

Master of Arts
Master of Science

in

Interdisciplinary Studies

Student Advisement
Handbook

Office of Graduate Studies and Research
California State University, Los Angeles

September, 2001

TABLE OF CONTENTS

| | |
|---|----|
| The Interdisciplinary Studies Major | 3 |
| Steps to Completing the Interdisciplinary Studies Master's Degree Program | 4 |
| Step 1, Admission to the University | 4 |
| Step 2, Applying for the Interdisciplinary Studies Major | 4 |
| Step 3, Advancement to Candidacy | 5 |
| Step 4, The Culminating Experience | 5 |
| Step 5, Application for Graduation | 7 |
| Rules to Remember | 8 |
| Where to Go... | 11 |
| Program Advisement Offices | 11 |
| Applications | 11 |
| Petitions | 11 |
| Forms | 11 |
| Answers to Frequently Asked Questions | 12 |
| Appendices | 14 |
| Preliminary Proposal Form for Interdisciplinary Studies Major | |
| Program Plan for the MA/MS Degree in Interdisciplinary Studies | |
| Petition for Leave of Absence | |
| Petition for WPE Substitution | |
| Petition for Overload | |
| GS-1, Evaluation of Transfer Courses | |
| GS-5, Course Substitution | |
| GS-10, Advancement to Candidacy | |
| GS-12, Request for Approval of Thesis/Project Committee | |
| GS-12A, Application for Comprehensive Examination | |
| GS-13, Request for Enrollment in Comprehensive Examination | |
| GS-14, Approval of Thesis/Project Proposal | |
| GS-16, Course Validation | |
| 3408, Graduation Application Procedures for Graduate Degrees | |
| AG4, Graduation Application and Certificate Application | |

THE INTERDISCIPLINARY STUDIES MAJOR

The Interdisciplinary Studies major at Cal State L.A. is a highly restricted program designed for students whose professional/academic objectives are unique and cannot be met by existing master's degree offerings. Each student admitted to the IS major creates a unique program that comprises course offerings from at least two departments/divisions in related disciplines. Some recent examples of IS programs include *American Cultural Studies* (Departments of Communication Studies, History, and Anthropology), *Scenography* (Departments of Theatre Arts and Technology), *Biomathematics* (Departments of Biology & Microbiology and Mathematics), and *Environmental Science* (Departments of Geology, Geography, and Chemistry). In each case, the IS program is prepared with the assistance and approval of faculty and administrative advisers who evaluate the student's proposal and academic qualifications.

This highly restrictive major was begun at Cal State L.A. in 1969, at the same time as the Special Major baccalaureate program. These programs were created in response to a Chancellor's Office request that each campus "develop specific requirements and/or restrictions to a special major." The CO's request further advised that the special major's purpose was "to provide for exceptional cases of individual students a carefully controlled opportunity for a specially designed course of study leading to a degree when legitimate academic and professional aims are not adequately accommodated by standard degree majors" (AP 69-52; July 16, 1969).

The IS program at Cal State L.A. is administered through the Office of Graduate Studies and Research.

The goals of the IS program are:

1. To provide opportunities and appropriate advisement for students who choose to develop individualized programs of study to serve their unique career and professional development needs.
2. To provide the means through which the campus' academic community can experiment with new and emerging fields of inquiry.

Graduate students that wish to pursue a Master of Arts or Master of Science degree in Interdisciplinary Studies fall into one of two categories:

- Those wishing to pursue a master's degree combining programs from two departments within one college must make formal written application to the appropriate college graduate dean.
- Those wishing to pursue a master's degree combining programs from two different colleges must make formal written application to the Dean of Graduate Studies and Research.

The following section details the steps that must be followed in completing the Interdisciplinary Studies major.

STEPS TO COMPLETING THE INTERDISCIPLINARY STUDIES MASTER'S DEGREE PROGRAM

Step 1

Admission to the University

Students first apply to the university by completing the “Graduate/Postbaccalaureate Application for Admission” and paying the required admission fee. A prospective student must meet the university’s eligibility criteria to be accepted for admission to the university. The minimum requirements for admission to the university are:

- Attainment of a baccalaureate degree from an accredited 4-year institution, or equivalent academic preparation as determined by the appropriate campus authorities.
- Good academic standing at the last college or university attended.
- Attainment of a GPA of at least 2.5 (A = 4.0) in the last 90 quarter (60 semester) units attempted.
- Satisfaction of the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe.

Step 2

Applying for the Interdisciplinary Studies Major

Acceptance into the Interdisciplinary Studies major is based upon individual justification. As part of the application process, all applicants must submit in writing a proposed Program Plan for the major that in addition to the following:

- A clearly and concisely stated rationale for pursuing an Interdisciplinary Studies major and an indication of the professional/academic objectives to be achieved. This rationale must include evidence clearly indicating that the Interdisciplinary Studies major program could not be accommodated within any existing approved master’s degree program on this campus.
- A proposed list of available courses chosen from two or more departments/divisions totaling a minimum of 45 units, of which at least 23 must be 500-level. Explain the relevance of each course to the Interdisciplinary Studies major. Also include a list of possible alternate courses for the program.
- A list of undergraduate courses completed in preparation for the proposed Interdisciplinary Studies major. List any prerequisites required prior to approval of classified graduate standing.
- An indication of whether a comprehensive examination or thesis or project will be used to complete the graduate course of study. If a thesis or project is used, a preliminary description of a thesis topic or research project is to be included. If a comprehensive examination is proposed, an indication of the areas in which the student will be examined is to be included.
- The names and areas of specialization of at least two faculty members representative of those who might consent to serve on the advisory committee for such a degree program.

The Interdisciplinary Studies major is subject to University graduate procedures and regulations that govern all graduate degree offerings.

Students wishing to pursue an Interdisciplinary Studies major are first admitted to the University as Undeclared majors, with Unclassified Standing, and they remain so until their Interdisciplinary Studies major application is approved and they are given Classified Standing. If the proposed degree Program Plan is within one college, the office of that college’s graduate dean will handle all of the processing and advisement. If the degree program is between two different colleges, all paperwork will be processed through the Office of Graduate Studies and Research, and program advisement will be handled by the Associate Dean of Graduate Studies and Research. Note that admission to the Interdisciplinary Studies major is a two-step process—the *first step* is the admission to the University, as described earlier, and the

second step is admission into the major. In addition to the requirements for admission to the University, the specific requirements for entry into the Interdisciplinary Studies major are:

- Attainment of a baccalaureate degree in an area cognate to the proposed major.
- A minimum 2.75 GPA in the last 90 quarter units attempted.
- Satisfaction of all requirements of the college and departments or divisions in which coursework for the major is proposed.

Summary of Application Procedures

1. Apply for graduate admission to Cal State L.A. and specify Interdisciplinary Studies as your major/program objective. You can either submit the “Graduate/Postbaccalaureate Application for Admission” to the Admissions Office or apply online at <www.csumentor.edu>.
2. Meet with faculty advisors from the departments/divisions in the colleges from which the courses that constitute your program will be taken. Decide on the courses that will provide the necessary units and requirements for your particular master’s program.
3. If your proposed Program Plan combines courses from departments in two different colleges, you must meet with the Associate Dean of Graduate Studies and Research. If, on the other hand, your proposed Program Plan combines courses from within a single college, you must meet with the associate dean of that college. In either case, this associate dean will be your *program advisor*, and all paperwork related to the administration of the program you have proposed will be processed through that office. After you meet with this associate dean, you will receive the “Guidelines for a Master of Arts/Master of Science Degree Interdisciplinary Studies.” This packet contains the forms “Program for the Master of Arts/Master of Science Degree with the Interdisciplinary Studies Major” and “Preliminary Proposal Form.” The latter form requires you to provide a written rationale for your Program Plan, a list of courses and their relevance to the program, courses taken as an undergraduate that have prepared you for your master’s program, whether you will take a comprehensive exam or complete a thesis/project, and a list of faculty sponsors and their departments/divisions.
4. When you have completed and submitted your rationale and all required forms, the associate dean will sign your program. Your approved program will be kept on file in this associate dean’s office.

Step 3

Advancement to Candidacy

You must be advanced to candidacy for the master’s degree before you can begin to write a thesis/project or take the comprehensive examination. Please note the following standards and procedures for advancement to candidacy.

Standards for Advancement to Candidacy

1. Successfully complete all requirements listed in Step 1.
2. Complete 16 units of coursework listed on your approved master’s degree Program Plan with a minimum B (3.0) GPA and no grade below a C.
3. Remove any Incompletes.
4. Satisfy the Writing Proficiency Examination (WPE) requirement or have an approved petition for substitution of an alternative method for satisfying this requirement.

Procedures for Advancement to Candidacy

1. After completing the above steps, obtain the “Advancement to Candidacy” form (GS-10) from the appropriate associate dean’s office, and submit the completed form to that office.
2. The associate dean will verify your eligibility for advancement to candidacy. Once approved, your classification will be changed to G-3, “Advanced to Candidacy.”

Step 4

The Culminating Experience

All master’s programs are required to include a culminating experience, which consists of either a comprehensive examination or a thesis/project.

Comprehensive Examination

Candidates whose master's degree programs require a comprehensive examination must arrange to take the comprehensive examination as close to the final quarter of their program as feasible. Arrangements are made with the committee chair, subject to the associate dean's approval.

Candidates must have maintained a minimum B (3.0) GPA in all course work on the program, with no grade below a C, in order to be approved to take the comprehensive examination.

Candidates must have been approved for Advancement to Candidacy.

Make sure that you understand the guidelines your committee chair will use in preparing your comprehensive examination early in your program. Also early in your program, obtain from your faculty committee a list of required and/or recommended readings. This information will help you prepare for the examination as you complete your coursework.

Procedures for Thesis or Project

Students are expected to follow the University's *Guide to Preparation of Master's Theses and Project Reports* (July 1, 1993), available for purchase in the Cal State L.A. Bookstore or online at the Kennedy Library's website: <www.calstatela.edu/library/guides/thesbk.htm>. You will also need to consult with the departments/divisions from which your coursework is taken about any specific guidelines they have governing theses and project reports.

Be sure to consult with your advisers to determine when you should begin planning your thesis or project.

You must submit a "Request for Approval of Thesis/Project Topic and Committee" (Form GS-12) to the associate dean's office. If a committee member is ever changed, this form must be re-submitted.

You must then register for thesis units—use the course number UNIV 599 if your coursework is in more than one college; students whose courses are all within one college should consult with the appropriate associate dean for guidance on how to register for these units. These units will be under the supervision of your principal faculty adviser, who serves as your thesis/project committee chair. Note that you may not register for thesis units if you have not been advanced to candidacy.

As soon as possible after you begin registering for 599 units, you must present your thesis/project proposal and an abstract (not to exceed 150 words) to your committee chair and your other committee members for their approvals. Submit Form GS-14, "Approval of Thesis/Project Proposal," to the associate dean's office after you have secured the required signatures from your committee.

If your study involves human subjects, your proposal must go through the University's Institutional Review Board for the Protection of Human Subjects in Research. Consult carefully with your thesis committee chair about the required procedures. Documents and information related to this procedure may be obtained from the Office of Research and Sponsored Programs, ADM 301, or telephone (323) 343-5366.

If you enroll in all allowable thesis/project units before you finish preparing it, you must register for thesis research units—UNIV 900 for students with courses from two or more college; students with courses from within a single college should check with the appropriate associate dean for the required thesis research units. You must register for 900 units for the remaining quarters until your thesis or project is finally approved and submitted to the University Thesis Coordinator. Note that you may not use university facilities or consult with faculty unless you are registered. Also, it is important to note that you must be officially registered at Cal State L.A. in the quarter in which you intend to graduate.

It is strongly advised that you attend a workshop about thesis and project writing offered by the Library twice each quarter.

Complete the thesis or project, following both the *University Guide to Preparation of Master's Thesis and Project Reports* and guidelines from the departments/divisions that oversee your program.

If required, present an oral defense of your completed thesis or project in an open meeting to your Thesis/Project Committee.

Step 5
Application for Graduation

Students must apply for graduation by filling out the "Application for Graduation" form (degree check) available at Administration 146, department/division offices, and college-based advisement centers. Students must be granted permission to apply for graduation by the appropriate associate dean's office before they may submit the completed application and required fee to the Cashiers' Office.

Students are required to file an application by the deadline announced in the *Schedule of Classes* [in the quarter previous to the one they plan to graduate]. Students who do not complete their degree requirements during the stated quarter must file a new application by the deadline announced in the *Schedule of Classes*.

RULES TO REMEMBER

Catalog

Graduate students are governed by University policies and regulation as stated in the *University Catalog* in effect at the time they achieve classified standing, provided that they maintain continuous attendance for registration purposes.

Continuing Status

Students maintain their continuing student status for registration by attending at least two of any four quarters in one calendar year. Those who are absent three successive quarters or longer without an approved leave of absence on file must apply for readmission to the University and pay an application fee. Students reapplying to the university are subject to the catalog requirements in effect at the time of readmission.

Leave of Absence

Students can avoid losing classified standing by submitting a leave of absence request, approved by the appropriate associate dean and the University Registrar prior to the beginning of the effective quarter. Request forms are available at Administration 146.

Required GPA

Students must maintain a B (3.0) GPA in all course work included in the master's degree program and must earn no grade lower than a C in any course. Following is a breakdown of the grading system:

| | |
|----|-----|
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |

Any grade lower than a C is a failing grade.

Writing Proficiency Examination (WPE)

Every graduate student who enters a degree program must satisfy the Graduation Writing Assessment Requirement by passing UNIV 400, the Writing Proficiency Examination (WPE), within the first three quarters of their enrollment or prior to the completion of 16 units, whichever comes later.

Postbaccalaureate students who hold an earned master's or doctorate degree from an accredited college or university where the primary language of instruction is English may substitute such a degree for passing the WPE.

Postbaccalaureate students who have passed a writing proficiency examination or a graduation writing assessment examination in English at any accredited college or university where the primary language of instruction is English may petition to substitute such a result for passing the WPE at Cal State LA.

For students whose coursework falls primarily in the Charter College of Education or the College of Health and Human Services, a score of 41 on the Writing Examination of CBEST is accepted as an alternative to passing the WPE. Take the original score report to the appropriate associate dean's office to petition for equivalency.

Study Load

For full-time enrollment certification by the University, graduate students must carry a study load of 12 weighted units of approved prerequisite, corequisite, or graduate program courses per quarter. Graduate level courses (500 level courses or higher) have a weighted factor of 1.5, therefore, two 4-unit 500 level

courses constitutes a full load (8 x 1.5 = 12). Students may be certified as full-time students with a study load of less than 12 weighted units in any of the following courses upon recommendation of their adviser and approval of the associate dean: 596, 597, 598, 599, 699, and 900. The maximum load for graduate students is 16 units per quarter.

Seven-Year Rule for Program Courses

No subject, unit, or grade credit will be granted for any course completed more than seven years before the date of completion of the master's degree. You cannot include courses that are more than seven years old at the time you complete all degree requirements on your Program Plan.

Students must retake or validate any courses that will be more than seven years old at the time the degree is awarded and that have been taken at Cal State L.A. Permission to validate is granted only in very exceptional circumstances; it is not given automatically and not given for more than 12 units.

Transfer Courses

Students may transfer up to 13 units of previously taken coursework toward a 45-unit master's degree program, with adviser approval. These may include continuing education courses, transfer courses, courses completed before the filing date for the program, or a combination thereof. For programs exceeding 45 units, thirty percent of the course work may be transferred with approval of an adviser. Transfer courses must be equivalent to 400- or 500-level course work at Cal State L.A. and must be acceptable for graduate credit in an advanced degree program at the institution where they were taken. Advisers verify the validity of transfer work by submitting a "Request for Transfer Course Level Evaluation" (GS-1) to the Office of University Admissions.

Courses are not automatically transferred into a program. The GS-1 form must be forwarded by your adviser to Admissions. Please note that the request will not be reviewed if you do not have official transcripts on file in Admissions.

Course Substitutions

Occasionally, it becomes necessary to change a Program Plan based upon special circumstances. The substitution of a course on your program is done with the approval of your principal faculty adviser and the associate dean. This transaction is done with a "Course Substitution" form (GS-5) before you enroll in the course to be substituted. It must be approved and on file at the time of your graduation audit check.

500-Level Course Requirement

At least half of the units on an approved Program Plan must be in 500-level courses. Conditionally classified students may be restricted from enrolling in designated 500-level courses until they have attained Classified Graduate, or G-2, standing.

Enrollment in Two Master's Degree Programs Simultaneously

Students may be enrolled in two master's degree programs simultaneously but may not be graduated from both in the same quarter. See *University Catalog* for University rules.

Maintaining Enrollment for Thesis/Project

Students must be advanced to candidacy and must obtain the approval of the associate dean before registering for thesis/project units. When all 7 units have been completed, a student must maintain continuous enrollment by registering for thesis research units (using the 900 course number, as appropriate) each quarter until completion of the thesis/project. Furthermore, students must be officially enrolled during the quarter they expect to graduate.

Unless there is a very exceptional circumstance that prevents a student from completing a thesis, students are not permitted to change from a thesis/project option to a comprehensive examination after they have completed any 599 units.

Commencement Exercises

Commencement exercises are held annually at the end of the spring quarter. Students who have completed their degree requirements the previous summer, fall, or winter quarter are eligible to participate in the ceremony along with those who complete their work in the spring quarter. Information bulletins about commencement activities are mailed to the home address of those eligible to participate early in the spring and are available on campus in college, department/division offices and Enrollment Services, Administration 146.

During the Commencement exercises, the President of the University confers degrees on the candidates. Although each candidate receives a diploma cover during the program, the actual diploma is sent several months later. Within a few weeks after graduation, eligible candidates receive a letter of congratulations in the mail, and degrees are posted on their permanent academic record cards.

WHERE TO GO...

Program Advisement Offices

Students with programs in more than one college: Associate Dean of Graduate Studies and Research, ADM 710.

Students with programs within a single college:

College Associate Deans, as follows,

College of Arts and Letters, E&T A429, (323) 343-4004

College of Business and Economics, ST F124, (323) 343-2800

Charter College of Education, KH D2070, (323) 343-4303

College of Engineering, Computer Science, and Technology, E&T A236, (323) 343-4510

College of Health and Human Services, FA 132, (323) 343-4602

College of Natural and Social Sciences, KH D1051, (323) 343-2005

Applications

University Graduate and Postbaccalaureate Admission Application: Student Affairs 101 or on the Web at <www.csumentor.edu>.

Interdisciplinary Studies Application Materials: ADM 710 or the appropriate college Associate Dean's office.

Petitions

Petition for Leave of Absence: Admissions Office, ADM 146, or any of the Associate Deans' offices.

Petition for WPE Substitution: any of the Associate Deans' offices.

Petition for Overload: any of the Associate Deans' offices.

Forms

Program Plan: any of the Associate Deans' offices.

Request for Review of a Project Involving Human Subjects: Office of Research and Sponsored Programs, ADM 301

Request for Review of a Project Involving Animals: Office of Research and Sponsored Programs, ADM 301

GS-1, *Evaluation of Transfer Courses:* any of the Associate Deans' offices.

GS-5, *Course Substitution:* any of the Associate Deans' offices.

GS-10, *Advancement to Candidacy:* any of the Associate Deans' offices.

GS-12, *Request for Approval of Thesis/Project Committee:* any of the Associate Deans' offices.

GS-12A, *Application for Comprehensive Examination:* any of the Associate Deans' offices.

GS-13, *Request for Enrollment in Comprehensive Examination:* any of the Associate Deans' offices.

GS-14, *Approval of Thesis/Project Proposal:* any of the Associate Deans' offices.

GS-16, *Course Validation:* any of the Associate Deans' offices.

3408, *Graduation Application Procedures for Graduate Degrees:* ADM 146 or any of the Associate Deans' offices.

AG4, *Graduation Application and Certificate Application:* Graduation Office, ADM 146.

ANSWERS TO FREQUENTLY ASKED QUESTIONS

Who will my “adviser” be?

First, we need to distinguish between your *program* adviser and your *faculty* advisers. Your program adviser is the associate dean that approves your application—the Associate Dean of Graduate Studies and Research for programs that involve departments from two or more colleges, or the associate dean of a particular college for program that involve two or more departments that are within a single college. Your program adviser approves changes in your program and certifies completion of your program requirements. Your faculty advisers are the faculty members who will guide you in selecting appropriate courses and supervise your research. When you have an idea of the type of master’s program you want to design and which departments best meet your needs in the University, go to the offices of those departments and inquire about seeing a faculty adviser. You will need at least one faculty adviser from each department that offers the courses specified on your master’s program. The faculty member from the department where most of the courses will be taken will be your principal adviser and committee chair. This person will supervise your thesis/project, if you choose to write one, or prepare and schedule the comprehensive exam, if that will be your culminating activity.

When do I need to go to the Office of Graduate Studies and Research and when do I see the college associate deans?

After two or more faculty members have agreed to serve as your faculty advisers, you must schedule an appointment with the appropriate associate dean in order to finalize your classification into the Interdisciplinary Studies major. Again, if your faculty advisers are from departments in more than one college, schedule an appointment with the Associate Dean of Graduate Studies and Research, Administration. Otherwise, you would see the associate dean of the appropriate college.

How do I know when I have been admitted to the Interdisciplinary Studies degree program?

When your Program Plan has been approved and signed by the appropriate associate dean, your classification is changed to Classified Graduate (or G-2), and a copy of your approved program plan is mailed to you. The date on your Program Plan constitutes the start of your degree program.

What is a program plan?

A Program Plan is a form your faculty adviser completes with you, which is signed by you, your faculty committee chair, and the appropriate associate dean. This form lists all of the required courses needed to complete your degree program. This form serves as the basis for your final Graduation Degree Check, which is done by the Registrar’s Office before your degree completion can be certified. Any course substitutions or other alterations to this form must be documented by submission of the appropriate forms.

When and how do I file for advancement to candidacy?

You need to file for candidacy as soon as you have completed 16 units of course work on your Program Plan. Please note that you must have a GPA of 3.0 or higher and have passed the WPE or filed a petition for exemption before you can be advanced to candidacy. Complete the “Advancement to Candidacy” form (GS-10), available from the appropriate associate dean’s office. You must submit the completed form to that same office.

How do I make changes in my degree Program Plan?

You must submit a Course Substitution form each time you wish to change your Program Plan. You do this by, first, meeting with your adviser to secure approval for the change, and, then, submitting this form to your program adviser for approval.

How do I secure credit for courses I want to transfer into my program?

If you have taken courses at another university that you and your faculty adviser determine are appropriate for your Cal State L.A. degree program, your adviser will file a “Request for Course Level Evaluation” with the Office of Admissions and Records. When this form is approved, the courses can be transferred into

your program. Your faculty adviser will determine which courses will be acceptable for transfer within the 13-unit restriction at the time your program is planned.

How do I maintain continuing student status?

You must attend CSLA two out of four quarters each year in order to maintain continuing student status. You will lose this status if you miss more than two quarters in succession, and you will need to reapply to the University and pay all necessary fees.

When do I need to file for a leave of absence and how do I do this?

If you know that you will miss more than two quarters in succession, you should request a leave of absence in order to maintain your continuing student status. Forms are available at Administration 146 and need to be approved by the appropriate associate dean and the University Registrar prior to the beginning of the effective quarter.

Do classes taken through Extended Education count towards a degree program?

If you want to begin taking courses before you are accepted into the University, you can take courses through Extended Education. Thirteen units of coursework taken through Extended Education can be applied towards an approved degree program.

How do I apply to take comprehensive examination, and how many times may I take the exam if I do not pass on the first attempt?

Your faculty adviser who serves as your chair is responsible for preparing and administering your exam. Make sure that you discuss the timing of the exam well in advance of the quarter in which you intend to take it. Keep in mind that you must be advanced to candidacy and meet the GPA requirements before you can be scheduled for the exam. Also, you must inform the appropriate associate dean's office of your intent at the beginning of the quarter prior to the quarter in which you will take the exam. Your faculty chair will solicit questions from your committee members, prepare the exam, and schedule a time and place for you to take it. Finally, if you do not pass the exam, you may re-take it only twice. You will be disqualified from continuing with the program if you fail the exam three times.

What if I want to write a thesis or do a project rather than take a comprehensive examination?

Each program offers the option of pursuing a thesis/project. Discuss this option with your faculty adviser when you design your Program Plan. Again, your faculty chair will serve as your principal thesis adviser, and the other faculty advisers will be the readers.

How do I secure a thesis or project faculty chairperson and committee?

Your principal faculty adviser ordinarily will serve as your chair and your other advisers will be committee members. They will all work together to assist you with this process. Be sure to obtain and read carefully the *Guide to Preparation of Master's Theses and Project Reports*, which is available for purchase in the University bookstore or online at the Library's website. In addition to the requirements specified in this guide, you will also be responsible for meeting any additional requirements specified by your principal faculty adviser's department and college.

APPENDICES

- A. Preliminary Proposal Form for Interdisciplinary Studies Major
- B. Program Plan for the MA/MS Degree in Interdisciplinary Studies
- C. Petition for Leave of Absence
- D. Petition for WPE Substitution
- E. Petition for Overload
- F. GS-1, Evaluation of Transfer Courses
- G. GS-5, Course Substitution
- H. GS-10, Advancement to Candidacy
- I. GS-12, Request for Approval of Thesis/Project Committee
- J. GS-12A, Application for Comprehensive Examination
- K. GS-13, Request for Enrollment in Comprehensive Examination
- L. GS-14, Approval of Thesis/Project Proposal
- M. GS-16, Course Validation
- N. 3408, Graduation Application Procedures for Graduate Degrees
- O. AG4, Graduation Application and Certificate Application