

Guide for Brining a Graduate Student in with a master's degree

- 1) If you are taking an incoming graduate student that currently has an awarded master's degree.....
 - a) Will you be accepting the master's degree and moving them straight to the Ph.D. portion of the program? If yes....
 - i) please make sure that you review your program "manual/code" and get approval at all levels in your program
 - ii) please document this approval in writing (in addition to the form at the end of this document) and draft a memo that you will need to send to Ginger Lacy Gill (ginger.Lacy-Gill@colostate.edu) and Sara Anne Tompkins (sara.tompkins@colostate.edu)
 - (1) We need this documentation **one week prior** to the start of classes
 - iii) please give this memo to the student and let them know that the graduate programming coordinator will help them upload this to their grad admin online tool
 - iv) note: they will start as a PhD student and will not do a GS7 to switch to a MS student like other students might at the end of their first year
 - v) Please make sure your student reaches out to the graduate programming coordinator (sara.tompkins@colostate.edu) as they will likely be waiving a class or two and this process is now all online in the Grad Admin Tool
 - vi) If the student is interested in transferring credits.....
 - (1) CSU will allow 10 credit hours of transfer credit. Here is that info in the Graduate and Professional Bulletin: <http://catalog.colostate.edu/general-catalog/graduate-bulletin/graduate-study/doctoral-degree/>
 - vii) The student will need to earn 42 credits from CSU (waived classes can't count towards this number)
 - viii) The student will only complete one GS6 at CSU and this will be for the dissertation (during their 3rd semester at the University)
 - ix) The student will need to complete their GS16 once they submit their GS6 for their PhD. This will document that their committee agrees they are ready to work in their doctoral level work in the program. We have an MOU with the graduate school for this form as it doesn't "fit" our program, however, this is necessary for the student to graduate on time.
 - b) If you will be having the student do an "informal thesis equivalent project" but still want to move them to the PhD, you will need to follow the above steps but with an additional documentation/memo that clearly states what the project will be and approval of the program faculty.
 - i) Here is information from the graduate school regarding Plan B/thesis projects – **we will not declare this to the graduate school** but some faculty like to see this as guidelines:
 - (1) **Non-Thesis/Project - Plan B:** Plan B master's degrees do not require a thesis; instead, more credits are earned in other types of courses and/or a scholarly paper is required. Plan B master's degrees may also require a project, journal, or professional paper.
- 2) Will you be accepting a master's degree student but still having them complete a formal thesis project. If yes....
 - a) Please make sure your student reaches out to the graduate programming coordinator (sara.tompkins@colostate.edu) as they will likely be waiving a class or two

- b) They will need to complete a GS7 and switch to a masters degree student during their first year and will need to complete two GS6 forms (along with other cohort members)
 - c) They will receive a second master's degree from CSU (approximately 30 credits for master's degree then will switch to the PhD and earn an additional 42)
 - d) A total of 72 credits will be needed to earn the PhD (remember any waived courses will not be able to count towards these 72)
- 3) Please reach out to Sara Anne Tompkins and/or Ginger Lacy-Gill with additional questions.
- 4) Please note the Department and University strongly recommend you engage in the process of using Individual Development Plans with all incoming students starting their first semester and revisiting each year (posted in the grad admin online tool).

**note: any classes used for a prior Master's degree cannot then be used for a Ph.D.*

Please complete the following form and submit this electronically to Ginger Lacy Gill (ginger.Lacy-Gill@colostate.edu) and Sara Anne Tompkins (sara.tompkins@colostate.edu) 2 weeks before the start of the semester:

Student Name: _____

Program: _____

Will you be accepting the students previously earned master's degree AND waiving the requirement for a thesis project? Yes No

If Yes.....Did you get written approval from the other faculty in the program?

Yes No

This student will be enrolled as a PhD student and stay with that designation.

Will you be accepting the students previously earned master's degree AND still require an "informal" thesis project to be completed?

If Yes.....Did you get written approval from the other faculty in the program?

Yes No

Please outline your plan for the student to complete the informal thesis project: (e.g., the student will do a more traditional research project, the student will submit a publication):

This student will be enrolled as a PhD student and stay with that designation.

If No to both of the above...The student will follow the “regular” masters and PhD curriculum and graduate school forms. They will be admitted as other students as a PhD student, then switch to a MS student – defend, then back to a PhD student.

Advisor Signature: _____ Student Signature: _____