

# Department of Agricultural Economics Guidelines for Completing your Plan of Study (POS)

<u>For ALL students</u>: Please log in and initiate a plan of study within the first two weeks of your graduate program enrollment. You need not enter all classes or have your advising committee in place to initiate a draft and become familiar with the POS format and requirements.

<u>For MS students</u>: The POS must be completed and submitted in your second or third semester of study (orno later than the semester prior to the semester in which you plan to graduate).

<u>For PhD students</u>: The AGEC Department requests you to submit your Plan of Study in your second or third semester of study. You must have your plan of study submitted and approved before you are able to schedule your Prospectus Exam; you should plan to submit your POS at least 2-3 months before you intend to begin scheduling your Prospectus Exam.

## **IMPORTANT NOTES:**

- If you intend to include a committee member from outside Purdue, you must inform the Graduate Chair & Graduate Coordinator as soon as possible. The department graduate office must initiate paperwork for inclusion of a committee member from outside Purdue which may take some time (in comparison with having committee members from within Purdue). After the paperwork is filed by the AGEC Graduate Office and is approved by the Graduate School, the member from outside Purdue will be accorded "Special Graduate Faculty" status.
- Presenting your final project, defending your thesis, or advancing to PhD Candidacy (by completing your Prospectus Exam) can only occur if you have an approved POS. If you fail to do so, there is risk in completing coursework that your committee may ultimately reject. More importantly, there are university deadlines after which a monetary penalty will be assessed. At the time of this publication, alate fee of \$200 is assessed if the plan of study has not been fully approved (at all levels) BEFORE the first day of classes of your final semester. Students should submit their POS for Final Approval allowing at least ten business days' lead-time to secure all approvals.
- ALL course titles on Plan of Study must EXACTLY match those on your transcript (e.g., you cannot have "and" on one and "&" on the other).
- Students can file changes to the POS such as the major professor/committee members and/or courses using the change request function. At the time of this writing, there are no late fee penalties for revisions to a previously approved plan of study even in the last semester of study.

Once you have reviewed your plan of study and transcript, and affirm that you meet all expectations and requirements, contact Ryan Good and ask to be added to the graduation list BEFORE the semester in which you wish to graduate.

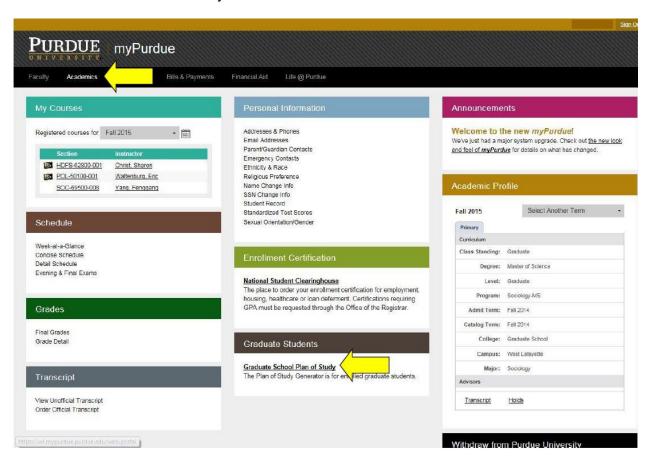
For PhD Students: Note that two semesters of registration must occur between the semester in which your Prospectus Exam was passed and the semester in which you plan to graduate. The summer semester counts (as long as you are registered for a class or dissertation research credits). Check to confirm that your registration history meets this requirement.

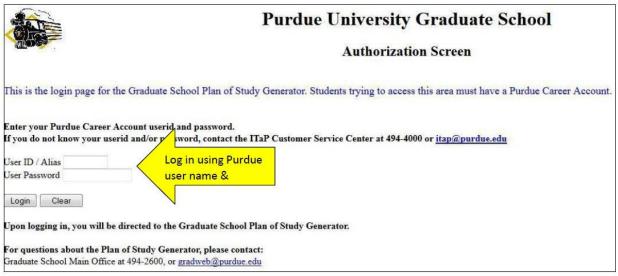
Note that you, the student, are responsible for ensuring that all degree requirements and deadlines are met. Neither your advisor nor your faculty mentor is accountable for the failure of a student to fulfill this responsibility.

#### STEPS FOR CREATING A POS

Access to the electronic Plan of Study Generator, which is provided by the Graduate School, is via MyPurdue (http://www.mypurdue.edu). To begin your plan of study, follow the steps below:

- 1. Click on the "Academic" tab.
- 2. Click on the "Graduate School Plan of Study" link.
- 3. Log in (using your Purdue user name and password) on the "Authorization Screen".
- 4. Click on the "Plan of Study Generator" link.
- 5. Click on the "Create New Plan of Study" link.







## **Purdue University Graduate School**

## **Graduate Student Intranet Database**

## Welcome

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** 

For your information:

Office of the Registrar: Student Information & Privacy



## **Purdue University Graduate School**

Plan of Study Generator

Exit to Graduate School database home page Logout of database

Create New Plan of Study



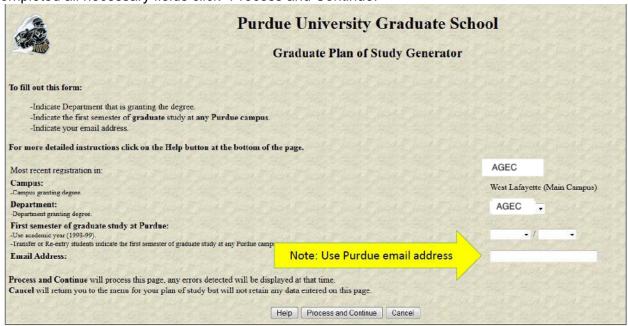
This option allows you to create a new plan of study for Master, Doctoral and Educational Specialist degrees

Forms available for edit or display: Action Link Form Status Date

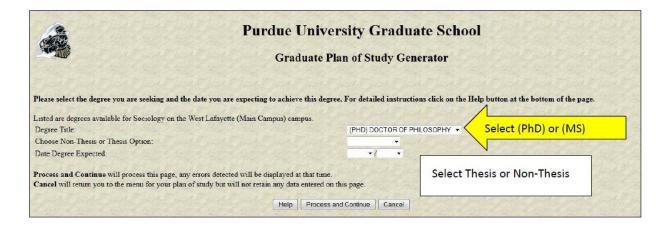
Forms in Saved or Draft status are available for editing

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.

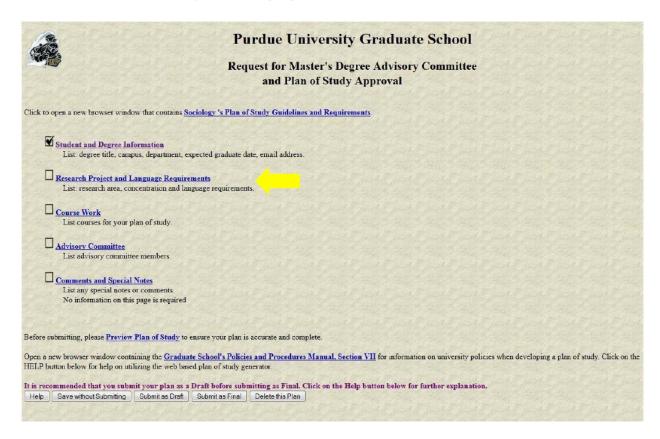
To fill out the form below: Update any of the fields where a box or drop down list is available. After you have completed all necessary fields click "Process and Continue."



To fill out the form below: Select the appropriate degree title you are currently seeking. You will then select either "Non-Thesis Or Thesis Option" along with the expected Degree Date. After you have completed all necessary fields click "Process and Continue."

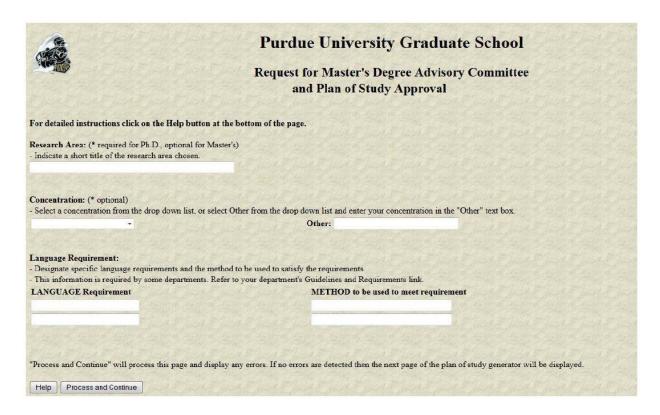


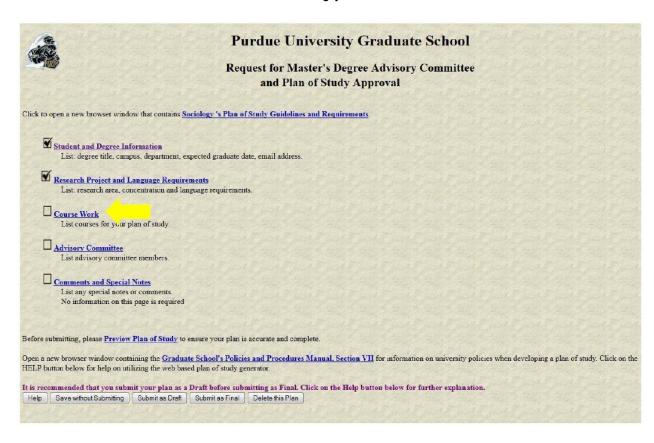
Once you have completed the information in the above screen, a check mark will be marked in the "Student and Degree Information" box. Click on "Research Project and Language Requirements."



Please complete 'Research Area'. Leave the rest of the lines blank.

Once you have entered the information needed click "Process and Continue."





Click "Courses currently being taken or those previously complete at Purdue University (as a graduate student)" Most of your coursework you will be entering, will be under the CURRENT or FUTURE coursework.



For each course being used on this Plan of Study:

- Click the "Use" box -Indicate the Area: Primary, Related or Not Applicable ("Primary"- This will be used for all
  courses on your plan of study)
- Click the box "B or Better Required" for 300 & 400-level courses as well as any transfer credits.
- \*\*NOTE: Make sure you uncheck any of the "Use" boxes for courses that you do NOT want to be on this plan of study. Once you have completed this form, please click "Process and Continue."



## **Purdue University Graduate School**

## 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, Related, or Not Applicable)
- 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

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

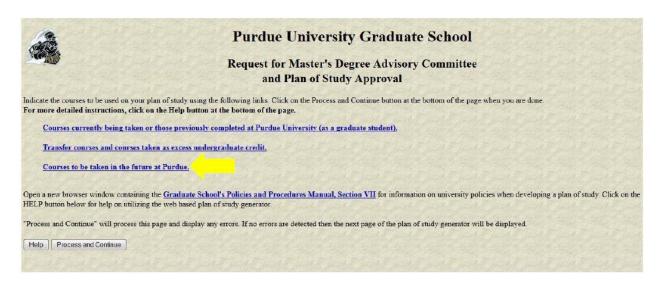
Note: Grades posted here are as of the end of the semester that they were taken. Late grade changes or course title changes may not be reflected. If you see a discrepancy, contact the Graduate School.

Jse	Area	B or Better Required	Course / Session / Credit Hours / Grade
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	Related		39000 111LE / Stillmiller 2013-14 / 3 /
	Not Applicable	STERNE	
Å	Primary		
	0		HK / Spring 2013-14/3/ Grade
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	Not Applicable	N CONTRACTOR	

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Help	Process and Continue

"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.

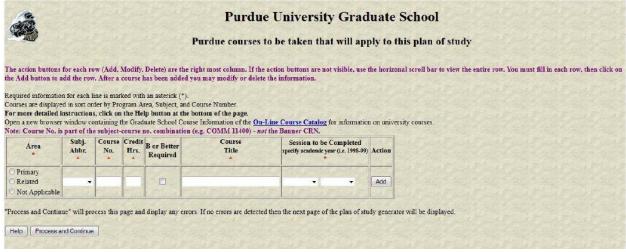
You will only need to complete "Transfer courses and courses taken as excess undergraduate credit" portion if you have received authorization from the Graduate Committee on transferring courses. (Note that there is a process in the Dept of Agricultural Economics to request transfer course credit that must be completed before any transfer credits should be placed on your plan of study.) Otherwise you will click "Courses to be taken in the future at Purdue."



This section if for you to add any coursework you plan to take in future semesters for your degree. For each course you add:

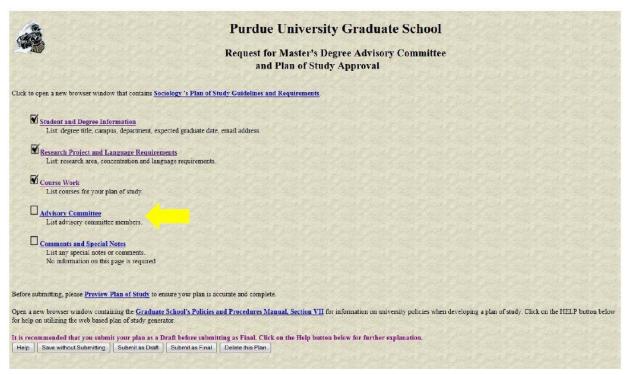
- 1. Mark if they are "Primary," "Related" or "Not Applicable"
- 2. Select Subject Abbreviation
- 3. Course number (this will be a 5 digit number such as 63000 (it is NOT the Banner CRN)
- 4. Enter the number of Credit hours
- 5. Enter Course Title
- 6. From the drop down, select the session you plan to complete the course
- 7. Click "add"

\*\*NOTE: Do NOT enter 689 or 699 research hours into your plan of study\*\*



Once you are finished adding all your future coursework, click "Process and Continue."

Now you will enter your advisory committee.



Use the "Faculty Advisor 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.

ADERES		Pu	urdue University	Graduate Sc	hool
		Req	quest for Master's Degr and Plan of Study A		mittee
For each member of your co	ammittee, indicate their p	participation, enter their Facu	Ity 4+5 Code from the list and enter t	he area of expertise which	each faculty member will contribute to the committee.
		ttom of this page to obtain the will be representing while on		serve on your committee. I	If a faculty person is associated with more then one department at
If you are unable to find t	aat person from the list	, please contact your depar	tment's Plan-of-Study Coordinator	to obtain the "Faculty 4	5 Code".
Dauricination of Mamban		button at the bottom of this	section.  Area of Advisor (*optional)	Action	
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Member  Process and Continue" will  Help Process and Cont	Please choose the departr	ment of the faculty member of	To search for Faculty correct Department	, select the	culty 4+5 code associated with the person who will serve on

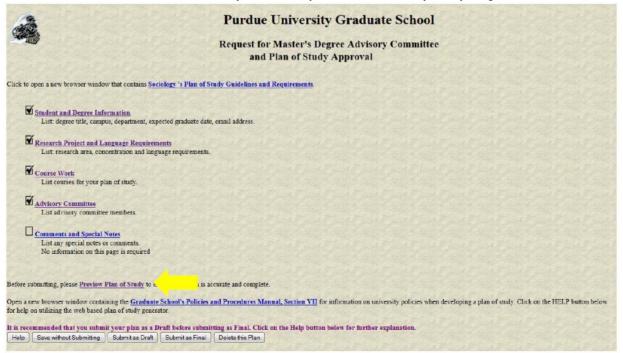
If you have a committee member from outside Purdue you will NOT be able to add them if you have not informed the AGEC Graduate Chair or Coordinator in advance. That is because the member from outside Purdue has to be provided a "Special" status. And to obtain the "special" status the graduate office has to file paperwork.

(Also referred to on page 1 of these instructions.)

You can scroll through the results to find the faculty member on your committee. Once you locate them. You will select if they are "chair," "co-chair" or "member." Enter the department abbreviation that they will be representing while on your committee. You will then enter in the identifier number that you found in the search results. Once you have entered your entire committee, please click "Process and Continue." You will see the names and identifiers of the faculty members you entered. You can also see who the chair is and who are the members.

NOTE: A PhD POS will need three committee members plus a chair (or two co-chairs and two committee members). For a PhD POS one of the committee members must be an outside member. <See Dept and Graduate School handbook(s) or consult with Graduate Chair or Coordinator for additional policies and requirements of committees, such as minimum members with Purdue affiliation, etc.>

Click "Preview Plan of Study" to review your entries to verify everything is correct.



## Preview:



## **Purdue University Graduate School**

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

SAVED

Student

XXXXXXX@PURDUE.EDU Student Email Campus West Lafayette (Main Campus)

Admitted Program

Research Area

Degree Title MASTER OF SCIENCE: NON-THESIS

Program -MS Date Degree Expected MAY 2015 NONE Concentration



002222222

PWL

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

Late grade changes or title changes may not be reflected. If you see a discrepancy, contact the Graduate School.

Area	Courses Title	Subj. Abbr.	Course No.	Credit Hours	Regis. Type	Grade	B or better	Transfer From	Date Completed To Be Completed
	DESCRIPTION OF THE PROPERTY OF			3	RE	1991	YES		Dec 2013
	To the same of the			3	RE		YES	- 10-10	Dec 2014
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	0.70			3	RE	11.11.	YES	11,-1,0	May 2015
				3	RE	3115	YES	0-0	May 2015
	REAL CO.			6	RE	Madly.	YES		May 2015

## Purdue graduate course tallies:

Purdue POS GPA: 4

Purdue Primary Area Credit Hours: 38 Purdue Related Area Credit Hours: 0 Purdue Area Not Specified Credit Hours: 0

Language Requirement : None

Comments Regarding Exceptions or Requirements: None Supplemental Notes:

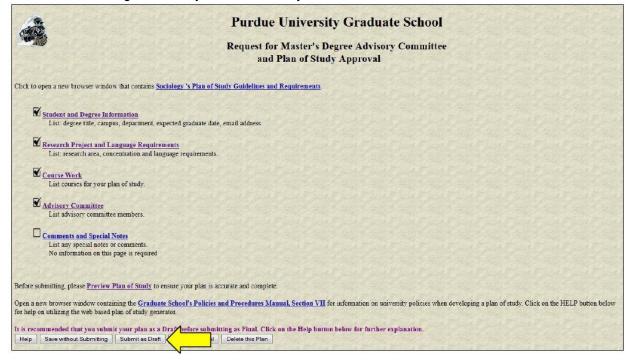
Pass/No Pass Courses: None

## Advisory Committee Information and Approval Status

Names of Advisory Committee Members	Faculty Identifier	Department Code	Advisor in Area of
XXX (Chair)			
YY (Committee member)			
ZZ (Committee member)			

## Submit as a Draft:

If there are no changes, submit your Plan of Study as a "Draft"



<u>PhD Students</u>: If you have a surplus of MS credits that were not used as a requirement for your MS degree, your committee chair will be allowed to add a lump sum of MS credits to your POS when they approve it. (See Picture Below)

