

## **PLANS OF STUDY**

### **Each graduate student admitted to a degree program must file a Graduate School Plan of Study (POS).**

1. A formal Plan of Study must be created/drafted during the first semester for ALL MS EEE graduate students. A formal Plan of Study for all PhD EEE graduate students must be created/drafted before the end of their second semester.
2. A formal Plan of Study must be submitted AND approved in the semester prior to your graduation for the MS EEE student and the semester prior to your preliminary exam for Direct PhD and Doctoral students.
  - i.e.* If you want to graduate in Spring 2020 with your MSEEE, then your POS must be submitted and signed by all parties in EEE by the end of the Fall 2019 semester.
  - OR* If you want to do your preliminary exam in Spring 2020, then your POS must be submitted and signed by all parties in EEE and the Graduate School in the semester before you have your exam.
  - OR* If you are a direct PhD and you are ready to do your preliminary exam, you must complete your MS EEE and PhD POS in the semester before your preliminary exam.

A plan of study is an academic contract among a student, the faculty members on the advisory committee, and the Graduate School. All departmental and Graduate School policies related to the filing of a Plan of Study must be followed explicitly.

## **How to File a Plan of Study**

Students filing their Plan of Study should complete their plan electronically. Access to the electronic Plan of Study Generator (POSG) is via myPurdue. The myPurdue portal can be found at:

<http://www.mypurdue.purdue.edu>

(Information pertinent specifically to graduate students is located under the “Academic” tab.)

Once you have clicked on the above link, enter your Career Account userid and password in the login fields. A new browser window will open with the Graduate School links available to you.

To begin your Plan of Study, click on the Plan of Study Generator link, and then click on "Create new plan of study" link. Once in the POSG, refer to the Help buttons located on each page to assist you.

- You do **not** need to complete the entire form in one sitting; you may save your Plan of Study and return to it later.
- You **may not bookmark** any pages within the Graduate School link. To return to the POSG you must login to myPurdue.

When you have completed your Plan of Study and feel it is ready for review by your advisory committee, submit your plan as a Draft. **All plans of study must first be submitted as Draft before you can submit your plan as a Final.** While your plan is in Draft status:

- Review the information with your advisory committee and your departmental coordinator to ensure that it satisfies department and Graduate School policies.
- Use your draft as a basis to discuss your academic and research goals with your advisory committee members.

Once your entire committee has verbally accepted your Plan of Study, return to the POSG and submit your plan as "Final." The Plan of Study form will be electronically routed, reviewed and, if approved, signed by the departmental coordinator, your advisory committee, and the Graduate School

You may **check the status** of your plan at any time by returning to the POSG and click on the Display Submitted Plan of Study link.

Once the Graduate School has approved your Plan of Study, you should **check it every semester** to monitor your academic degree progress.