

Each graduate student must prepare a Program of Study (GS6) which lists the advisor, committee members, and all courses which will be taken in pursuit of the degree. This is the formal statement to the Department of Mathematics and the Graduate School regarding what will be done to fulfill degree requirements. **The Program of Study must be filed with the Graduate School before the time of the fourth regular semester registration.** Students who fail to meet this requirement may be denied subsequent registration. Students in the MS with Outside Specialization degree program and Track III Admission (combined bachelor's/master's degree), must file the GS6 before the end of the first semester after admission to the Graduate School.

While it is important for a student to plan the Program of Study together with the advisor and committee early in the graduate career, it is understood that plans may develop and change. Reconciliation of courses planned on the Program of Study and those actually taken will be made when applying to graduate using form GS25 application for graduation. Courses included on the GS6 which have been taken and for which a grade has been received (A through F, I, S or U) may not be removed from the Program of Study. Committee members may be changed using form GS9A

Prior to filling out the electronic GS6 Program of Study (eGS6), all graduate students must complete the GS6 Program of Study Worksheet with their intended advisor. **The completed worksheet will be submitted to the Graduate Coordinator for a preliminary check to assure all degree requirements have been met, and that committee members selected are eligible to serve in the capacity indicated.** After approval, the eGS6 can be completed by the student, and signatures obtained.

Instructions for completing the Program of Study worksheet

General instructions

Access the fillable pdf of the GS6 Program of Study Worksheet. Indicate if worksheet is being completed for an MS or PhD and enter your name and current date. When entering courses in any section you must enter full course numbers (ex: MATH 517, MATH 592, MATH 605A **not** M517, 592, M605A). The total number of credits for each section will be added up for you if using the form electronically, or you may also print the form and enter courses and credits manually; however, please print legibly. If completing the worksheet electronically, you may save and email the worksheet to the Graduate Coordinator as an attachment, or hand in if completing manually.

Required Courses Taken Prior to Admission

Enter courses taken at CSU that were not used for any other degree, but were taken prior to admission to the graduate program in mathematics. This section of the GS6 will be rarely utilized; however, examples of credits that should be entered here are:

Graduate level mathematics course taken as an undergraduate that were set aside by the Registrar and not used for the bachelor's degree.

Graduate level mathematics courses taken in pursuit of a graduate degree in a different department at CSU that was not completed.

Required Courses Taken After Admission

Enter courses taken after admission to the graduate program in mathematics and those that will be taken to fulfill all degree requirements. It is very important to review the checklist and degree requirements for each degree and assure that coursework listed on the GS6 will fulfill all departmental requirements.

For all master's degrees, a minimum of 35 credits of coursework must be listed. A PhD requires a minimum of 72 credits beyond the bachelor's degree. Students entering with a master's degree may receive up to 30 credit hours towards the 72 credit hour requirement. For these students, a minimum of 42 credits must be earned at CSU after admission to a doctoral program, and at least 21 credits beyond the master's degree must be earned in courses numbered 500 or above.

For students enrolled in a continuous master's/Ph.D. program at Colorado State University, all courses taken during the master's program may be applied to the doctoral degree, even if the total master's degree credits exceed 30. **The actual courses completed for the master's degree will not be individually listed on the PhD GS6, only the courses taken beyond the master's degree will be listed.**

Master's degree to be used as partial fulfillment of PhD requirements

It must be stated on the Ph.D. program of study if an MS degree earned at CSU or another institution will be used as partial fulfillment of the 72 credit requirement. As stated above, students entering with a master's degree may receive up to 30 credit hours towards the 72 credit hour requirements. For these students, a minimum of 42 credits must be earned at CSU after admission to a doctoral program, and at least 21 credits beyond the master's degree must be earned in courses numbered 500 or above. For students enrolled in a continuous master's/Ph.D. program at Colorado State University, all courses taken during the master's program may be applied to the doctoral degree, even if the total master's degree credits exceed 30. Credits earned on the MS must be approved by the student's advisor. **This information will be hand written on your GS6 once completed, submitted and printed. This information cannot be entered electronically at this time.**

Transfer of Specific Course Credit from other Institutions

Enter credits approved by your advisor for transfer in this section. The credits will not be officially transferred until the Graduate School has approved them on your GS6.

Credit may be transferred to a graduate program at Colorado State with the approval of the adviser, committee, and Graduate School. There is no right to transfer credits; each case is assessed individually and accepted or rejected on its merits. The number of credits that may be transferred is limited and requests to transfer graduate credit earned at another university must be accompanied by official transcripts. Courses accepted for transfer must be at the

equivalent level of Colorado State University's regular courses at the 500 level or above. Individual credits used to fulfill requirements for previously earned degrees are not accepted in transfer. See the Graduate Coordinator for details if you hope to transfer credit in this way. **This information will be hand written on your GS6 once completed, submitted and printed. This information cannot be entered electronically at this time.**

Selecting an Advisor and Committee

The advisor is the chief source of advice in the planning process and works closely with the student throughout their graduate career on all matters related to the degree program. A close, cordial, and professional relationship is therefore of the utmost importance.

Members of the committee should be chosen on the basis of the student's interests, the student's experience with faculty members, and the advisor's knowledge and expertise. The makeup of a graduate committee must be approved by the department head and, of course, agreed to by the potential members themselves. It is the responsibility of the student to secure these approvals and agreements. The committee administers the final examination for an MS student, as well as the preliminary and final examinations for a PhD student.

The committee must consist of at least three faculty members for a master's degree program and at least four for a doctoral degree program. The members are as follows:

- The permanent advisor, who serves as chairperson of the committee, and must hold academic faculty rank as a professor, associate professor, or assistant professor in the Department of Mathematics.
- For the MS degree programs, the committee must include one or more additional members from the Department of Mathematics.
- For the PhD degree program the committee must include two or more additional members from the Department of Mathematics.
- The outside committee member for both the MS and PhD programs must be selected from a department other than Mathematics. A committee member with this designation cannot have a joint appointment in the Department of Mathematics.
- Co-advisors may be chosen from inside or outside the Department of Mathematics.

Individuals who are not academic faculty but who have special expertise may serve on committees in addition to the prescribed members, and in some instances, can become full voting members, with the exception of being the permanent advisor. See the graduate coordinator for details if you plan to add someone outside CSU to your committee.

Steps for completing the eGS6

1. Complete the GS6 worksheet with your advisor and present to the Graduate Coordinator for review and approval.
2. Once your worksheet has been approved access the eGS6 form via your RAMweb account under the “Complete my GS6 Program of Study” link.
3. Add required courses taken prior to admission if applicable
4. Add required courses that you have already taken after admission. Courses already taken will be available to select and then add. Add required courses that you plan to take at CSU, but have not yet taken. You will need to search for these courses and then add them.
5. Specify whether or not you will be submitting a thesis.
6. Search for and select those persons who will serve on your graduate committee.
7. Review your GS6 before submitting, and make any necessary changes.
8. Submit your GS6. After submission your GS6 will be available to print and a copy will be emailed to you. Your GS6 has now been electronically submitted to the Graduate School and is no longer available for changes.
9. Print your GS6.
10. Write in any approved transfer credit from other institutions.
11. Write in previously earned master’s degree information whether from CSU or another institution if applicable, including the number of credits using. Your advisor **must** initial this section of the GS6 indicating approval of credits from MS being used.
12. Sign your GS6 and obtain signatures from your advisor and co-advisor (if applicable) and submit to the Graduate Coordinator. The Graduate Coordinator will obtain the department Chair’s signature, make a copy for your department file, and deliver to the Graduate School on your behalf.