



School of Engineering & Applied Science

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_

# Master's FINAL PROGRAM

This form is used to list the degree candidate's "final program" of course and/or research work which was taken towards fulfillment of the requirements for the specified degree. Both the advisor and department Chair must sign this form to authorize approvals of the course of study outlined, including annotations indicating any variances from the standard accepted requirements. The original of this form gets ultimately routed to the Registrar's Office. Departments should retain a copy of all forms in the student's departmental file folder.

Department Name: \_\_\_\_\_

Major Program and/or Certificate Name: \_\_\_\_\_

Major Program and/or Certificate Code: \_\_\_\_\_

Check here if this form is being used to CHANGE a previously submitted form: \_\_\_\_

## Final Program of Study - Applicable to Program/Degree:

Dept	Code-Course#	Units	Sem. Taken	Final * Grade	Dept	Code-Course#	Units	Sem. Taken	Final * Grade
1)	_____	_____	_____	_____	13)	_____	_____	_____	_____
2)	_____	_____	_____	_____	14)	_____	_____	_____	_____
3)	_____	_____	_____	_____	15)	_____	_____	_____	_____
4)	_____	_____	_____	_____	16)	_____	_____	_____	_____
5)	_____	_____	_____	_____	17)	_____	_____	_____	_____
6)	_____	_____	_____	_____	18)	_____	_____	_____	_____
7)	_____	_____	_____	_____	19)	_____	_____	_____	_____
8)	_____	_____	_____	_____	20)	_____	_____	_____	_____
9)	_____	_____	_____	_____	21)	_____	_____	_____	_____
10)	_____	_____	_____	_____	22)	_____	_____	_____	_____
11)	_____	_____	_____	_____	23)	_____	_____	_____	_____
12)	_____	_____	_____	_____	24)	_____	_____	_____	_____

\* **NOTE:**  
If department knows a final grade for a course listed above is not yet posted online, please enter "IP" (for "In Process") in Final Grade field.  
All other final grades should be filled in by departments, and then verified by the Registrar to fully confirm completion of all specified courses.  
All faculty should use WebFAC to post grades for a current semester.  
Changes to prior semester grades need to be submitted via SGR's (Special Grade-change Report-forms).

### Approved Transfer Units (from another school; not to exceed 6 units for Master's programs) :

(Dept. should have previously submitted memo itemizing approved courses to transfer in...OR...they should have been indicated on Thesis/Course-Option declaration form.)

Number of transfer units (previously approved by dept) which are to apply to above final program - \_\_\_\_\_

School Name(s) - \_\_\_\_\_

Official transcript received by Dept & sent to Registrar on following date - \_\_\_\_\_

### 6-7 year maximum study duration check:

(Students should normally complete Master's programs in a maximum of six years; anything exceeding 7 years requires a special memo from the dept Chair with subsequent approval from the Chair of the Graduate Board.)

Please check here if department approves student as having completed work in an appropriate timeframe - \_\_\_\_

### Notes & Comments:

## Final Program Approved by:

(By signing below, both the advisor and Department Chair certify they have fully examined the course of study itemized above and find the courses listed suitable for the above stated degree/program. By signing this form, the advisor and Chair are also approving any exceptions to standard requirements, annotating any such exceptions and initialing them above. In addition, they agree they have examined this student upon the work done in the area named above and find the candidate's attainments such that he/she may properly be admitted to the candidacy for the degree as stated above.

Academic Advisor: \_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature & date)

Department Chair: \_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(signature & date)