

**UNIVERSITY OF NORTHERN COLORADO
GRADUATE SCHOOL**

(970)351-2831

<http://www.unco.edu/grad>

INFORMATION REGARDING YOUR PLAN OF STUDY

1. An approved Plan of Study filed in the Graduate School is required of all doctoral and specialist students. Your Plan of Study should be submitted to the Graduate School early in your program and no later than the end of your second semester of enrollment.
2. After your approved Plan of Study has been submitted to the Graduate School, any changes must be requested in writing from your program advisor to the Graduate School. A memorandum from your advisor approving the modifications (add, delete, substitute) rather than a new Plan of Study form is recommended. If you choose to submit a new Plan of Study, the changes must be clearly identified.
3. If your Plan of Study is not submitted on the attachment, the format used must contain all of the elements of this form including **student number, mailing address, transfer credits, 12-hour research core, research tools or collateral field (if applicable) and total credits**. Minimum credit requirement for a doctoral degree is 64 semester hours (if student has a master's degree) and 94 semester hours (if student does not have a master's degree).
4. Please do not duplicate course work listed in one section of the form by listing it in another.
5. Completion of degree requirements will be checked at the time of graduation against the original approved Plan of Study (or as amended). All course work on the approved Plan of Study constitutes your degree requirements.
6. The Graduate School requires the signature of the student and the program advisor on the Plan of Study form. Additional signature lines are provided for departmentally required signatures.
7. Please provide a copy of your Plan of Study to your program advisor and keep one for your records.
8. If additional space is required for any section, please attached an additional sheet.
9. It is not necessary to include the proposed semester as part of your plan.
10. **Research tools (Ph.D. only) must include description of competency, plan to attain competency including relevant course work and means the department will use to evaluate and verify competency.**
11. Additional policies governing your Plan of Study are included on the following pages and can also be found in the **Handbook of Graduate School** or visit our web site at <http://www.unco.edu/grad>.
12. For master's in route to doctorate students, a separate sheet listing a minimum of 30 semester hours of course work not duplicated by doctoral requirements must be submitted.

PLAN OF STUDY

NAME: _____ BEAR NUMBER: _____
 Last First Middle

ADDRESS: Street, Apt. # (if applicable), City, State ZIP and Telephone

DEGREE PROGRAM: *Example, Ed.D. in Physical Education: Pedagogy, 1998-99*
and Year of Bulletin under which you will be completing requirements

RESEARCH CORE (12 hours required)

Doctoral students must complete a departmentally prescribed core of at least 12 semester hours of research courses or methods of inquiry designated as appropriate to the discipline and approved by the Graduate Council. Departmental courses numbered xx 622 (Directed Studies) shall not be used to substitute for courses in the research core. Also, courses numbered 797 and 799 cannot be included.

Course Prefix, Number, Title and Credit Hours

EXAMPLE: SRM 700 *Advanced Research Methods* 3 hours

RESEARCH TOOLS (Ph.D. only)

All Ph.D. students must demonstrate competency in two acceptable research tools. A research tool is defined as advanced knowledge and/or set of skills related to a specifiable technique or method that contributes to the student's ability to conduct doctoral level research in the discipline. Departments will determine acceptable research tools such as languages, applied statistics, mathematical statistics, and computer languages/applications. Research tools must include a description of competency, plan to attain competency including relevant course work and means the department will use to evaluate and verify competency. You should be able to provide a title or name for the tool, e.g., Qualitative Research Methods. Course work numbered 797 and 799 is not acceptable as part of research tools.

RESEARCH TOOL #1 Ph.D. only

COMPETENCY: *example, Quantitative Research to be attained by satisfactory completion (grade of 'B' or better) of course work as listed below*

<i>EXAMPLE:</i>	<i>SRM 602</i>	<i>Statistical Methods I</i>	<i>3 hours</i>
	<i>SRM 603</i>	<i>Statistical Methods II</i>	<i>3 hours</i>
	<i>SRM 609</i>	<i>Sampling Methods</i>	<i>3 hours</i>

RESEARCH TOOL #2 Ph.D. only

COMPETENCY: *example, Foreign Language, German to be demonstrated to and verified by member of UNC Foreign Languages department. Level of fluency expected would allow the student to use scholarly publications written in German.*

COLLATERAL FIELD (Ph.D. only)

With the approval of the major department/division/school and the Dean of the Graduate School, doctoral students may use a collateral field of study as a substitute for one of the research tools. A collateral field of at least 12 credits is defined as advanced and specialized or focused knowledge and competence within a specifiable content area or skill area from a related discipline that contributes to the student's ability to conduct doctoral level research in their major discipline, e.g., advanced cognitive theory, applications of distance education technology or multimedia technology to the classroom. The level of competency and the assessment is established by each department/division/school and must be approved by the Dean of the Graduate School. A collateral field is a substitute for one of the research tools and is not necessary if two acceptable research tools are required by this Plan of Study.

COLLATERAL FIELD (if applicable) Ph.D. only

ADDITIONAL REQUIRED COURSE WORK

Course prefix, number, title and number of credits must be included

Example: MUS 670 Individual Performance in Voice 12 hours

TRANSFER CREDITS (from other accredited colleges or universities). Transfer credit must be from an accredited institution that grants doctoral degrees, must be graduate level, compatible with the student's program, and must be 'A' or 'B' work. Transfer credit cannot be used to meet any residency requirements and is not used in the calculation of the grade point average. The form, Petition to Count Work in a Degree Program, and an official transcript are required. A minimum of 40 hours in a doctoral program must be completed at UNC (if student has a master's degree). All work counted in a degree program must be completed within the eight-year time limit allowed for a doctoral degree.

TRANSFER CREDITS

Name of College/University, Prefix, Course #, Course Title, Semester/Quarter/Year, and Grade

Example: Colorado State University, CHEM 559, BioChemistry I, Fall 98, 3 sem hrs. 'A'

TOTAL TRANSFER CREDIT HOURS:

TOTAL SEMESTER HOURS

Minimum credits required to earn a doctoral degree are 64 semester hours if the student holds a master's degree. Without a master's degree minimum credits required are 94 semester hours. Total credit hours required vary depending of program requirements. Please indicate the total number of hours required per this Plan of Study.

Total UNC hours:

Total transfer hours (quarter or semester):

Total hours:

APPROVALS

The Graduate School requires the signature of the student and the program advisor. Additional signature lines are provided for departmental signatures that may be required. Please keep a copy of this form for your records. A copy should be given to your program advisor.

Student Signature Date

Program Advisor Date

Name Date

Name Date

Name Date