

**UNIVERSITY OF NEVADA, RENO**

**GRADUATE SCHOOL**

**ADVISORY-EXAMINING COMMITTEE/PROGRAM OF STUDY**

Please fill out on-line or type (no handwritten forms will be accepted)

Name:  R #:  Degree:   
Program:  Thesis  Non Thesis  Total credits required:   
Does your Thesis/Dissertation research involve the following: (this Section must be completed before form submission)  
Human Subjects:  Yes  No Vertebrate Animals:  Yes  No Biohazardous Materials:  Yes  No Radioisotopes:  Yes  No

Student Signature:

Student Email Address:  Student Phone #:  (  )

DEPT/ COURSE #	CRS	COURSE TITLE	GRADE	SEM/ YR	COMMENTS (Office use only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**ADVISORY-EXAMINING COMMITTEE:** (Please see instruction page for committee requirements)

(Type each name under signature)

\_\_\_\_\_  
Committee Chair:  Date \_\_\_\_\_

\_\_\_\_\_  
Member: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Member: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Member: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Member: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Graduate School Representative: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Graduate Director:  Date \_\_\_\_\_

\_\_\_\_\_  
Graduate Dean:  Date \_\_\_\_\_

## Program of Study Instructions

The program of study is a degree completion agreement between the student and department. The form lists courses used to satisfy the degree requirements, establishes the advisory committee, and the Graduate School evaluates the form for compliance with University and department policies.

1. **Name:** as listed in epaws
2. **R#:** Student number (retrieve from epaws)
3. **Degree:** PhD, EdD, MA, MEd, EdS, MS, MBA, MPH, MPA, MSW, MACC, MA-TE, MA-TH, MFA, MJS, MJ-JM, MM
4. **Program:** Your major (call the Graduate School to confirm the information if your program has had name changes 784-6869)
5. **Thesis:** check this box if you are completing a thesis or dissertation and ARE required to enroll in thesis or dissertation credits for degree completion.
6. **Non-thesis:** check this box for all students who will NOT be completing a thesis or dissertation and are NOT required to enroll in thesis or dissertation credits for degree completion.
7. **Total credits required:** contact your department for the number of credits required for degree completion. Programs of study are evaluated based on the policies from the catalog year they were **admitted** to the program or the catalog year they are graduating (final semester).
8. **Human Subjects:** all thesis and dissertation students must check the appropriate boxes related to their work. Non-thesis students can check no to all or leave blank.
9. **Student Signature:** print the form then sign
10. **Student Email:** List the email you check most frequently, but check your junk mail too. Students are responsible to check the UNR email accounts or have them forwarded to another email account. All student announcements and Graduate School special events are sent through the UNR email list serve. Retrieve the UNR email address from your epaws account.
11. **Student phone #:** Valid contact number
12. **Dept/Course #:**
  - View your transcripts for the department and course number.
  - List 600 or 700 level classes only.
  - Thesis and dissertation credits can be listed ONCE for the total amount required for degree completion.
13. **Credit #:** Number of credits for course enrollment

**14. Course Title:**

- Course title as listed from transcripts (print from epaws)
- List only the courses necessary to complete the degree
- Do not list undergraduate prerequisites or audited classes
- All thesis, dissertation, and professional paper credits remain an “X” on the transcript until the Notice of Completion is received the final semester

**15. Grade:**

- Record grades from transcripts. Any grades in progress leave blank.
- All grades must be a grade of “C” or better {grade of “C-“ cannot be used for degree completion}.
- COMPREHENSIVE EXAM – If the student does NOT complete the exam and no grade is filed, the office of Admissions & Records will enter an “X” on the student’s transcript in place of a grade. If the examination is completed within the next regular semester (spring or fall) the grade will be changed (through a change of grade form filed by the professor). However, if a final grade is not submitted by the end of the following semester, the student MUST REGISTER AGAIN for the comprehensive exam to receive credit for the exam.

**16. SEM/YR:**

- Semester and year the course was taken
- Changes to the semester enrollment will be corrected at the Graduate School

**17. Advisory Examining Committee:**

- See the instructions attached to on-line program of study form for complete details
- All members of the committee must be approved Graduate Faculty. View the list at [www.unr.edu/grad/faculty/](http://www.unr.edu/grad/faculty/)

**18. Graduate Director:**

- Director of your program. This signature is required prior to submitting the form to the Graduate School.

**19. Graduate Dean**

- This line will be blank until the program of study has been reviewed. Once reviewed the form will be approved by the Graduate Dean and a copy will be emailed to the student to confirm the approval and the student should maintain the copy for their records.

Send questions to [green@unr.edu](mailto:green@unr.edu) or [jwoodard@unr.edu](mailto:jwoodard@unr.edu)

# Program of Study Form

## Due April 25, 2008 for August & December Graduates

Available at [www.unr.edu/grad/forms](http://www.unr.edu/grad/forms)

### Purpose of the form:

- Degree completion agreement between student and department
- Lists courses used to satisfy degree requirements
- Establishes advisory committee
- Graduate School evaluates the program of study for degree completion (University and department policies)

### Academic requirements:

- All courses listed are 600 or 700 level
- Academic standards – all grades listed are “C” or better [“C-“ cannot fulfill degree completion requirements]
- Transfer credits must be approved – submit the Graduate Credit Transfer Evaluation Request form and official transcripts (credits outside UNR)
- Comprehensive Exam policy: If the student does not complete the examination and no grade is filed, the Office of Admissions and Records will enter an “X” on the student’s transcript in place of a grade. If the examination is completed within the next regular semester (spring or fall), the grade will be changed (*through a change of grade form submitted by the professor*). **However, if a final grade is not submitted by the end of the following semester, the student must register again for the comprehensive examination to receive credit for the exam.**
- Follow instructions attached to the program of study form for requirements specific to Thesis, Non-Thesis, and Doctoral programs.

### Changes to the form:

- Submit a change in program of study form to correct course listings (changes to the semester enrollment do not require a change form).
- Submit a change of advisory committee form to adjust committee members.

### **The program of study must be approved prior to applying for graduation.**

The Graduate School emails the approved copy of the program of study to the student for confirmation.