

**Official Program of Study (OPS) and Advancement to Candidacy
Internal Form**

Master of Criminal Justice and Criminology

Last Name First Middle Red ID #

Telephone Number E-Mail

CORE COURSES	The program requires 33 approved units.	Units	Grade or P=planned E=enrolled
Substantive Courses (5 courses – 15 units required):	COURSE TITLE		
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 (2 courses - 6 units required):	Choose two CJ elective courses <u>or</u> two CJ related elective course. See reverse side of this form or refer to the Graduate Bulletin for a list of options.		
1. _____		3.00	
2. _____		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 <input type="checkbox"/> 799A	Thesis (must be advanced to candidacy to sign-up for thesis)	3.00	
Plan B <input type="checkbox"/>	Final comprehensive exam in lieu of thesis (report of exam required) (must be advanced to candidacy to sign-up for comp exams) 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

- The MCJC program consists of 33 units (effective Fall 2014).
- 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 and prior to signing-up for comprehensive exams or thesis.
- 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 two *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:

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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 core course in which the student received a grade of B- or lower. Do not include WU (withdrawal unauthorized), nor I (incomplete authorized). Additionally, no course completed more than seven years prior to submission may be included on a program of study.

After approval of the OPS, if there are changes that involve specific curricular requirements, a **Petition for Adjustment of Academic Requirement for the Master’s Degree** must be filed. This form can be found at http://newscenter.sdsu.edu/gra/adjust_academic_requirements.aspx?

MCJC Elective Options listed in the Graduate Bulletin (6 units required):

CJ 570	Organized Crime: Domestic and International Perspectives (3)
CJ 796	Internship in Criminal Justice (3) Cr/NC
P A 660	Administration and Public Policy Development (3)
SOC 601	Advanced Classical Social Theory: Core Course (3)
SOC 608	Advanced Qualitative Methods: Core Course (3)
SOC 796	Field Practicum (3) Cr/NC
	Criminal Justice or Sociology 500- to 700-level course (3)

This is a guide only. Students should refer to the Graduate Bulletin for the most up-to-date information.