

ELECTRONIC PLAN OF STUDY

All degree seeking graduate students are required to submit an electronic plan of study (EPOS) as soon as possible in their program. This EPOS serves as a contract between the student, their advisory committee, and the Graduate School. It lists the courses that the student expects to take for the degree program, any concentration(s) the student is pursuing, the faculty members who will mentor them throughout their study and other key degree-related items.

The EPOS must be submitted and receive all departmental signatures prior to the first day of classes of the session of anticipated graduation. Departmental signatures include the department's Plan of Study Coordinator, the Head of the Graduate Program (or that person's designee), and each member of the advisory committee. The Graduate School recommends that students submit their plan at least a month in advance of the start of the session of expected graduation to ensure sufficient time for departmental review. For more information, see [Section X](#) of the University Catalog (Purdue University, 2017).

Student Instructions

Before you begin, the Graduate School recommends that you meet with your advisor to discuss aspects of your plan, such as the courses that should be included, the individual(s) who should be a part of the advisory committee, and any transfer courses or master's credits to be used (if applicable). If you are not sure who to reach out to in the department, start with the department's [Graduate Contact](#). Once you have an outline of the courses and committee, follow Steps 1-12 below to begin building your EPOS.

1. Login to [myPurdue](#) using your Purdue career account credentials. Under the "Academics" tab, select the "Graduate School Plan of Study" link in the "Graduate Students" box.

The screenshot shows the myPurdue website interface. The top navigation bar includes 'Academics', 'Registration', 'Bills & Payments', 'Financial Aid', 'Banner', and 'Life @ Purdue'. The 'Academics' tab is active. The main content area is divided into several sections:

- My Courses:** Shows registered courses for Summer 2017, including sections for 'Psychology' and 'Biochemistry'.
- Schedule:** Provides links for 'Weeks/Class', 'Course Schedule', 'Detail Schedule', and 'Evening & Final Exams'.
- Destination: Graduation:** Includes a link to the 'myPurduePlan' and a list of tools like 'Worksheet', 'Graduation Calculator', 'GPA Calculator', and 'Advice Calculator'.
- Personal Information:** Lists various contact and personal details such as 'Addresses & Phones', 'Emergency Contacts', and 'Religious Preference'.
- Transcript:** Offers options to 'View Unofficial Transcript' or 'Order Official Transcript'.
- Grades:** Provides links for 'Final Grades' and 'Grade Detail'.
- Enrollment Certification:** Includes a link to the 'National Student Clearinghouse'.
- Announcements:** Contains a message about submitting an announcement request.
- Academic Profile:** Displays student information for Spring 2017, including 'Class Standing: Graduate', 'Degree: Master of Science in Education', 'Program: Educ Cur Intl-MS Ed', and 'Major: Curriculum & Instruction'.

2. Login using your Purdue career account credentials.

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

3. Click the “Plan of Study Generator” link.

Welcome GRADUATE

The pages below provide access to your personal academic information. This system does not have a timeout feature, so it is your responsibility to keep your information secure by clicking the "Logout" button or closing the web browser once you have finished this session.

The Graduate School posts upcoming graduation-related dates and deadlines on the [Graduation Deadlines Calendar](#) webpage. However, check with your department's [Graduate Contact](#) to see if an earlier internal student submission deadline has been established for any of the forms below. Early submission deadlines are encouraged to allow sufficient time for departmental review.

[Plan of Study Generator](#)

Every degree-seeking graduate student must submit a plan of study and obtain all required departmental approvals **prior to the first day of the session of anticipated graduation**. The Graduate School recommends submitting the plan at least a month in advance of the posted deadline to allow sufficient time for department review.

4. Select “Create New Plan of Study.”

[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
View	Plan of Study DOCTOR OF PHILOSOPHY	ARCHIVED	Submitted 05/19/2017

Forms in Saved or Draft status are available for editing.

Notes on Creating a New Plan

If you have a plan in “Saved” or “Draft” status, you should see an “Edit” link to the left of that plan. Please use that link to re-access the existing form rather than begin a new plan. Only one saved or draft plan can exist in the system at a time.

5. Select the department that will be responsible for awarding this degree, choose your first session of study in this program, and enter your email address. Once all fields have been completed, select “Process and Continue.”

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
West Lafayette (Main Campus)

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:

1. MECHANICAL ENGINEERING ▾

2. ▾ / ▾

3.

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

Explanation of Purdue’s Academic Calendar

The academic calendar at Purdue begins with the fall session. Fall 2017 should be entered as “Fall/2017-18.” Spring 2018 should be recorded as “Spring/2017-18.” Summer 2018 as “Summer/2017-18.”

Note to Interdisciplinary Students

Interdisciplinary students will see several “Department” options in the 1st drop-down box since they use the Plan of Study to declare their degree granting major. This major should match their major professor’s primary department association.

6. Select the degree for which this plan is being created, specify whether this is for a thesis or non-thesis degree, and choose your estimated date of degree completion. If you are pursuing a doctoral degree, leave Step 2 blank. Once all fields have been completed, select “Process and Continue.”

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: 1. (PHD) DOCTOR OF PHILOSOPHY ▾

Choose Non-Thesis or Thesis Option: 2. ▾

Date Degree Expected: 3. ▾ / ▾

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

“Degree Title” Field

The “Degree Title” drop-down will automatically display all degree options available within the department, regardless of your current classification.

Date Degree Expected

The date listed in the 3rd drop-down above is just an estimate. Though this date is helpful to those reviewing the form, students will not automatically be added as candidates in the session listed.

- 7. This second “Process...” button creates the plan, and places it in “Saved” status. To adjust the information entered during Steps 5-6, select the first “Student and Degree Information” link.**

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.

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.

Introduction to the “Home” Screen for Plans in “Saved” or “Draft” Status

- 7.1 The top “Student and Degree Information” link has a “check” to the left of it indicating that all required fields in this area have been entered. “Checks” are required in at least the first four main categories in order to submit the plan.
- 7.2 You can preview this plan by clicking the “Preview Plan of Study” link shown in the screenshot above. “Previewing” brings up the plan as department and Graduate School staff will see it when they are reviewing the form.
- 7.3 The “Graduate School’s Policies and Procedures Manual...” link at bottom of the page will open Section VII of the manual in a new tab. This section of the manual lists the key university-wide policies governing the content of graduate plans. Keep in mind that departments may set stricter requirements in any area. If your department has set higher standards for any section of the plan, you will need to abide by the policy established by the department.

8. Click the “Research Area and Concentration” link (the second link shown in Step 7). Enter your research area (if required), select any concentration(s) you are pursuing, and enter the language requirement if one has been established for your program. When all required areas have been completed, click “Process and Continue.”

1.
Research Area: (* required for Ph.D., optional for Master's)
 - Indicate a short title of the research area chosen.

2.
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

3.
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
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

"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.

Introduction to the “Research Area and Concentration” Page

8.1 The “Research Area” is for doctoral and thesis master’s students to enter the tentative focus of their research. Non-thesis students should leave this area blank.

8.2 Per [Section I.H.](#) of the University Catalog, requests for concentrations are routinely made through this plan of study process. Graduate students may have up to two concentrations listed on their graduate plan and ultimately their Purdue transcript provided they satisfy all requirements to earn the concentration(s).

8.3 Very few graduate programs still have a language requirement; most students will skip this 3rd area on the page.

9. Click the “Course Work” link (the third link shown in Step 7). Use one or more of the following four links to add the courses you expect to use exclusively for this degree. When all courses have been added, click “Process and Continue” to return to the main screen shown in Step 7. If you are creating a doctoral plan, do not use this “Course Work” area to add courses that were used for a previous awarded master’s degree. Up to 30 credits from an awarded master’s may be used toward the 90+ credits required for a doctoral degree, but approved master’s credits will be listed by your department after you submit your plan.

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.

1. [Courses currently being taken or those previously completed at Purdue University \(as a graduate student\).](#)
2. [Transfer courses and courses taken as excess undergraduate credit.](#)
3. [Courses to be taken in the future at Purdue.](#)
4. [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.

"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

Four Available Areas for Adding Coursework to a Plan

- 9.1 The “Courses currently being taken or those previously completed...” link will bring up a list of courses for which you have already registered. Check the “Use” box to include this on your plan, designate the “Area,” and check the “B or Better” box if your program requires at least a “B” in the course. When done, select “Process and Continue” to return to the main course page (depicted above). Generally, courses directly required by the degree program should be listed as “Primary” and elective courses should be listed as “Secondary.”

Use	Area	B or Better Required	M.A. M.S.	Course / Session / Credit Hours / Grade
<input type="checkbox"/>	<input type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	<input type="checkbox"/>	EDCI 61500 QUAL RES METH IN EDUC / Fall 2008-09 / 3 / A
<input type="checkbox"/>	<input type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	<input type="checkbox"/>	EDST 50600 HIST WOMEN'S EDUCATION / Fall 2008-09 / 3 / A

"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

9.2 If you have courses to transfer from another institution to Purdue, select the second “Transfer courses...” link on the main course page. Transfer courses must be “B” or better equivalent, not used for a degree elsewhere, and graduate level. Courses should be added exactly as they appear on the transcript from that institution. When done, select “Process and Continue.”

Area *	Subj. Abbr. *	Course No. *	Credit Hrs. *	Course Title *	M.A. M.S.	Institution Name *	Grade *	Session *	Regis. Type *	Date Completed MM/YYYY *	Action
<input type="radio"/> Primary <input type="radio"/> Related <input type="radio"/> Not Applicable					<input type="checkbox"/>						<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.

9.3 Enter courses to be taken in the future at Purdue using the third “Courses to be taken in the future...” link on the main course page. Enter the information exactly as it will appear on the Purdue transcript. Once all courses have been added, select “Process and Continue.”

Area *	Subj. Abbr. *	Course No. *	Credit Hrs. *	B or Better Required	Course Title *	M.A. M.S.	Session to be Completed specify academic year (i.e. 1998-99) *	Action
<input type="radio"/> Primary <input type="radio"/> Related <input type="radio"/> Not Applicable				<input type="checkbox"/>				<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.

9.4 If you are in an approved combined degree program, use the “Purdue Combined Degree...” link from the main course screen to add the 500-600 level courses to be dual counted between the Purdue undergraduate and graduate degrees. Once these dual courses have been added, click “Process and Continue.”

Area *	Subj. Abbr. *	Course No. *	Credit Hrs. *	Course Title *	M.A. M.S.	Institution Name *	Grade *	Session *	Regis. Type *	Date Completed MM/YYYY *	Action
<input checked="" type="radio"/> Primary					<input type="checkbox"/>	PURDUE UNIVERSITY					<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.

10. Click the “Advisory Committee” link (the fourth link shown in Step 7). For each member of your committee, designate the participation level of that member in the first column, enter their department code and faculty ID, and then click “Add.” Most committees require at least three members, but non-thesis option students in certain departments can have as few as one.

Participation of Member	Faculty 4+5 Code retrieved from search	Certification Level	Advisor Name	Area of Advisor (*optional)	Action
<input checked="" type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Member	CGTC + C4666	R1	JAMES L. MOHLER		<input type="button" value="Modify"/> <input type="button" value="Delete"/>
<input type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Member	<input type="text"/> <input type="text"/>	<input type="text"/>			<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.

Additional Explanation for Adding Committee Members to a Plan

- 10.1 Committees may have one person designated as “Chair,” or they may have two who are both designated as “Co-Chair.”
- 10.2 If the department or ID code are not known, use the search faculty search function at the bottom of this page to look up active faculty by department.
- 10.3 With the exception of non-thesis advisory committees in departments that allow just one member, at least 51% of the committee must hold “R” level faculty certification levels. The “R” and “S” distinctions are noted in the “Certification Level” column above.

11. If you have any notes that you would like to add to this plan (e.g. the number of research credits you expect to take, approved substitutions, or master’s coursework), click the “Comments and Special Notes” link shown in Step 7. Once the note has been added, click “Process and Continue.”

Subject:

Text:

Action:

"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.

12. Once there are “checks” in the boxes to the left of the first four links, the plan is eligible to be submitted for department and Graduate School review.

[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

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

Help	Save without Submitting	Submit as Draft	Submit as Final	Delete this Plan
	1.	2.	3.	4.

Explanation of the Gray Buttons on the Home Page for “Saved” or “Draft” Plans

- 12.1** Click “Save without Submitting” to preserve the information entered for editing at a future time. Plans in “Saved” status may be accessed by either the student or plan of study coordinator.
- 12.2** Click the “Submit as Draft” button if you would like your advisory committee to see this plan while you still have direct access to make changes.
- 12.3** If all key components have been included on the plan, click “Submit as Final.” This button will submit the plan for signature. Students must submit their plan as “Final” and receive all department signatures on the form before the start of the session of anticipated graduation. Doctoral students must submit their plan prior to scheduling a preliminary examination for the doctoral degree. For specific dates regarding graduation, see the [Graduation Dates and Deadlines Calendar](#) (Graduate School, 2017).
- 12.4** Selecting “Delete this Plan” will completely remove this plan from the system. Deleted plans cannot be re-accessed. If a new plan is needed, one will need to be initiated from the beginning.

References

Purdue University (2017). *University Catalog: Policies & Procedures for Administering Graduate Student*

Programs. Retrieved June 2, 2017, from

<http://catalog.purdue.edu/content.php?catoid=8&navoid=8285>.

Purdue University Graduate School (2017). *Graduation Dates & Deadlines*. Retrieved June 4, 2017, from

<http://www.purdue.edu/gradschool/about/calendar/deadlines.html>.