

SAN DIEGO STATE UNIVERSITY

School of Public Affairs

Official Program of Study (OPS) and Advancement to Candidacy

Master of Criminal Justice and Criminology

Last Name	First	Middle	Red ID #
Street Address			Apartment Number
City	State	Zip Code	Telephone Number
MS	Criminal Justice and Criminology		
Degree	Major	E-Mail	

CORE COURSES (5 courses – 15 units)	Course Title	Units	Grade or P = planned E= enrolled
CJ 601	Seminar in the Administration of Criminal Justice	3.00	
CJ 602	Seminar in Comparative Criminal Justice Systems	3.00	
CJ 603	Seminar in Community and Restorative Justice	3.00	
CJ 604	Seminar in Criminal Justice Policy and Urban Administration	3.00	
CJ 605	Seminar in Juvenile Justice and Youth Violence	3.00	
Research Methods Courses (2 courses-6 units required):	Course Title		
PA 604	Methods of Analysis in Public and Urban Affairs	3.00	
PA 606	Seminar in Quantitative Approaches to Public Administration	3.00	
Criminal Justice and Criminological Theory (1 course--3 units required):	Course Title		
SOC 743	Seminar in Criminology and Criminal Justice Theory	3.00	
Electives (1 course - 3 units required):	Choose one CJ elective course <u>or</u> one CJ related elective course. Refer to the Graduate Bulletin for a list of options.		
1. _____		3.00	
Use space below for listing transfer coursework and/or for coursework you have petitioned. Attach your Petition of Adjustment of Academic Requirement form to this OPS for approval by the Graduate Advisor. Indicate university, course abbreviation, number, title and units.			
Plan A 799A <input type="checkbox"/>	Thesis or Dissertation	3.00	
Plan B <input type="checkbox"/>	Final comprehensive exam in lieu of thesis (report of exam required) Must register for CJ 797 (3 units) for semester in which Comps are taken.	3.00	

I have read and accept this program of study (sign and date below)

Student _____ Date _____

I approve this program of study (sign and date below)

Student has met all programmatic requirements and is recommended for advancement to candidacy

Graduate advisor _____ Date _____

Requirements for Filing an Official Program of Study and Advancement to Candidacy Master of Criminal Justice and Criminology

- Students are eligible to submit an *Official Program of Study (OPS)* after completing 12 units of *required* courses. Students must also have a GPA of at least 3.00, and have Classified Graduate Standing.
- The *OPS* should be submitted no later than the semester prior to anticipated graduation.
- Eligible student should complete the *OPS* form (*see reverse side*).
 - Please include the following information:
 - Fill-in name, address, etc. information.
 - Fill-in the grades received for each using the following characters:
The letter grade you received for the courses, or “P” for planned courses, or “E” for enrolled courses.
 - List one *elective* course (*whether completed or not*).
 - Fill-in the grade received for each of the completed *elective* course. (*Refer to your Graduate Bulletin for a list of acceptable courses.*)
- Indicate your choice of Plan A, the Thesis, or Plan B, the Final Comprehensive Exams.
- Print your *OPS*, sign it and return it to the MCJC Graduate Advisor.
- If you have any questions please contact the MCJC Graduate Advisor:

Dr. Dana Nurge
San Diego State University
School of Public Affairs
5500 Campanile Dr.
San Diego, CA 92182-4505
Office: PSFA109
Phone: 619-594-6877
dananurge2002@yahoo.com

Additional information for filing an *OPS*

Students should consult the current **Graduate Bulletin** for information about the policies and procedures to be followed in completing and filing the Official Program of Study (OPS).

Do not include any course in which the student received a grade of C- or lower, U (unauthorized incomplete), or IC (incomplete over one year old). Additionally, no course completed more than seven years prior to submission may be included on a program of study.

The **Petition for Adjustment of Academic Requirement** form is used to request an exception of specific requirements stated in the Graduate Bulletin. These may include substitution of required courses, extension of incompletes, excess units taken through Extended Studies' Open University, using prior year's Graduate Bulletin requirements and transfer courses from another university replacing required courses. The petition must be signed and supported by the graduate adviser. A letter of support may accompany the petition if extensive explanation is required. If the student is submitting their OPS at the same time, the petition must be included. After the petition is submitted, the Graduate Division will make the final decision. Both the student and Graduate Adviser will receive notification of the decision. This petition can be found at <http://www-Rohan.sdsu.edu/~gra/grad/adjacadreqs.html>.