other than UW that apply to your program. A grade of "B" or better must be earned in all transfer work. No S/U or P/F graded coursework or research hours may be listed in this section. For the doctoral programs, up to 48 hours (including 4 hours of thesis hours) may be transferred. Official transcripts from each institution indicating the hours and grades for these courses must be on file with the Office of the Registrar. International transcripts will be individually evaluated for transfer credit eligibility.

*NOTE: If the institution operated under a "quarter hour" system, quarter hours are converted to semester hours by multiplying the number of quarter hours earned by .667.*

Block 5 – Total Program hours: Doctoral program – minimum of 72 hours to include at least 42 hours of coursework.

Block 6 –All programs must be signed by the student, all committee members, department head, and college dean. If a student is pursuing a dual major or minor, the student must also secure the signature of the director/department head of the secondary program or minor as well.

The Office of the Registrar will review a Program of Study prior to submission upon request. The Office of the Registrar would be reviewing for errors in course numbers, policy discrepancies, credit hours shortages, etc. The Office of the Registrar does not review a Program of Study for academic content.





<b>Student Name:</b> student name (printed)		<b>Student W#:</b> W0000000	
<b>Student's Signature:</b> Please sign			
Committee	First Name	Last Name	Signatures
<b>Committee chair</b>	Faculty first name (printed) must match committee form	Faculty last name (printed) must match committee form	Faculty signature and date
<b>Committee co-chair</b>	Faculty first name (printed) must match committee form	Faculty last name (printed) must match committee form	Faculty signature and date
<b>Outside Dept. Member-UW faculty</b>	Faculty first name (printed) must match committee form	Faculty last name (printed) must match committee form	Faculty signature and date
<b>UW Faculty</b>	Faculty first name (printed) must match committee form	Faculty last name (printed) must match committee form	Faculty signature and date
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UW Faculty			
UW Faculty			
External Member - Not UW faculty			
Dual Major Program Director			
Advisor for Minor if applicable			
Dept. Head/Interdisciplinary Pgm Dir.			
College Dean/Provost			