

STUDY PLAN Guidelines

Students are expected to develop a Study Plan as part of the ENST 500 Environmental Issues & Approaches class during their first semester in the program. Each student must submit an electronic study plan (go to Forms and Guidelines page).

For further clarification, All students are strongly encouraged to review the official CSUF Graduate Study Plan policies that can be found on the Graduate Studies Website: <http://www.fullerton.edu/graduate/general.htm>. All graduate students are bound by these regulations. These policies can also be found in the CSUF catalog.

Important points to remember when filling out the study plan form:

- Include your concentration (ENSC, ENPP, or ENEC) in the top right-hand corner.
- State your undergraduate major as well as the school where you obtained your undergraduate degree.
- When listing electives, include the department code, the course number *and* the title of the course in full, for example:
 - ENST 595T Environmental Regulation
 - GEOG 426 The Coastal Environment
- Only list the dates for the courses that have already been taken or for those that will be taken in the upcoming semester (when it is known for certain that a particular course will be offered). Otherwise, leave the date/semester section blank if it is not known for certain when a desired course will be taken.
- At the bottom, next to “Committee Members”, simply state: “To Be Determined” unless it is already known for certain whom the project/thesis advisor will be.

When selecting electives, note the following ENST/CSUF policies:

- A minimum of 9 units worth of ENST electives and a minimum of 9 units worth of Cross-Disciplinary courses must be taken.
- If a student wishes to take the ENST 599 Independent study, this course must count towards his/her fourth ENST elective – in other words if a student is only taking 9 units worth of ENST Electives, he or she may not take the ENST 599 course.
- Only 3 units worth of Independent Study may be added to the ENST study plan.
- Only graduate level courses (400 or 500) may be included on the study plan.
- Courses intended to meet admission deficiencies for entering the ENST program (for ecology and stats) may not be included on the study plan...*they are pre-requisites...*

- Up to 15 units worth of graduate coursework may be transferred to the study plan (only 9 units worth of Extended Education coursework) if these courses have not already been used to meet the requirements for other degrees.

Upon completion, study plans must be supplied electronically (via email) to the Coordinator/Associate Coordinator for final review so as to ensure that all elements of the study plan have been correctly filled out. The completed study plan will then be signed by the Coordinator of the ENST program and submitted by the ENST office to the Graduate Studies Office for final approval. The Graduate Studies office will send a copy of the study plan through the mail to each student once signed and approved.

Change in Study Plan

It is relatively simple to change a study plan. Download the [Change in Study Plan form](#), and fill out the form (go to Forms and Guidelines page). Be sure to list the elective being dropped and the course replacing the dropped course. Please list these courses out in full (department code, course number, course title). Upon completion of the form, students must hand it in to the Associate Coordinator. It is important for students to submit Change in Study Plan forms as changes are made to the original study plan in order to avoid potential problems that may unduly influence the successful completion of all study plan requirements.

Any elective may be dropped from a classified study plan and exchanged with another graduate level course (400 or 500); however, students must keep in mind the following restriction:

- No course may be dropped from a study plan if the student has already registered for the course and obtained a letter grade. If a student receives a letter grade that is lower than “C”, that very same course must be repeated (with no exception).

Transferring Courses from Other Schools

A student already accepted into the ENST Program may transfer up to 15 units worth of coursework from another institution, but it is strongly recommended that a student interested in this option seek advice from either the ENST Coordinator or Associate Coordinator before taking any action. A copy of the course description and proof that the course is graduate level must be supplied before study plan approval will be granted.

Upon completion of transfer coursework, students must: (1) make the appropriate changes to Study Plan and (2) request two sets of transcripts to be mailed directly to the University Admissions and Records and ENST Program. The units are transferred to the study plan when the Graduation Check is processed, usually during the last semester.