Instructions to Preparing the Master’s Plan of Study

For Engineering Thesis & Non-Thesis Option Students

Access the Master's Plan of Study (GS Form 6) from the Purdue University website:

Note: All course titles must match exactly the abbreviations used on your transcript or on the official university course offering list.

During your second (2nd) semester, you must complete a preliminary plan of study (POS) which you will review with the ECE Graduate Program Coordinator in SL 160. The official POS must be submitted during the semester prior to your expected graduation. (i.e. For a Spring graduation in May, the POS must be submitted in Fall semester.)

1. Mark (X) for Non-thesis Option or (X) for thesis on the plan.

2. List a total of 10 courses and arrange the courses into two separate groups. Group courses in the Primary area first followed by the group of courses in the Related area. Consult with your advisor on the primary and the related area courses.

3. Within each group of Primary and Related area courses, list each course in a chronological order from courses you completed the earliest to the latest (month and year only, e.g. Dec 2013). For each of the courses listed designate “P” for Primary and “R” for Related under the column for Area on the far left column.

4. Mark each course with “X” under the column for Regular Registration for the courses completed after official admission to the graduate degree program. For a course/s completed through the Graduate Non-degree program, place an “X” under the Non-degree Registration column for the course/s.

5. If you wish to transfer graduate-level courses completed at another university to IUPUI to satisfy your Master’s degree requirements, include the course/s on the POS and the name of the university in the “Transfer From” column. Courses you wish to transfer must meet the criteria required for credits transfer and must first be approved by your advisor and advisory committee.

6. You need a minimum of three professors, including your advisor who will be the Chair of your Advisory Committee, on the POS. You and your advisor determine who the other two advisory members would be. Once the members of the committee are confirmed, notify your department secretary and s/he will provide you with each of the professor’s Purdue graduate faculty identifier/number.

   (If there is a professor from another school or department whom your advisor wants to be included in your advisory committee but who has no official affiliation with the Purdue Graduate School, the Graduate Programs Office will need to submit a request to the Graduate School for approval of the professor’s participation in your committee. It takes 3 to 6 weeks for the request to be approved by the Purdue Graduate School. Notify your graduate advisor immediately, if this request is needed.

7. Before you obtain the required signatures from members of your Advisory Committee for the POS, review your plan with the ECE Graduate Programs Coordinator in SL 160 to verify that the form is thoroughly and correctly filled out and ready for signatures. The completed and signed POS must be submitted to the ECE Graduate Programs Office in SL 160.

Important: After a plan of study has been officially approved, any changes to the plan will Require the submission of a Grad form GS 13 (change to the POS)