

**UNIVERSITY OF NORTHERN COLORADO**  
**GRADUATE SCHOOL**

**Instructions for the Plan of Study**

1. An approved Plan of Study filed in the Graduate School is required of all doctoral and specialist students. You are required to file an approved Plan of Study with the Graduate School prior to taking written comprehensive exams but you should try to submit your Plan of Study sooner, if possible.
2. After your approved Plan of Study has been submitted to and approved by the Graduate School, any changes must be submitted in writing by your program advisor to the Graduate School. A memorandum (email) or Course Adjustment Form 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, you must clearly identify the changes.
3. The outline on the following pages indicates the required elements for the Plan of Study. An example is provided on pages 5 through 6 to illustrate the contents and organization of a Plan of Study. You may type the Plan of Study in Word using a format similar to the example provided below, or you may submit your Plan of Study on a form used within your program or department, as long as all required information is included.
4. Your Plan of Study must include a 12-hour research core, research tools or collateral filed (if applicable), and total credits of either a minimum of 64 semester hours (if you have a master's degree) or 94 semester hours (if you do not have a master's degree)
5. Please do not duplicate coursework listed in one section of the plan by listing it in another section.
6. Completion of degree requirements will be checked by the Graduate School at the time you initially submit the Plan of Study, at candidacy, and again at graduation against the original or amended Plan of Study. All coursework on the final, approved Plan of Study constitutes your degree requirements.
7. The Graduate School requires only the signatures of the student and program advisor on the Plan of Study. Additional signature lines may be added if needed to meet department or program requirements.
8. You should keep a copy of the approved Plan of Study for your records and provide a copy to your advisor as a courtesy.
9. It is not necessary to include the proposed semester as part of your plan.
10. Research tools (Ph.D. only) must include a description of the competency, your plan to attain the competency (e.g., relevant coursework), and the means by which the department will evaluate and verify the competency (e.g., minimum letter grade to be attained).
11. For master's *en route* to the doctorate students, a separate sheet listing a minimum of 30 semester hours of coursework, not duplicated by doctoral requirements, must be submitted.

## Required Contents of Plan of Study

**NAME:** (first, middle, and last name)

**BEAR NUMBER:** (last 4 digits)

**ADDRESS:**

**DEGREE PROGRAM:** Include degree level, e.g., M.S., program name, and year of the Graduate Catalogue under which you will be completing the degree requirements.

### RESEARCH CORE

(minimum of 12 credits required)

Include course prefix, course number, course title, and credit hours for each of the courses required in your program's research core.

### RESEARCH TOOLS

(Ph.D., Ed.D., or D.A. only)

All Ph.D., Ed.D., and D.A. students must demonstrate competency in two acceptable research tools. A research tool is defined as advanced knowledge and/or a 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. Programs will determine acceptable research tools such as languages, research methods, applied statistics, and computer languages/applications. Research tools must include a description of the competency, a plan to attain the competency (including relevant coursework), and a means by which the department will evaluate and verify the competency. You should provide a title or name for the tool, e.g., Qualitative Research Methods. Coursework numbered 797 and 799 is not acceptable as part of the research tools.

#### RESEARCH TOOL #1

**COMPETENCY:** *Example, Qualitative Research Methods to be attained by satisfactory completion (grade of "B" or better) of the courses listed below:*

|                 |                |  |                |
|-----------------|----------------|--|----------------|
| <i>Example:</i> | <i>SRM 680</i> | <i>Introduction to Qualitative Research</i>        | <i>3 hours</i> |
|                 | <i>SRM 685</i> | <i>Educational Ethnography</i>                     | <i>3 hours</i> |
|                 | <i>SRM 686</i> | <i>Qualitative Case Study Research</i>             | <i>3 hours</i> |
|                 | <i>SRM 688</i> | <i>Writing as Analysis of Qualitative Research</i> | <i>3 hours</i> |

#### RESEARCH TOOL #2

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

## **COLLATERAL FIELD**

(Ph.D., Ed.D., or D.A. only)

With approval by the student's department, program, or school and the Dean of the Graduate School (or designee), 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 or skill area from a related discipline that contributes to the student's ability to conduct doctoral level research in his or her major discipline, e.g., advanced cognitive theory, application of distance education technology or multimedia technology to the classroom. The level of competency and the methods of assessment are established by each department, program, or school and must be approved by the Dean of the Graduate School (or designee). A collateral field is not necessary if two acceptable research tools are included in the Plan of Study.

## **DOCTORAL MINOR**

Doctoral minors consist of a minimum of 15 semester hours of course work in a discipline different from the doctoral program. Approved doctoral minors are listed in the Graduate Catalog. Pursuit of a doctoral minor is optional; however, for students wishing to have the doctoral minor included on their transcript, they must indicate the name of the doctoral minor and specify the coursework completed for the minor on their plan of study. Although courses taken as part of the doctoral minor cannot be "double counted" in the total number of credit hours for the degree, they may also count for other degree requirements such as the research core.

## **ADDITIONAL REQUIRED COURSEWORK**

You must also list all other coursework for your degree not already listed above, including required courses, elective credits, and dissertation (797 and 799) credits.

Include course prefix, course number, title of course, and credit hours for each course.

## **TRANSFER CREDITS**

(if applicable)

Transfer credit must be: from another accredited college or university that grants doctoral degrees, graduate level work, compatible with the student's program, and must have grades of "A" or "B." Transfer credit cannot be used to meet the continuous registration requirement and is not used in the calculation of the grade point average. The *Petition to Count Work in a Degree Program* form, and an official transcript are required. A minimum of 40 hours in a doctoral program must be completed at UNC (if a student has a master's degree). All work counted in a degree program, including transfer credits, must be completed within the eight-year time limit allowed for a doctoral degree.

The list of transfer courses must include the name of the college/university, course prefix, course number, title of course, semester/quarter, year, and grade. In addition, students including transfer courses on their Plan of Study must list the total number of transfer credit hours.

*Example: Colorado State University, CHEM 559, Biochemistry I, Fall, 2010, 3 semester hours, grade = “B+”*

**Total Transfer Credit Hours:** 3 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 on program requirements; however, they cannot be less than the minimum number specified above. Students must indicate the total number of semester hours required per their Plan of Study.

**Total UNC Hours:**

**Total Transfer Hours:**

**TOTAL SEMESTER HOURS:**

## **APPROVALS**

The Graduate School requires the signature of the student and program advisor. Additional signature lines may be added for departmental, program, or school signatures if required by your program. Please keep a copy of this form for your records and provide a copy to your program advisor.

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Student’s Signature

Date

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Program Advisor’s Signature

Date

## SAMPLE PLAN OF STUDY

**NAME:** Mary M. Smith

**BEAR NUMBER (last 4 digits):** 1234

**ADDRESS:** 123 Main Street, Smalltown, CO 80999

**DEGREE PROGRAM:** Ph.D., Applied Statistics and Research Methods | Catalog yr. 2010-11

### RESEARCH CORE (minimum of 12 hours required)

| Course Prefix | Number | Title                              | Credit Hours |
|---------------|--------|------------------------------------|--------------|
| SRM           | 610    | Statistical Methods III            | 3 hours      |
| SRM           | 611    | Advanced Statistical Data Analysis | 3 hours      |
| SRM           | 620    | Advanced Statistical Programming   | 3 hours      |
| SRM           | 650    | Research and Statistics Colloquium | 4 hours      |
| SRM           | 700    | Advanced Research Methods          | 3 hours      |
| Subtotal      |        |                                    | 16 hours     |

### RESEARCH TOOLS

#### RESEARCH TOOL #1

**COMPETENCY:** Applied statistics and computer-based statistical analysis to be attained by satisfactory completion (grade of 'B' or better) of course work as listed below.

| Course Prefix | Number | Title                                 | Credit Hours |
|---------------|--------|---------------------------------------|--------------|
| SRM           | 520    | Introduction to Statistical Computing | 1 hour       |
| SRM           | 521    | Statistical Computing with SPSS       | 1 hour       |
| SRM           | 522    | Introduction to R                     | 1 hour       |
| SRM           | 625    | Applied Multiple Regression Analysis  | 3 hours      |
| Subtotal      |        |                                       | 6 hours      |

#### RESEARCH TOOL #2

**COMPETENCY:** Understanding of program evaluation models and methods to be attained by satisfactory completion (grade of 'B' or better) of course work as listed below.

| Course Prefix | Number | Title  | Credit Hours |
|---------------|--------|--|--------------|
| SRM           | 670    | Evaluation: Models and Designs               | 3 hours      |
| SRM           | 770    | Evaluation: Advanced Methods                 | 3 hours      |
| SRM           | 641    | Special Topics: Grant Writing for Evaluators | 3 hours      |
| Subtotal      |        |  | 9 hours      |

**DOCTORAL MINOR (Educational Psychology)**

| Course Prefix | Number | Title  | Credit Hours |
|---------------|--------|--|--------------|
| PSY           | 575    | Educational Assessment                         | 3 hours      |
| PSY           | 661    | Trends and Issues in Educational Psychology    | 3 hours      |
| PSY           | 674    | Measurement I: Educational Testing             | 3 hours      |
| PSY           | 675    | Measurement II: Advanced Techniques            | 3 hours      |
| PSY           | 686    | Advanced Seminar in Measurement and Assessment | 3 hours      |
| Subtotal      |        |  | 15 hours     |

**ADDITIONAL REQUIRED COURSE WORK**

| Course Prefix | Number | Title                                | Credit Hours |
|---------------|--------|--------------------------------------|--------------|
| *PSY          | 674    | Measurement I: Educational Testing   | 3 hours      |
| SRM           | 627    | Survey Research Methods              | 3 hours      |
| SRM           | 629    | Structural Equation Modeling         | 3 hours      |
| SRM           | 680    | Introduction to Qualitative Research | 3 hours      |
| SRM           | 689    | Internship in Applied Statistics     | 3 hours      |
| SRM           | 705    | Advanced Issues in Research Methods  | 3 hours      |
| SRM           | 797    | Doctoral Proposal Research           | 4 hours      |
| SRM           | 799    | Doctoral Dissertation                | 12 hours     |
| Subtotal      |        |                                      | 34 hours     |

\* Also counted under the doctoral minor.

**Total UNC hours: 77**

**Total transfer credits: 0**

**TOTAL SEMESTER HOURS: 77**

**APPROVALS**

|                   |      |
|-------------------|------|
| Student Signature | Date |
| Program Advisor   | Date |