

**Instructions for completing the
MASTER'S DEGREE PROGRAM PLAN**

- 1) Make an appointment with the Graduate Coordinator for your major. The Office of Graduate Studies or your Major Department can help you make the initial contact.
- 2) The Graduate Coordinator will instruct you as to department policy, such as the requirements for being advanced to classified status and candidacy, the recommended time to form your Graduate Advisory Committee, and the departmental requirements for committee membership.* The Graduate Coordinator may also provide you with assistance in identifying suitable courses from which you will ultimately build your program. In some cases further advising will be done by your Committee Chair.
- 3) Complete the Master's Degree Program Plan form to reflect the program you decide upon in consultation with your Graduate Coordinator or Committee Chair, as appropriate. Ask your Graduate Coordinator and Committee Chair to check the Plan, and sign it if acceptable.
- 4) After you have signed the form and obtained the signatures of your other committee members,** submit it to the Office of Graduate Studies. Copies will be distributed after that Plan has been reviewed in that office.
- 5) The approval of your Graduate Coordinator and Committee Chair is required for any changes made to the Program Plan after it has been submitted to Graduate Studies. A copy of each approved change must be filed in Graduate Studies.
- 6) Please keep in mind the following minimum requirements for the Master's degree at California State University, Chico:
 - a) Completion of at least 30 units of 400, 500, and 600-level courses (Note: Some programs require more than 30 units).
 - b) At least 18 units in the major discipline.
 - c) At least 18 or sixty percent of the units required for the degree must be in 600-level courses.
 - d) Not more than 10 units total of 697 and 699 coursework and not more than 6 units of 699.
 - e) Not more than 9 units of transfer and/or extension work. (University of California extension courses are not acceptable nor are any correspondence courses.)
- 7) In addition to the general university requirements, you must also meet all specific program requirements.

* Committee members must meet both the departmental and general university requirements for committee membership. An adjunct, non-voting, committee member who does not meet the usual criteria may be appointed to a Graduate Advisory Committee when that person's expertise is valuable to the development and defense of the thesis or project. An adjunct committee member should have the terminal degree or a significant scholarship record or a significant professional achievement record in an area related to the subject of the thesis or project

** If an adjunct member is included on the committee, please have the adjunct member sign on the fourth committee signature line, and check the box to indicate "adjunct status."