

Graduate Study Program (GSP) for the PhD

Date: _____ Check one: ___Preliminary GSP ___Final GSP

Student Name: _____ Student ID: _____

Area Committee: (check one) _____CTE _____DAPS _____SHIPS

Concentration (e.g., Teacher Ed, RILE, etc.): _____

Advisor Name: _____ 2ND Advisor Name (if applicable): _____

SUMMARY OF PROGRAM

Requirements	Number of Units Taken	Units to be Taken	Graduate Units Taken Elsewhere and Transferred to Stanford	Units already Counted in another Section (to be Subtracted from Total)	Total Residency Credit (subtract units counted more than once)
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PART I: Depth Requirements

A. Field of Concentration					
B. Minor Coursework					

PART II: General Education Requirements

A. Research Methods Core (ED 400A, 400B, 450A)					
B. First-Year Doctoral Seminar (ED 325ABC)					

PART III: Studies not Otherwise Listed

Electives					
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Unit Totals					
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APPROVALS

Program Advisor: _____ Date: _____

2nd Advisor (if required): _____ Date: _____

Minor Department (if required): _____ Date: _____

Associate Dean: _____ Date: _____

PROGRAM DETAILS

PART I. DEPTH REQUIREMENTS

A. FIELD OF CONCENTRATION

This section should include courses used to fulfill a requirement for your area/subplan, and for courses closely related to your area/subplan. Courses used to fulfill a master's/minor requirement, courses counted toward methods or prosem requirement, or electives not closely related to the student's area/subplan should be listed in a subsequent section.

Courses Already Taken:

DEPT.	COURSE & TITLE	ACADEMIC YEAR	UNITS
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Courses to be Taken:

DEPT.	COURSE & TITLE	ACADEMIC YEAR	UNITS
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Units Taken	Units to be Taken	Graduate Units Taken Elsewhere	Units already Counted in Another Section

B. MINOR REQUIREMENTS OUTSIDE OF EDUCATION will be satisfied by (check one below):

- PhD Departmental Minor** **GSE Interdisciplinary Distributed Minor (IDDM)**
 Stanford MA/MS **MA/MS from Another Institution**

Courses counted toward the master's or minor outside of the field of education should be listed here. If transferring a master's from another institution, simply fill in the institution, the field the degree is in, and the number of units you are transferring. Listing individual courses is not necessary since these will already be listed on the student's Application for Graduate Residency Credit.

Courses Already Taken:

DEPT.	COURSE & TITLE	ACADEMIC YEAR	UNITS
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Courses to be Taken:

DEPT.	COURSE & TITLE	ACADEMIC YEAR	UNITS
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Units Taken	Units to be Taken	Graduate Units Taken Elsewhere	Units already Counted in Another Section

PART II. GENERAL EDUCATION REQUIREMENTS

Note: If you are waiving or substituting one of these courses for a course previously taken or to be taken, please ensure that email confirmations from the instructor you are waiving or substituting and your advisor have been sent to the Assistant Director of Degree Programs and added to your file. If you are substituting another course, list the course you did take below and make a note as to what course it is substituting. If you are waiving the course altogether, write that it has been waived but do not list any units for it.

A. RESEARCH METHODS CORE completed within first two years

(ED 400A, 400B, 450A, and one more methods course in consultation with your advisor). See the doctoral handbook for policies on waiving or substituting methods courses, if applicable.

Courses Already Taken:

DEPT.	COURSE & TITLE	ACADEMIC YEAR	UNITS
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Courses to be Taken:

DEPT.	COURSE & TITLE	ACADEMIC YEAR	UNITS
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Units Taken	Units to be Taken	Graduate Units Taken Elsewhere	Units already Counted in Another Section

General Education Requirements (continued):

B. FIRST-YEAR DOCTORAL SEMINAR

(ED 325ABC: See Doctoral Handbook for your year of admission for exact requirements)

Courses Already Taken:

DEPT.	COURSE & TITLE	ACADEMIC YEAR	UNITS
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Courses to be Taken:

DEPT.	COURSE & TITLE	ACADEMIC YEAR	UNITS
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Units Taken	Units to be Taken	Graduate Units Taken Elsewhere	Units already Counted in Another Section

PART III. STUDIES NOT OTHERWISE LISTED (e.g., electives unrelated to any prior section)

Courses Already Taken:

DEPT. COURSE & TITLE ACADEMIC YEAR UNITS

Courses to be Taken:

DEPT. COURSE & TITLE ACADEMIC YEAR UNITS

Units Taken	Units to be Taken	Graduate Units Taken Elsewhere	Units already Counted in Another Section

RATIONALE

Please explain your proposed program of study, in terms of your research interests and career plans, etc. This section is not optional. All students must include this rationale statement with their GSP.

Graduate Study Program (GSP) Hints, Tips and Tricks

Before you begin completing your GSP, gather:

1. GSE Doctoral Handbook (for your year of admission)
 2. Stanford Bulletin (for your year of admission)
 3. Print out your unofficial transcript from AXESS
 4. Print out a blank GSP or save a copy before you start
 5. Any notes you've made about your GSP (on your own or with your advisor).
- Using your transcript, begin by writing in the courses you've already taken.
 - Refer to the Area-specific and General Education requirements in the Doctoral Handbook for your year of admission. Included are pre-approved courses that satisfy various requirements.
 - Make an appointment to sit down with your primary advisor to look over your first draft if necessary.

Fill out the GSP Properly:

Make sure you include all the information asked for in this form in order to expedite approval and advancement. See the example below-

Courses Already Taken:

DEPT.	COURSE & TITLE	ACADEMIC YEAR	UNITS
ED	325A 1 st Year Doctoral Seminar	Winter 00-01	2
ED	160 Intro to Statistical Methods	Winter 00-01	4
PSYCH	140 Human Abilities	Winter 00-01	3
ED	325B 1 st Year Doctoral Seminar	Spring 00-01	2

You may use a few courses to count towards two different requirements within your GSP. Your total units taken (excluding units counted twice) must meet your total residency credit requirement – at least 135 units. For example, courses taken for your Minor may also satisfy your field of concentration requirement.

When you use units taken from another institution to satisfy GSP requirements, but you do not intend to officially transfer those units to Stanford toward your residency credit, place parentheses around those units and **do not factor them into your unit totals**. This will avoid confusion when counting up your total units toward residency. See the example on the next page.

EXAMPLE

Courses Already Taken:

DEPT.	COURSE & TITLE	ACADEMIC YEAR	UNITS
SOC	155 Sociology of Family (UCLA)	Spring 98–99	(4 qtr)
EDUC	325A First-Year Doctoral Seminar	Aut 2006–07	2

Units Taken	Units to be Taken	Graduate Units Taken Elsewhere	Units already Counted in Another Section
2		4	

Understanding the Sections:

1. The **Field of Concentration** includes all the courses that make up your individualized program of study. This will normally make up the bulk of your units. The only courses that do not belong in the Field of Concentration are courses that: are particular to your minor; satisfy one of the General Education requirements; or are unrelated to your area or subplan
2. Use the **Minor** section to list all the courses that will satisfy the PhD Minor requirement (see your Doctoral Handbook for policy and your options). If you have a departmental minor, write down all the classes required by that department. If you are designing your own minor (i.e., the IDDM), list all the courses (remember that you must have at least 20 units from outside GSE, and only 5 cross-listed units can be taught by GSE faculty). If you have a previous master's, write a statement about the degree including how many transfer units the Registrar's Office has cleared for you to use towards your 135 total. If you are taking a concurrent master's at Stanford, list the courses required for the master's. Make a note in this section about what you are doing to satisfy this requirement and mark the appropriate choice at the top of that page.
3. You should list any courses unrelated to Education or the GSP requirements (what you might consider electives) in **Studies Not Otherwise Listed** section. This includes any course that does not directly apply to your program of study but is graduate coursework of at least a 100-level number.

The Purpose of the Graduate Study Program

The GSP is a contract between the student and the Graduate School of Education that lays out the coursework the student will take to fulfill their course requirements for the doctoral program. It is a map of the student's intellectual progress and it gives faculty a clear view of the student's overall program.

The preliminary GSP is submitted as part of the first-year review. After reviewing your coursework during your first-year review and obtaining your advisor's signature, submit the GSP to the Associate Director for Degree Programs, who will double-check that your course plan fulfills your course requirements. Please note that if you are completing a master's or minor outside of Education, it is your responsibility as the student to work with that department to ensure that you are meeting that department's requirements; the Associate Director for Degree Programs will ensure that you are meeting requirements from GSE's perspective, but the student should ensure that their course plan is approved by their master's or minor department. A second (final) GSP will be submitted as part of the second-year review. During this review, you sit down again with your advisor(s) and additional faculty, make any changes to your GSP, and submit the final version to Assistant Director of Degree Programs, who reviews it and forwards the GSP to the Associate Dean for final approval. Once your 2nd Year Review is successfully completed, you are eligible to advance to candidacy. You must have a completely updated GSP, a printout of your

unofficial transcript, and a completed Application for Doctoral Candidacy. All should be signed by your advisor and then be submitted to the Assistant Director of Degree Programs for review, who will then forward the candidacy application to the Associate Dean for Student Affairs for final approval.

The final graduate study program is considered the final version of your course plans, unless an approved Academic Revisions form is submitted prior to the student graduating (normally prior to going TGR). In other words, your final GSP (possibly combined with a signed Academic Program Revisions form) should match your transcript at the time you complete your coursework. Should you have any questions about this process, please do not hesitate to contact the Assistant Director of Degree Programs for assistance.