

Instructions

1. If you are uncertain about any specific requirements, ask your graduate committee chair for help. Doctoral students cannot include skill hours toward the minimum hours required.
2. If a minor is to be pursued, it must be approved by both the major and the minor departments.
3. List each course to be included in your graduate program by department abbreviation (as used in the class schedule), course number, credit hours, and course title. List prerequisite courses first. If a course designated with an “R” will be repeated, list it only once with the total hours to be earned. For example, do not list Psych 799R nine times for 2.0 hours each, rather once for 18.0 hours. If additional space is needed, use a second form.
4. In the “Requirement type” column, identify the requirement each course fills using the following:

Prereq: Prerequisite courses

PhD Skill: Skill requirement courses (may be required for doctoral students). List the courses you have taken or plan to take to fulfill the doctoral skill requirement, or describe in the space provided how you will complete the requirement.

Major: Major courses

Minor: Minor courses, if declared. Master’s Minor must include at least 6 credit hours of graduate level (500–600) course work.

Elective: Elective courses

Thesis: Thesis

Project: Project

Dissertation: Dissertation

5. In the “Requirement satisfied by” column, identify the courses you plan to count toward your degree using the following:

Post-BACC/Post Baccalaureate Studies (non-degree): Courses taken after receiving your bachelor’s degree but before you were admitted to your current graduate program.

Senior: Courses taken before receiving your bachelor’s degree which you wish to count as part of your graduate degree. If any course was applied to another degree previously, do not list it. Check with your undergraduate advisement center to make sure there is no double application of credit.

Note: With departmental approval, master’s students may count a limited number of 300–400 level courses taken as either an undergraduate or graduate student. Doctoral students may not count any undergraduate level courses toward their program of study.

Transfer: Transfer courses from other accredited schools. (Entered under “Transfer Courses” on bottom of ADV08.)

Note: Transfer credit (TRN) may constitute no more than 25 percent of the required credits for the degree, and may not exceed 15 credit hours in any program. Up to 10 senior and/or post-baccalaureate studies (PBS) credit hours may count toward a degree. If senior and/or post-baccalaureate studies credit is used in conjunction with transfer credit, the total may not exceed 15 credit hours. For example:

Required Program Hours	Combined Transfer, Senior, PBS Credit Limit
30	10 (max. 7 Transfer)
36	10 (max. 9 Transfer)
40	10 (max. 10 Transfer, Senior/PBS)
50	12 (max. 10 Senior/PBS)
60	15 (max. 10 Senior/PBS)
>60	15 (max. 10 Senior/PBS)

The time limit for completion of a degree (5 years for a master’s, 8 years for a doctoral) begins with the first course taken and applied to the degree.

6. Obtain signatures of the graduate faculty who will serve as your committee. Master’s committees must consist of at least three graduate faculty; doctoral committees must have five graduate faculty. If you have received approval to declare a minor, one of the committee members must be from the minor department.
7. After completing the Program of Study form and obtaining committee member signatures, submit it to your department for computer entry. When the revised Program of Study is approved, you will be able to access the updated progress report through Route Y (<https://ry.byu.edu/>); type in ADV09 in the “Quick URL” box.