



## 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 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  
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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?](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.