

Master's Degree Plan of Study

Department of Curriculum & Instruction

A student should discuss the plan of study with the faculty advisor/chair. To create a plan of study, access *myPurdue* at <http://www.mypurdue.purdue.edu>. Select the *Academics* tab and click on the *Graduate School Plan of Study* link which goes to the *Graduate Student Database*.

The plan of study may be submitted as a "Draft." An e-mail notification is sent to the advisory committee who may review, if desired, and indicate any changes to be made. When the plan has been completed, the student should submit it as "Final." At that time, electronic approval is required by the director of the Office of Graduate Studies, advisory committee members, department head, Graduate School authorization, and Graduate School processor. Once the plan of study is submitted, student should check periodically to be sure committee members have approved. If three weeks pass and a committee signature is needed, student should ask the faculty member to review.

After the Graduate School has given the final approval, change requests can be submitted through the system. Student can check the plan of study periodically to be sure courses and grades are up to date.

Please keep in mind the following policies regarding the plan of study:

- ❖ Students must be registered (enrolled in classes) or have eligibility to enroll during the semester that the plan of study is submitted. {GS}
- ❖ Students should file their plan of study within their 2nd semester.
- ❖ At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University. {GS}
- ❖ More than 50 percent of Purdue credits must be earned through the campus where the degree is conferred. {GS}
- ❖ Master's degree programs require a minimum of 12 hours of graduate work in Education earned at Purdue. {C}
- ❖ Hours of course work with an Education prefix must be equal to or greater than those hours completed in other departments. {C}
- ❖ Purdue University courses taken while in regular graduate status must be "C" or above in order to meet degree requirements. {GS}
- ❖ Only transfer courses taken at another accredited university for a grade of A or B may appear on a plan of study. {GS}
- ❖ Courses taken as non-degree, excess undergraduate credit (only accepted if the student had senior standing and the course is specifically designated as excess graduate credit), or transfer credit must be "B" or above. {GS}

- ❖ Up to 12 credits taken while in post-baccalaureate or teacher license status (including any undergraduate excess credits) with a grade of “B” or better, may be considered for use on a plan of study for an advanced degree. If requesting more than 12 credit hours, a waiver* must be submitted for approval. {GS}
- ❖ Courses taken, as Pass/Fail or audited may **NOT** be used on a plan of study. Departmental credit for a course cannot be used. {GS}
- ❖ A maximum of 18 credits will be allowed from any one semester (9 credit hours for the summer session) on a plan of study. {GS}
- ❖ Courses over 5 years of age must be approved for use on the plan of study by the Committee Chair {D}
- ❖ A waiver request* must be submitted if courses for use on the plan of study were taken prior to having a lapse of five years of graduate study. {GS}
- ❖ Courses taken as 59000/59100 are limited to 12 credit hours. If requesting to use more than 12 hours, a waiver request* must be submitted for approval. {D}
- ❖ A waiver request* to use 30000 and 40000 level course work on a plan of study (when taken as a graduate student at Purdue University) may be considered by the department’s graduate committee. {C} With an approved waiver, 30000 and 40000 level course work may not exceed six credit hours. {GS}
- ❖ The number of thesis research hours (69800) should be noted by the student in the comments section and will apply toward the number of hours needed for the degree. {GS}
- ❖ Master’s Thesis must have at least 6 hours of research course work. {D}
- ❖ A maximum of 9 Purdue credit hours of coursework at the 50000 and 60000 level used to satisfy the requirements of one Purdue master’s degree may be used on the plan of study for another Purdue master’s degree. Coursework used to satisfy the requirements of a master’s degree from an institution other than Purdue may not be used on a Purdue master’s plan of study. {GS}
- ❖ Committee must have a minimum of 3 members of whom 51% must be regular Purdue Faculty with Graduate School certification. {GS}
- ❖ The committee chair or at least one co-chair must be from the C&I program area where the student is admitted. It is strongly recommended that at least 1 committee member be selected from the C&I faculty. {D}

GS=Graduate School Policy

C=College Policy

D=Department Policy

*Waiver Request Form— <http://www.education.purdue.edu/gradoffice/currentSt/pos.html> or request through Office of Graduate Studies

Office of Graduate Studies
Purdue University
education-gradoffice@purdue.edu, 765-494-2345