GS6 Instructions and Worksheet for SE Students

Each graduate student must prepare a GS6 Program of Study, a document which must <u>list all the required courses (taken and planned)</u> to achieve your degree. The advisor, committee, and SE Program are heavily involved in the development of the GS6 form. **The GS6 form must be filed with the Graduate School before the time of the fourth regular semester registration.** Students who fail to meet this requirement may be denied subsequent registration. In addition, this form must be submitted to the Graduate School prior to applying for graduation or completing a preliminary exam.

<u>STEP 1</u>

Prior to filling out the electronic GS6 Program of Study form (eGS6), please complete the GS6 Program of Study Worksheet and send it to the Systems Engineering Department for approval. For doctoral and MS thesis students, it is strongly suggested the student meets with his/her advisor to form a draft of what courses and committee members will be listed on the student's GS6 worksheet prior to submitting to the Systems Engineering Department.

Required Courses Taken at CSU Prior to Admission							
Course	Credits	Course	Credits	Course	Credits	Course	Credits
						Total	

Required Courses Taken After Admission (completed, in-progress, and planned)							
Course	Credits	Course	Credits	Course	Credits	Course	Credits
						Total	

If a master's degree is to be used as part of a doctoral program, fill in the following:	
Year master's degree awarded	
Institution	

Transfer of Individual Course Credit from Other Institutions (<u>not</u> master's credits above)				
Course	Credits	Grade	Term & Year Taken	Institution

All graduate students are required to have a committee—do not leave this area blank.

Committee Role*	First Name	Last Name
Advisor		
Co-Advisor		
Committee Member		
Committee Member		
Committee Member		
Outside Committee Member		
Practicum Sponsor† (DEng **only**)		

*The CSU Graduate School has very specific committee requirements, please **refer to the SE Graduate Student Handbook** for your degree's requirements.

† The Practicum Sponsor will be listed as a 'Committee Member' on the electronic GS6 form.

1. **Once the Systems Engineering Program has approved the GS6 worksheet**, the student will access the eGS6 form via his/her RAMweb account under the Graduate School menu -> "GS6 Program of Study" link and will fill out the following steps:
   a) Add required courses that the student has completed at CSU prior to admission to Graduate School, if applicable.
   b) Add required courses that the student has completed at CSU after admission to Graduate School.
   c) Add required courses that the student will complete at CSU.
   d) Add transfer credits from other institutions, if applicable.
   e) Master's degree information if a previously earned master's degree will be used as part of a doctoral program (if applicable and for doctoral students only). *Master's or other advanced degrees from institutions outside of the U.S. may require additional documentation.*
   f) Search for and select those persons who will serve on the student's graduate committee.

2. Once the student enters the above information, the student will be able to review his/her course and committee information and submit the form electronically.

3. The student's GS6 form will route electronically for all required 'signatures,' with the student receiving updates as each signature/email approval is received. If the student has a GS6 hold, the hold will be lifted within 24 hours of the 'department head' signature being received.

4. The Graduate School will notify the student, the advisor, and the department via email once the GS6 form has been processed.