

OREGON STATE UNIVERSITY

Administrative Services A300 • Corvallis, Oregon 97331-2121
Telephone 541-737-4881 Fax 541-737-3313

**GENERAL INSTRUCTIONS FOR COMPLETING THE
MASTER'S PROGRAM FORM**

Check the degree that you are working toward. Fill in course titles, numbers, and credit hours as they appear on your transcript and in the Graduate Catalog. List sequences by individual course. Only graduate level courses may appear on your program.

When filling out your program, list your administrative unit and the official name of your graduate major and minor (if applicable) as listed in the Graduate Catalog. If the major is the same as the minor, declare an approved area of concentration after either the major or the minor.

If you choose the thesis option, you **must** list 6-12 credits of 503 in the **major**. If you choose the research paper option, you may list 3-6 credits of 501, 505, or 506 in the major. This research credit must be labeled "(in lieu of thesis)". The credits for the thesis or the research paper **do not** count as blanket credit.

If coursework is being transferred from another institution, please indicate the name of the institution in the box titled "Transfer courses indicated above:" Then mark the course with the appropriate transfer symbol (T1, T2, T3, T4). **A maximum of 15 hours of graduate coursework may be transferred into a 45 hour program.** Transcripts (for all courses to be transferred from other institutions) must be on file in the Graduate School Office **BEFORE** your program can be approved. When requesting transcripts from another institution, ask that they be sent directly to the Graduate School Office. Only graduate level courses with a grade of a 3.0 (B) or better are transferable. To convert semester hours to quarter hours: multiply semester hours by 1.5. *See additional information under "Transferred Credit" in the Graduate Catalog.*

A minimum of 45 hours is required for a master's program by the Graduate School. Of these 45 hours, 9 blanket (i.e., 501, 505, 506, 507, 508, 509) hours are allowed. **30 hours of resident credit (i.e., coursework taken at OSU after being admitted into a graduate degree program) must appear on a master's program.**

Obtain the signatures of your major and minor professor (if applicable) and the chair/head of your major department/academic unit and submit the completed program to the Graduate School.

Copies of your approved program will be sent to you, your major department, and major professor c/o your major department. Please contact your department for your copy.

Changes to your approved program must be made on a "Petition for Change" form obtained from the Graduate School Office.

See additional information in the Graduate Catalog under "Rules & Regulations" for Master's Degree Programs and the current Graduate School Guide to Success. If you have any questions, please call 541-737-4881 (Graduate School).