GRADUATE COURSE OF STUDY CENTRAL WASHINGTON UNIVERSITY (Submit the original)

Check One:
INITIAL
REVISED

This course of study form is to be completed before the student has accumulated twenty-five (25) quarter credits leading to a master's degree; however, it may be required prior to that for Financial Aid purposes.

Submit the original of this form, signed by an advisor or committee chair and the department chair to the School of Graduate Studies and Research. Approved copies will be emailed to the advisor and the student. Unless the advisor and department chair approve substitutions or revisions, the Graduate School will require completion of, or enrollment in, all courses listed below before the student may be advanced to candidacy for the degree.

If credit from Central Washington University or another institution is included on this Course of Study, designate such course(s) with an asterisk (*) and name the institution from which credit is transferred: An official copy of the transcript showing this credit must be on file with the School of Graduate Studies and Research. Student Name Mailing Address Student ID CWU Email City, State, Zip Code Admitted to the Master's Program (Quarter) (Year) Required Background Courses (not to count toward degree credits) ANTICIPATED QTR. TO DEPT. COURSE NO. COMPLETE COURSE **EXACT CATALOG TITLE** CREDITS The following list of courses, totaling at least forty-five (45) credits, will be accepted as meeting requirements for the Master of degree in (field of specialization). ANTICIPATED QTR. TO DEPT. COURSE NO. **EXACT CATALOG TITLE** COMPLETE COURSE TOTAL CREDITS Advisor or Committee Chair Date Department Chair or Designee* Date (PRINT NAME) *in the case of interdisciplinary programs, this form should be signed by the relevant Program Director or Co-Director Dean of Graduate Studies Date

GUIDELINES FOR PREPARING THE COURSE OF STUDY

- Accuracy of Course of Study. It is very important that all information coincides with official transcript entries and that the amount of credit be precisely entered. Do not enter a variable amount of credit or enter a selection of courses from which one is to be elected. The approved Course of Study, together with substitutions or revisions submitted for approval, is used for determining the completion of degree requirements.
- 2) Transfer of Credit. A maximum of fifteen (15) quarter credits completed before formal admission, including a maximum of nine (9) quarter credits transferred from other accredited institutions which offer graduate degrees, may be accepted. The credits must be approved as part of the official Course of Study filed in the School of Graduate Studies. Approval of transfer credit shall be made through The School of Graduate Studies and Research only after an official Course of Study has been filed and only after official transcripts have been submitted directly to the School of Graduate Studies. Transfer credit must be graded A or B.
- 3) Credits from Extension and Workshops. CWU catalog courses numbered 500 are not applicable to master's degree credit. No more than a combined maximum of eight (8) quarter credits of workshop courses numbered 591 can be applied towards a master's degree. Courses numbered 491 are not applicable to the master's program. Credits earned via correspondence courses may not be applied to any master's degree.
- 4) **Maximum Time Limit**. No credit earned more than six (6) years before the date of the master's degree award may be counted as part of the degree credit requirements except as may be approved by formal action of the Dean of Graduate Studies.
- 5) **Credit-No Credit Option.** Graduate students are urged to use the credit-no credit option as a way to explore academic areas in which they are interested. Students are allowed to select one class per quarter for a credit-no credit grade. Credit-no credit courses will not be counted toward master's degree credits or in the graduate grade point average. A student must designate a class as credit-no credit during registration or on class change day.
- 6) **Credits Required.** Each graduate student must complete at least forty-five (45) credit hours of course work, generally at the 400 and 500 level (a few degree programs require more than forty-five (45) credits). No less than twenty-five (25) credits of the total required for the degree must be elected at the 500 or above level. Courses at the 400 level may be accepted for credit toward a graduate degree at CWU provided they are approved as part of the student's official Course of Study and taken after formal admission to a master's degree program. In such cases, graduate students are expected to perform at a high level, while completing requirements in addition to those expected of undergraduates enrolled in the course. At least thirty (30) credits of course work must be on the graded scale; that is, not elected for S/U grading.
- 7) **Required Enrollment During Final Quarter.** Students must be registered for a minimum of two (2) credits during the quarter the master's degree is conferred.
- 8) **Program Requirements.** Graduate students are expected to know the requirements of their individual programs. The School of Graduate Studies and the faculty will aid in the communication of University regulations, but the responsibility of errors of enrollment and interpretation remains with the student. Although regulations for graduate study will generally not change before the publication of a new issue of the catalog, the University reserves the right to change regulations without notice.