# FINAL M.S. & PhD Record of Study and Coursework Planning Matrix

**Agreement to Serve as Academic and Research Advisor & Committee Member**

**Student's Name:**
**Option:**
**Year entered Caltech:**

**Instructions:**
1. Fill in the actual courses you took during Year 1.
3. Talk with your permanent research advisor and other committee members about courses to take for your second year. Then complete Year 2 columns.
4. Obtain all necessary signatures.
5. Return to Option Secretary before the due date listed above (2nd week of May of your first year).
6. Register for your Fall courses on-line.

See backside for coursework suggestions.

<table>
<thead>
<tr>
<th>Masters Categories</th>
<th>PhD Categories</th>
<th>Actual Year 1</th>
<th>Year 2 and beyond</th>
<th>Total # of PhD Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Level Courses 100 or above</td>
<td>Core Subjects</td>
<td>Fall Term (Course # &amp; Units)</td>
<td>Winter Term (Course # &amp; Units)</td>
<td>Spring Term (Course # &amp; Units)</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>(See back of the form)</td>
<td>Graduate Level Courses 101 or above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td>Research</td>
<td>Summer Term</td>
<td>Summer Term</td>
<td>(54)</td>
</tr>
<tr>
<td>MASTERS</td>
<td>PhD</td>
<td>188 Units</td>
<td>195 Units</td>
<td></td>
</tr>
</tbody>
</table>

**Background Information:**
It is the responsibility of the student to find a permanent Academic and Thesis Advisor within three terms of graduate residence at Caltech. In consultation with the advisor, the student must form a Ph.D. Thesis Advisory Committee within one year of graduate residence at Caltech. This Advisory Committee shall consist of at least three members of the Caltech professional faculty, with at least two members from the faculty in MCE, see catalog for other requirement in your chosen option. The Advisor shall not serve as chair of the Thesis Advisory Committee. This Committee shall meet, as requested by the student. Further, the committee shall meet annually to review progress and to approve the registration of the student beyond the fifth year of graduate residence at Caltech.

**APPROVED BY THESIS ADVISORY COMMITTEE:**
The undersigned agree to serve as the Academic and Thesis Advisor and members of Thesis Advisory Committee, and approve the course program listed.

Academic and Thesis Advisor’s Name (printed)
Signature
Date

Thesis Advisory Committee Member Name (printed)
Signature
Date

Thesis Advisory Committee Member Name (printed)
Signature
Date

**APPROVAL BY OPTION REPRESENTATIVE:**
The undersigned agree that the listed coursework and advisory committee above meet the option PhD requirements, provided that the student takes the courses and passes them with a grade of C or better.

Option Representative (printed)
Option Rep.'s Signature
Date

*Updated: Sept 2022*