



PURDUE UNIVERSITY
CIVIL ENGINEERING

Plan of Study Workshop

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Fall 2022



PURDUE CIVIL ENGINEERING

Plan of Study

PURDUE CIVIL ENGINEERING

DEADLINES

- All CE MS graduate students must submit a Plan of Study by the end of the second semester in the program.
- All CE PhD graduate students must submit a Plan of Study by the end of the third semester in the program.
- Students without a plan of study will be encouraged to file one before further registrations are processed.

PURDUE CIVIL ENGINEERING

START AT MYPURDUE – ACADEMIC TAB

The screenshot shows the myPurdue website interface. At the top, the Purdue University logo and 'myPurdue' text are visible. A red arrow points to the myPurdue logo. Below the navigation bar, the 'Academics' tab is selected. The main content area is divided into several sections:

- My Courses:** Registered courses for Fall 2015. A table shows a course section:

Section	Section for
CAND-99300-201	Instructor Not Assigned
- Schedule:** Week-at-a-Glance, Concise Schedule, Detail Schedule, Evening & Final Exams.
- Grades:** Final Grades, Grade Detail.
- Transcript:** View Unofficial Transcript, Order Official Transcript.
- Personal Information:** Addresses & Phones, Email Addresses, Parent/Guardian Contacts, Emergency Contacts, Ethnicity & Race, Religious Preference, Name Change Info, SSN Change Info, Student Record, Standardized Test Scores, Sexual Orientation/Gender.
- Enrollment Certification:** National Student Clearinghouse. The place to order your enrollment certification for employment, housing, healthcare or loan deferment. Certifications requiring GPA must be requested through the Office of the Registrar.
- Graduate Students:** Graduate School Plan of Study. The Plan of Study Generator is for enrolled graduate students. This link is circled in red.
- Announcements:** Welcome to the new myPurdue! We've just had a major system upgrade. Check out the new look and feel of myPurdue for details on what has changed.
- Academic Profile:** Fall 2015. Select Another Term. Primary. Commencement. Class Standing: Graduate. Degree: Doctor of Philosophy. Level: Graduate. Program: Civil Engr-PhD. Admit Term: Spring 2008. Catalog Term: Spring 1979. College: Graduate School. Campus: West Lafayette. Major: Civil Engineering. Advisors: Maria Caterina Santopata, Jennifer W. Rieck.

PURDUE CIVIL ENGINEERING



Graduate School Database

Plan of Study Generator

[Exit to Graduate School database home page](#)

[Logout of database](#)

[Create New Plan of Study](#)

This option allows you to create a new plan of study for Master, Doctoral and Educational Specialist degrees.

Forms available for edit or display:

Action Link	Form	Status	Date
-------------	------	--------	------

Forms in Saved or Draft status are available for editing.

Plans of study that have a View link are not available for editing. If a change is needed and the plan has been Approved, then click on the Create Change Request link to initiate a Change Request form.

If your plan of study is in Outstanding status you can either wait until it has received final approval and then initiate a Change Request, or you can request that it be rejected.

Rejected forms that are modified are automatically updated to a "Saved" status.

[More Help](#)

PURDUE CIVIL ENGINEERING



Graduate School Database

Graduate Plan of Study Generator

To fill out this form:

- Indicate Department that is granting the degree.
- Indicate the first semester of **graduate** study at **any Purdue campus**.
- Indicate your email address.

For more detailed instructions click on the Help button at the bottom of the page.

Most recent registration in:

Campus:

-Campus granting degree.

Department:

-Department granting degree.

First semester of graduate study at Purdue:

-Use academic year (1998-99).

-Transfer or Re-entry students indicate the first semester of graduate study at any Purdue campus.

Email Address:

CIVIL ENGINEERING

West Lafayette (Main Campus)

CIVIL ENGINEERING ▼

▼ / ▼

Only use Purdue email address

Process and Continue will process this page, any errors detected will be displayed at that time.

Cancel will return you to the menu for your plan of study but will not retain any data entered on this page.

Help

Process and Continue

Cancel

PURDUE CIVIL ENGINEERING



Graduate School Database

Graduate Plan of Study Generator

Please select the degree you are seeking and the date you are expecting to achieve this degree. For detailed instructions click on the Help button at the bottom of the page.

Listed are degrees available for Civil Engineering on the West Lafayette (Main Campus) campus.

Degree Title:

Choose Non-Thesis or Thesis Option:

Date Degree Expected: /

Process and Continue will process this page, any errors detected will be displayed at that time.
Cancel will return you to the menu for your plan of study but will not retain any data entered on this page.

Title for all Master degrees:
Master of Science in Civil Engineering

Help

Process and Continue

Cancel



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Graduate School Database

Request for Master's Degree Advisory Committee and Plan of Study Approval

Click to open a new browser window that contains [Civil Engineering 's Plan of Study Guidelines and Requirements](#).

[Student and Degree Information](#)

List: degree title, campus, department, expected graduate date, email address.

[Research Area and Concentration](#)

List: research area, concentration and language requirements.

[Course Work](#)

List courses for your plan of study.

[Advisory Committee](#)

List advisory committee members.

[Comments and Special Notes](#)

List any special notes or comments.
No information on this page is required

Before submitting, please [Preview Plan of Study](#) to ensure your plan is accurate and complete.

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Help

Save without Submitting

Submit as Draft

Submit as Final

Delete this Plan

PURDUE CIVIL ENGINEERING

Request for Master's Degree Advisory Committee and Plan of Study Approval

For detailed instructions click on the Help button at the bottom of the page.

Research Area: (* required for Ph.D., optional for Master's)

- Indicate a short title of the research area chosen.

Concentration: (* optional)

- Select the concentration to include on your plan of study.

- If the concentration you intend to select is not listed in the drop down menu, please contact your Plan of Study Coordinator.

NOTE: If a concentration ends in -IGP, it should only be selected if you are officially registered in the associated Interdisciplinary Graduate Program curriculum.

First Concentration

Second Concentration

Language Requirement:

- Designate specific language requirements and the method to be used to satisfy the requirements.

- This information is required by some departments. Refer to your department's Guidelines and Requirements link.

LANGUAGE Requirement

Leave Blank

METHOD to be used to meet requirement

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Help

Process and Continue

PURDUE CIVIL ENGINEERING

AREA OF SPECIALIZATION/CONCENTRATION

- Thesis option students: Research Area should be the working title for your thesis/dissertation.
- Non–thesis option students in the following areas should list their area of specialization in the Research Area Field:
 - Geotechnical
 - Materials

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AREA OF SPECIALIZATION/CONCENTRATION

- Architectural, Construction, Environmental, Geomatics, Hydraulics, Professional Masters, Structures and Transportation areas have approved concentrations. Students (thesis and non-thesis) in these areas can choose the appropriate concentration from the drop-down box.
 - Professional Masters students can also choose one of the other areas if appropriate, however Professional Masters should be listed as the first area of concentration on the Plan of Study.
- If you have been accepted to the Computational Science and Engineering (CSE) concentration, then choose “Computational Engineering – IGP” from the Concentration drop-down box.
- If you have been accepted to Ecological Sciences and Engineering (ESE) then choose “Int Ecog Sci and Eng” from the Concentration drop-down box.
- Concentrations will be listed on your transcripts at the time of graduation

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Submit as Draft

Submit as Final

Delete this Plan

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Graduate School Database

Request for Master's Degree Advisory Committee and Plan of Study Approval

Indicate the courses to be used on your plan of study using the following links. Click on the Process and Continue button at the bottom of the page when you are done.
For more detailed instructions, click on the Help button at the bottom of the page.

[Courses currently being taken or those previously completed at Purdue University \(as a graduate student\).](#)

[Transfer courses and courses taken as excess undergraduate credit.](#)

[Courses to be taken in the future at Purdue.](#)

[Purdue Combined Degree Courses \(THIS SECTION IS ONLY FOR STUDENTS IN APPROVED COMBINED DEGREE PROGRAMS\)](#)

Open a new browser window containing the [Graduate School's Policies and Procedures Manual, Section VII](#) for information on university policies when developing a plan of study. Click on the HELP button below for help on utilizing the web based plan of study generator.

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Help

Process and Continue

PURDUE CIVIL ENGINEERING

Completed Purdue courses that will apply to this plan of study

Indicate which courses from your current academic record are to be used on this plan of study. [Courses are listed in alphabetical order by subject.](#) Only courses you were registered for at the beginning of the semester or those completed as a graduate student and for a grade are listed. List any courses taken as undergraduate excess on the "Transfer and Undergrad Excess" page.

For each course being used:

- click the "Use" box
- indicate the Area (Primary or Related)
- if a grade of B or better is required by your department check the "B or Better" box

To remove a course, uncheck the "Use" box

Courses taken in non-degree status are marked with non-degree registration

- Typically, all CE courses listed as Primary
- Math, Stat, others listed as Related

For more detailed instructions click on the **HELP** button at the bottom of the page.

Note: Grades posted here are as of the end of the semester that they were taken. Late grade changes or course title changes may not be reflected. If you see a discrepancy, contact the Graduate School.

Use	Area	B or Better Required	Course / Session / Credit Hours / Grade
<input type="checkbox"/>	<input checked="" type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	CE 52100 CONSTRUCTION BUS MGMT / Spring 2018-19 / 3 / B
<input type="checkbox"/>	<input checked="" type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	CE 52200 CMPTR APPLCTN IN CONST / Fall 2019-20 / 3 /
<input type="checkbox"/>	<input checked="" type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	CE 52300 SEL & UTIL CONST EQUIP / Fall 2019-20 / 3 /
<input type="checkbox"/>	<input checked="" type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	CE 59700 INFRASTRUCTURE ANALYTICS / Spring 2018-19 / 3 / B+
<input type="checkbox"/>	<input checked="" type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	CE 59700 ADV PROJ MGMT & ANALYSIS / Fall 2019-20 / 3 /
<input type="checkbox"/>	<input checked="" type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	STAT 51100 STATISTICAL METHODS / Fall 2019-20 / 3 /

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Help

Process and Continue

PURDUE CIVIL ENGINEERING

Transfer courses to be applied to this plan of study

Use this section to add graduate coursework to your plan which was completed as either undergraduate excess or as a graduate student at another institution. The action buttons for each row (Add, Modify, Delete) are in the right most column. If the action buttons are not visible, use the horizontal scroll bar to view the entire row.

Instructions:

- For each course, fill in all fields marked with an * and click the "Add" button.
- Enter the course title and subject exactly as it appears on the official transcript.
- For courses not yet completed, enter "FUTURE" in the grade field.
- To modify course information already added, type over the information you want to modify and click on the "Modify" button.
- To remove a course already added, click on the "Delete" button.

For more detailed instructions, click on the "Help" button at the bottom of the page.

Area	Subj. Abbr.	Course No.	Credit Hrs.	Course Title	Institution Name	Grade	Session	Regis. Type	Date Completed MM/YYYY	Action
<input type="radio"/> Primary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>	<input type="text" value="▼"/>	<input type="text" value="▼"/> / <input type="text" value="▼"/>	<input type="button" value="Add"/>
<input type="radio"/> Related	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>	<input type="text" value="▼"/>	<input type="text" value="▼"/> / <input type="text" value="▼"/>	<input type="button" value="Add"/>

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Help

Process and Continue

PURDUE CIVIL ENGINEERING

Purdue courses to be taken that will apply to this plan of study

The action buttons for each row (Add, Modify, Delete) are the right most column. If the action buttons are not visible, use the horizontal scroll bar to view the entire row. You must fill in each row, then click on the Add button to add the row. After a course has been added you may modify or delete the information.

Required information for each line is marked with an asterick (*).

Courses are displayed in sort order by Program Area, Subject, and Course Number.

For more detailed instructions, click on the Help button at the bottom of the page.

Open a new browser window containing the Graduate School Course Information of the [On-Line Course Catalog](#) for information on university courses.

Note: Course No. is part of the subject-course no. combination (e.g. COMM 11400) - not the Banner CRN.

Area	Subj.	Course	Credit	B or Better	Course	Session to be Completed	Action	
*	Abbr.	No.	Hrs.	Required	Title	specify academic year (i.e. 1998-99)	*	
<input type="radio"/> Primary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
<input type="radio"/> Related								

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ENTERING COURSES

- Subject Abbreviation should be CE, STAT, ABE, etc.
- Course number should be 59700, 51100, 44000 (needs to be all five numerals)
- Do not use the CRN.
- Titles should match the transcripts exactly.

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ENTERING COURSES CONT

- If a course you have taken at Purdue does not automatically populate, you can manually add it.
- Do not check the “B or better” option. This tells the grad school that you MUST get a B or better in the course – if you do not, they will not let you use the course on your POS.

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COURSE REQUIREMENTS

MS non-thesis

- 30 course credits; no research credits
- Only three credits of 300 or 400 level course permitted; grade of B or better required.
- **No pass/fail courses**

MS thesis

- 21 course credits; 9 research credits
- Only three credits of 300 or 400 level course permitted; grade of B or better required.
- **No pass/fail courses**

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COURSE REQUIREMENTS CONT

PhD

- 48 course credits; 42 research credits
- 30 of these course credits may be from an MS. You can only count credits from one Master's degree.
- You may count up to 3 credits from 300 or 400 level courses – B or better required.

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COURSE REQUIREMENTS CONT

- If you register for a 300 or 400 level course – initially it will be “excluded” on your transcripts.
- If you include this 300 or 400 level course on your plan of study and have completed the course with a B or better grade, it will then be “included.” This course audit is done by the graduate school, usually in the semester you are graduating.
- Do not list research hours - CE 69800 or CE 69900
- Independent study (typically CE 59700) courses should be listed on POS. The graduate school considers these as coursework, not research.

Transfer of MS credits to PhD POS

- The student meets with their committee and provides a copy of his/her MS transcripts for review.
- The committee determines the courses and credits that can be applied towards the student's PhD POS. These can include both coursework credits and research credits (maximum of 30 credits). These courses are then listed on the 'MS credit transfer to PhD POS' form.
- Please note that the credits transfer to the same category – MS coursework applies to PhD coursework requirement; MS research applied to PhD research requirement

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TRANSFERRING COURSES:

Transfer of MS credits to PhD POS

- The advisor signs the form and submits it to the CE Graduate Office.
- The student can then move forward with generating the **draft** of his/her electronic plan of study. **The MS transfer courses should NOT be listed on the PhD plan of study with the PhD courses; however the student should list the approved MS transfer courses in the Comment Section. Be sure to list the course number, course title, credits and date taken.** The CE Grad Office will note the overall number of MS credit being transferred in the appropriate field in the POS during the approval process and it will be approved by the committee chair.
- The MS transfer form will remain in the student's file as a record of the approval of the transfer courses and associated credits.

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TRANSFERRING COURSES CONT

Transfer MS credits to PhD POS Worksheet

School of Civil Engineering
Transfer MS credits to PhD Plan of Study Worksheet

Student Name: _____

Degree received from: _____

Courses to be transferred:

#	Course Number	Course Title	Semester completed	Credits	Grade

Approval of advisor _____ Date _____

Approval of CE Grad Office _____ Date _____

Please attach a copy of MS transcripts

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TRANSFERRING COURSES CONT

Transfer of excess courses/credits:

- Original transcripts for the courses must be on file with the Grad School.
- The courses cannot have been used to meet the requirements for another degree (bachelors or masters).
- The courses cannot be more than five years old.
- You must have received a B or better.

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TRANSFERRING UNDERGRAD EXCESS COURSES

- Original transcripts for the courses must be on file with the Grad School – with appropriate notation that the courses are available for grad credit.
- You must have received a B or better.
- You can transfer up to 12 credits from undergrad excess.

PURDUE CIVIL ENGINEERING

Request for Master's Degree Advisory Committee and Plan of Study Approval

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Help

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Submit as Draft

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Delete this Plan

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HOW TO CHOOSE A COMMITTEE

- Chair person is typically your academic advisor.
- Faculty member providing funding is usually on your committee and often serves as advisor/co-advisor.
- Faculty members that you have taken courses with (either from Civil or from another department/school).

Request a meeting with the faculty member or contact them via email to ask them to serve on your committee. Be sure to give them your draft list of courses and provide them with your educational goals.

PURDUE CIVIL ENGINEERING

Request for Master's Degree Advisory Committee and Plan of Study Approval

For each member of your committee, indicate their participation, enter their Dept. Code and Faculty Identifier from the list and enter the area of expertise which each faculty member will contribute to the committee.

Use the "Faculty Advisory Search" section at the bottom of this page to obtain the identifiers for all people who are to serve on your committee. If a faculty person is associated with more than one department at Purdue, search for them in the department that they will be representing while on your committee.

If you are unable to find that person from the list, please contact your department's Plan-of-Study Coordinator to obtain the "Dept. Code and Faculty Identifier".

The action buttons for each row (Add, Modify, Delete) are the right most column. You must fill in each row, then click on the Add button to add the row. After a member has been added, you may modify or delete the information.

For more detailed instructions, click on the Help button at the bottom of this section.

Participation of Member	Dept. Code and Faculty Identifier <small>retrieved from search</small>	Certification Level	Advisor Name	Area of Advisor (*optional)	Action
<input type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Member	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Faculty Advisor Search - Please choose the department of the faculty member for whom you are searching. Hit the "Search" button, and retrieve the Dept. Code and Faculty Identifier associated with the person who will serve on your committee. Please continue the searches until you have found the codes for all people who will serve on your committee. Individuals who hold "R" certification levels may serve throughout the Purdue system, as permitted by your department. Individuals who hold "S" certifications must have an active certification within your department in order to serve on your committee.

Department

Name	Dept. Code and Faculty Identifier	Certification Level
ABRAHAM,DULCY M.	CIVL+C4114	R1
ALDRICH,DANIEL,P.	CIVL+C7378	S2
ALFARO G,LUIS,D.	CIVL+C9176	S2
AMMANN,WALTER,J	CIVL+C9637	S2
ARIYUR,KARTIK,B.	CIVL+C7448	S2
ASHLEY,DAVID,B	CIVL+C9398	S2
AUBENEAU,ANTOINE,F	CIVL+C9533	R1
BECKER,PETER,J	CIVL+C10308	S2

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POS- ADDING COMMITTEE MEMBERS

- Enter the faculty member using only the faculty ID (C12345)
- CIVL is the department code
- Area should be Architecture, Construction, Environmental, Geomatics, Geotechnical, Hydraulics, Materials, Structures, or Transportation for CE faculty members
- Civil faculty with joint appointments will be considered Civil. They cannot count as an outside member.
- Recently graduated students from Purdue Civil Engineering or those that have served as a post-doc in the School, are not eligible for special faculty certification in the Lyles School of Civil Engineering within three years of their association with Purdue.

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CHAIR VS CO-CHAIR

Options

- Chair plus 2 or more members
- or
- 2 Co-Chairs plus 1 or more members

Note: You may not list both a chair and a co-chair

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COMPOSITION OF COMMITTEE

MS-minimum of three people

- Recommended that one be from a different area of study

PhD-minimum of four people

- 2 from student's major group of study
- 1 from other area within CE
- 1 from other Purdue dept or outside Purdue
- Other possibilities are acceptable, but committee must be at least 51% regularly certified Purdue Graduate Faculty

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“SPECIAL” GRADUATE FACULTY CERTIFICATION

- “Special” Graduate Faculty may participate as a co-chair or member of a committee.
- Be aware that certification process can take time.
- Request from your advisor must include individual’s CV (including month and year that PhD was obtained), description of expertise, mentoring experience and current contact information. Submit it to the CE grad office.
- Special grad faculty member must have at least the same degree that you are earning.

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Request for Master's Degree Advisory Committee and Plan of Study Approval

The following are notes associated with this plan of study.

All notes are made available to Purdue faculty and staff.

To add a note, fill in the Subject and Text boxes and click "Add".

To delete a note, click "Delete" next to the note to be deleted.

To modify a note, edit the Subject or Text boxes and click "Modify".

Refer to the Help button, at the bottom of the page, for more information when an "Exception" is denoted in the Subject line.

Subject:

Text:

Action:

These notes stay as a permanent record with your Plan of Study. It's best not to include notes to your committee – please do that through some other mechanism. Just use this section for MS transfer courses

"Process and Continue" will process this page and display any errors. If no errors are detected then the next page of the plan of study generator will be displayed.

Help

Process and Continue

PURDUE CIVIL ENGINEERING

POS SUBMISSION

Save

- Doesn't initiate any emails.
- You may return and edit at any time.

Submit Draft

- Email sent to graduate office and all committee members for view and feedback – each time you submit as draft.
- You should submit as draft and wait on approval before submitting as final.

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POS SUBMISSION CONT

Submit Final

- 1) CE Grad Office reviews, approves if acceptable
- 2) Committee reviews, approves if acceptable
- 3) Dr. Abraham reviews, approves if acceptable
- 4) Graduate school reviews, approves if acceptable.

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POS SUBMISSION CONT

You can make changes to your POS once it's completely approved.

- Coursework
- Committee Members
- Degree Objective (Thesis MS vs Non-Thesis MS)

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NOTE TO PHD STUDENTS

PhD students should be meeting with their committee at least once a year.

- POS approval is considered a meeting
- Preliminary exam is considered a meeting
- Final exam is considered a meeting
- In years that the above don't occur – you should plan a meeting with your committee and submit **a Doctoral Committee Annual Meeting Report.**

Burke Graduate Program
Lyles School of Civil Engineering
PhD Student Annual Progress Review

Student (Print Name): _____

Date and time of meeting: _____

Place of meeting: _____

Committee Members in attendance (place an X next to Advisor or Co-Advisors' names):

_____ () _____ ()

Expected graduation date: _____

Table 1. PhD Student Annual Progress Review Rubrics

<i>(use the back of this form if necessary for written responses)</i>	Good	Adequate	Deficient	N/A
Research: Demonstrates productivity				
Demonstrates focus in research direction				
Demonstrates independence				
Critical Thinking: Demonstrates strong critical thinking				
Communication Skills: Demonstrates good communication skills in oral presentation and in responding to questions				
Progress: Demonstrates progress toward completing degree				
Ethical Behavior: Demonstrates ethical research behavior (acknowledging sources, use of appropriate data collection methods in an ethical manner, being aware of data sharing issues, etc. – as appropriate for the student's work)				
Suggested Additional Coursework:				
Suggested Improvements:				
Additional Recommendations:				

Signature of Student: _____ Date: _____

Signature of Faculty Advisor: _____ Date: _____