

## GS2-14 — Master's/Specialist en route to Doctoral Degree Curriculum

### Instructions for Completing the GS2-14 Form

*Print these instructions for future reference.*

**GENERAL INSTRUCTIONS:** The following should be noted carefully in completing this form to expedite approval of your curriculum:

1. This form will serve as the required curriculum for the master's or specialist degree only. A separate [Plan of Study](#) (GS2 online form) will be required for the doctoral degree.
2. At least one half of the required courses for the master's or specialist degree must be selected from those numbered 8000 or above. This applies to any transfer credits, as well.
3. Courses completed in excess of those required by the Advisory Committee should not be listed. Definite required courses should be listed first, while elective courses may be listed in an optional manner under subheading such as "any 2 of the following 4 courses." In general, no more than 12 credit hours should be listed in such an optional manner.
4. All research credits should be condensed into a single entry with the completed date approximately coincident with the anticipated date of graduation.

**TRANSFER CREDITS:** Credits to be transferred must be labeled by an asterisk in the list of required courses and must bear the course number listed in the catalog of the institution(s) awarding the credits. The institution(s) and grade(s) should be identified, along with the course(s), in the space provided. Do not use the corresponding Clemson University course numbers.

Transfer credits must not have been used to satisfy the requirements for any other degree and must have been completed within the six-year period preceding the date on which this Clemson master's or specialist degree will be awarded. **There are no exceptions to this requirement.**

#### ***How to use this form in an all-digital workflow***

This form allows digital signatures and submission via email. To use the interactive features,

- Student: save this form to your device and open it in Acrobat Reader, rather than trying to complete it within your browser. Not all web browser PDF extensions enable interactive features.
- Since the form requires signatures from more than one individual, please attach the form to an email to the first signer, and ask them to sign and forward it to the next signer, and so on. The ideal forwarding and signing order is *Student > Doctoral Committee Chair > Doctoral Committee Members > Doctoral Program Coordinator > Master's/Specialist Committee Chair > Master's/Specialist Committee Members > Master's/Specialist Program Coordinator > Graduate School* ([GS\\_form\\_temp\\_process@lists.clemson.edu](mailto:GS_form_temp_process@lists.clemson.edu)).
- The Graduate School Dean's representative will forward the completed form as an email attachment to Enrolled Services and will copy the student.

This workflow helps ensure that Enrolled Services will receive just one completed form, signed by all parties.

