Instructions to Preparing the Master’s Plan of Study

For Engineering Thesis Option Students

Access the Master's Plan of Study (GS Form 6) from this website: http://www.engr.iupui.edu/sites/graduateprograms/index.php

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

1. Mark (X) Thesis Option on the plan.

2. List a total of seven (7) courses and arrange the courses into two separate groups. Do not include MS Research Thesis on the plan. 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 the courses in a chronological order from courses you completed the earliest to the latest (month and year only, e.g. Dec 2012, May 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 at IUPUI, place an “X” under the Non-degree Registration column for the course/s.

5. If you wish to transfer graduate-level course/s completed at another university to IUPUI to satisfy your Master’s degree requirements, include the course/s on the plan of study and the name of the school or university in the “Transfer From” column. Transfer courses are not to be marked as Regular or Non-degree Registration. 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 plan of study. You and your advisor determine who the other two advisory members would be. Once the members of the committee are confirmed, your graduate advisor or the department assistant can help you look up their Purdue graduate faculty identifier/numbers.

All members on the Advisory Committee must be certified by the Purdue Graduate School. If there is an individual from another department, school, or industry whom your advisor wants to be included in your advisory committee and s/he has no official affiliation with the Purdue Graduate School, your department chair is required to submit a formal request (GS Form 24) to the Graduate School to seek approval for the individual to participate in your committee. It takes 3 - 6 weeks for the request to be approved by the Purdue Graduate School. Plan and act early!

7. Before you sign the plan and obtain signatures from members of your Advisory Committee, send the plan to your graduate advisor so s/he can check to ensure that the form is thoroughly and correctly filled out. The completed and fully signed plan of study must be turned in to your department administrative assistant who will then forward it to the IUPUI Graduate Office in UL 1170 for final and official approval.

Note: After a plan of study has been officially approved, any change/s to the plan will require submission of a “Change to the Plan of Study” (GS Form 13).