Completing the Plan of Study

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

A formal Plan of Study must be created:

The first semester of enrollment for ALL ME graduate students (MS, PhD and Direct PhD).

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.

Filing the plan of study is done electronically through myPurdue.

- myPurdue
- Login with your Career Account userid and password;
- Under “Graduate Students” click on “Graduate School Plan of Study”;
- The Graduate School provides access to the POSG (Plan of Study Generator) through the “Graduate School Intranet Database” link.
- After clicking on the “Graduate School Plan of Study” link within myPurdue a new browser window will open with the POSG login screen. This browser window is now separate from myPurdue window. It is necessary to login with your Career Account userid and password to proceed. Once you have logged in, the POSG links are available to you.

To begin your plan of study:

✓ Click on the Plan of Study Generator link;
✓ Then “Create new plan of study” link;
✓ Once in the POSG, refer to the “More Help” buttons located on each page to assist you in using the electronic POSG;
✓ You do not need to complete the entire form at one log in; 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.
Once you have completed the plan of study and feel it is ready for review of your advisory committee:

1) Submit the Plan as draft; in draft this is the opportunity for your advisory committee to review the plan and for discussion about your academic and research goals;

2) The draft POS will also be reviewed by the POS coordinator who will advise you of revisions or to submit it as ‘final’. DO NOT submit your POS as final until you have received verbal approval from your advisory committee.

3) Once the POS is submitted as final, it will be electronically routed, reviewed, and if approved, signed by the departmental POS coordinator, your advisory committee and the Graduate School.

4) You may check the status of your plan at any time by returning to the POSG and click on “View”.

Once the Graduate School has approved your plan of study, you should check it each semester to monitor your academic degree progress.

Following are abbreviated images of the actual screens you will see once you login to myPurdue and the Graduate School link:
Purdue University Graduate School

Authorization Screen

This is the login page for the Graduate School Plan of Study Generator. Students trying to access this area must have a Purdue Career Account.

Enter your Purdue Career Account userid and password. If you do not know your userid and/or password, contact the ITaP Customer Service Center at 494-4000 or itap@purdue.edu

User ID / Alias ____________________
User Password ____________________

LOGIN AGAIN HERE

Upon logging in, you will be directed to the Graduate School Plan of Study Generator.

For questions about the Plan of Study Generator, please contact:
Graduate School Main Office at 494-2600, or gradweb@purdue.edu
Purdue University Graduate School
Graduate Student Intranet Database

Welcome GRADUATE

The information display on these pages contain your personal information. The Graduate School database does not have the time out feature of myPurdue. To keep your information secure it is YOUR RESPONSIBILITY to:
1) return to this page and click on the LOGOUT button then
2) close your browser when you are finished.

Plan of Study Generator
Funding Account
Doctoral Candidate Exit Questionnaire
Master's Candidate Exit Questionnaire
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
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: MECHANICAL ENGINEERING

Campus:
- Campus granting degree.

West Lafayette (Main Campus)

Department:
- Department granting degree.

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

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.
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 Mechanical Engineering on the West Lafayette (Main Campus) campus.
Degree Title: **THIS WILL BE A DROP DOWN BOX**
Choose Non-Thesis or Thesis Option: **THIS WILL BE A DROP DOWN BOX**
Date Degree Expected: **THIS WILL BE DROP DOWN BOXES**

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

☑️ Student and Degree Information
   List: degree title, campus, department, expected graduate date, email address.

☐ Research Project and Language Requirements
   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.

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.

It is recommended that you submit your plan as a Draft before submitting as Final. Click on the Help button below for further explanation.
Purdue University Graduate School

Request for Ph.D. 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.
  Heat Transfer

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.

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 | 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 University Graduate School

Request for Ph.D. Degree Advisory Committee and Plan of Study Approval

For each member of your committee, indicate their participation, enter their Faculty 4+5 Code 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 "Faculty 4+5 Code".

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.

<table>
<thead>
<tr>
<th>Participation of Member</th>
<th>Faculty 4+5 Code retrieved from search</th>
<th>Advisor Name</th>
<th>Area of Advisor (*optional)</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Chair</td>
<td>MECH +C2148</td>
<td>ANIL BAJAJ</td>
<td></td>
<td>Modify</td>
</tr>
<tr>
<td>Chair</td>
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<td>Delete</td>
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<tr>
<td>Co-Chair</td>
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<tr>
<td>Member</td>
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"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 University Graduate School

Request for Ph.D. Degree Advisory Committee
and Plan of Study Approval

**SAVED**

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<thead>
<tr>
<th>Status</th>
<th>STUDENT,GRADUATE</th>
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<tbody>
<tr>
<td>Student</td>
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</tr>
<tr>
<td>Student Email</td>
<td><a href="mailto:moser@purdue.edu">moser@purdue.edu</a></td>
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</tr>
<tr>
<td>Campus</td>
<td>West Lafayette (Main Campus)</td>
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<tr>
<td>Admitted Program</td>
<td>MECHANICAL ENGINEERING</td>
<td>PWL</td>
</tr>
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<td>Degree Title</td>
<td>DOCTOR OF PHILOSOPHY</td>
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<td>Program</td>
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<td>PHD</td>
</tr>
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<td>Date Degree Expected</td>
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<td>ME-PHD</td>
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<td>Concentration</td>
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<tr>
<td>Research Area</td>
<td>HEAT TRANSFER</td>
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</tr>
</tbody>
</table>

Items in purple are completed. / Items in green are incomplete. Courses: ** Grades posted here are as of the end of the semester that they were taken. Late grade changes or title changes may not be reflected. If you see a discrepancy, contact the Graduate School.

<table>
<thead>
<tr>
<th>Area</th>
<th>Courses Title</th>
<th>Subj. Abbr.</th>
<th>Course No.</th>
<th>Credit Hours</th>
<th>Regis. Type</th>
<th>Grade</th>
<th>B or better</th>
<th>M.A. M.S. Transfer From</th>
<th>Date Completed To Be Completed</th>
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</thead>
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<tr>
<td>PRIMARY</td>
<td>INTERMEDIATE HEAT TRANSFER</td>
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<td>50500</td>
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<td>RE</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Spring 2017</td>
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</tbody>
</table>

Graduate course tallies:
Purdue POS GPA: N/A
Primary Area Credit Hours: 3
Related Area Credit Hours: 0
Area Not Specified Credit Hours: 0
Total Master's Credits Allowed on this Ph.D. Plan:

Language Requirement: None

Comments Regarding Exceptions or Requirements: None

Supplemental Notes:

Pass/No Pass Courses: None

Advisory Committee Information and Approval Status

<table>
<thead>
<tr>
<th>Names of Advisory Committee Members</th>
<th>Faculty Identifier</th>
<th>Department Code</th>
<th>Advisor in Area of</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANIL BAJAJ (CHAIR)</td>
<td>C2148</td>
<td>MECH</td>
<td></td>
</tr>
</tbody>
</table>

Return