

Completing the Electronic Plan of Study A Guide for IUPUI Graduate Students

Before you finish your graduate program, you will complete and have approved an electronic Plan of Study. These instructions will guide you through the process.

Most, if not all, questions you will encounter are answered here. If you have a problem or question not answered within these instructions, please first check with your departmental plan of study coordinator. They can contact the IUPUI Graduate Office for issues they cannot resolve.

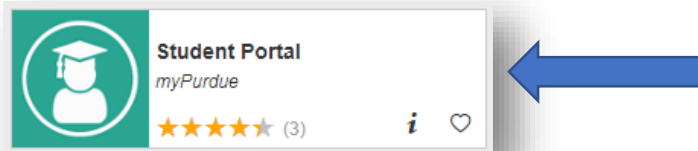
Logging In

Before logging in, set up your Purdue Career Account username and BoilerKey log-on. If you have not set up your career account, follow these instructions:

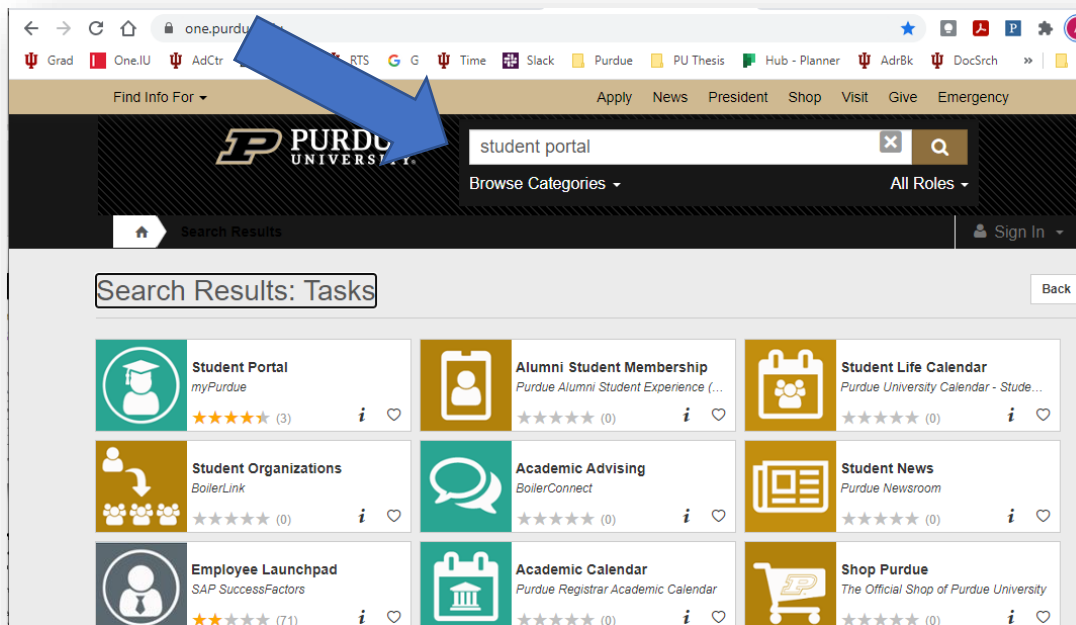
[Career Account Instructions](#)

[BoilerKey Instructions](#)

After Career Account setup, go to one.purdue.edu and look for the Student Portal icon.

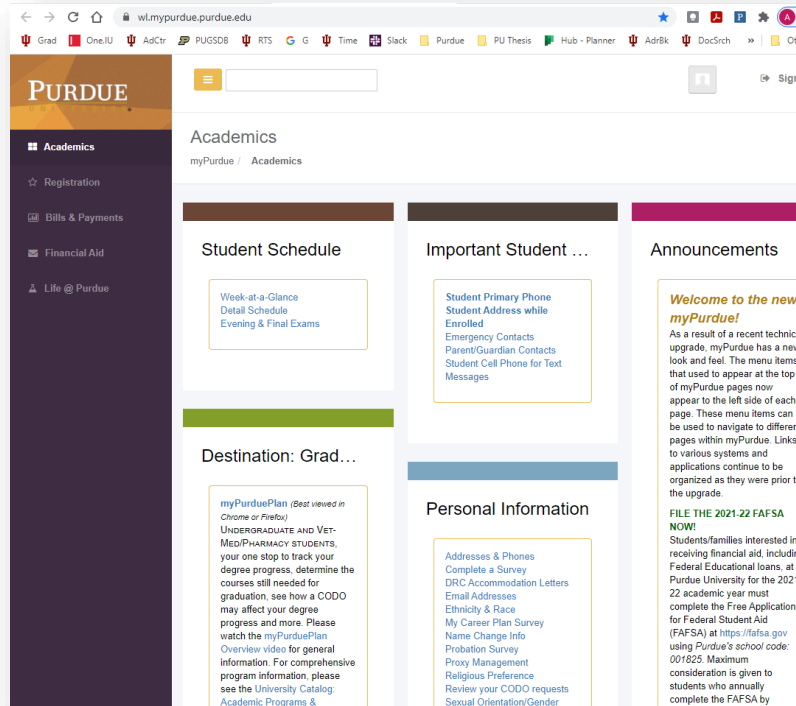


If the icon is not visible, type Student Portal in the Search box, as seen below.



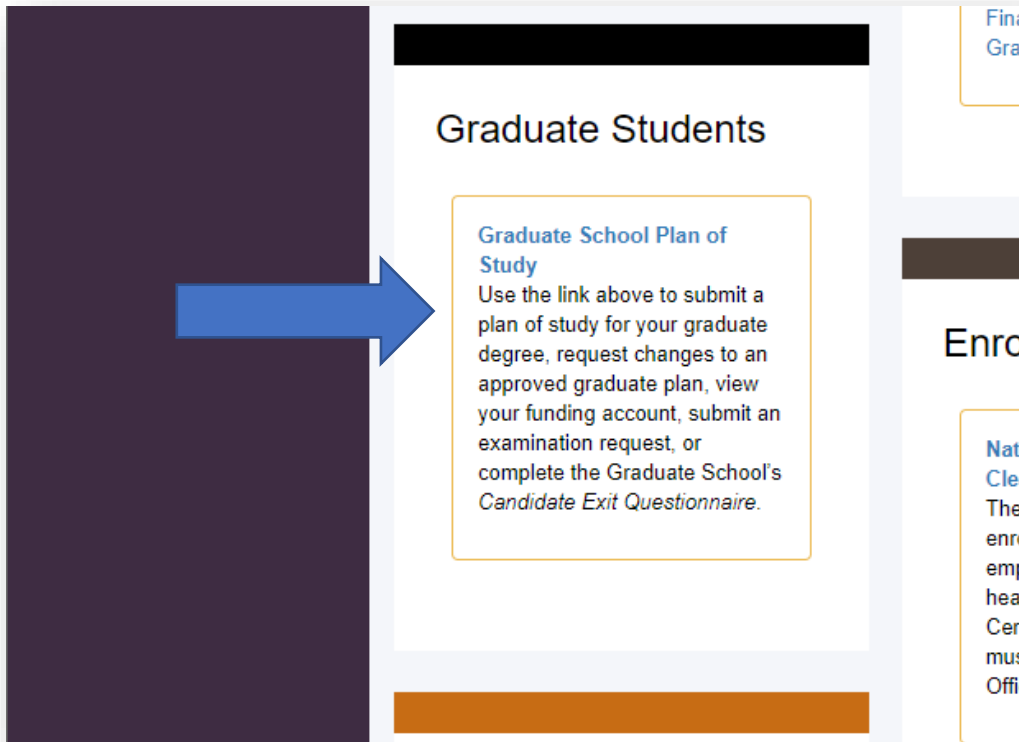
If you have not already logged in with your Purdue Boilerkey authentication, do so now.

After logging in you will see this screen:

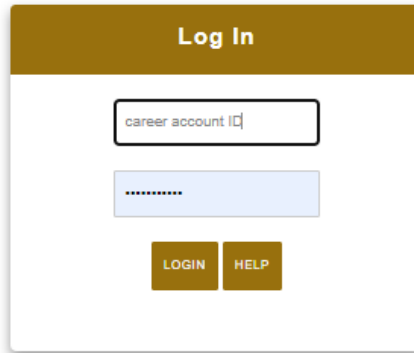


Scroll down to “Graduate Students”

Click on Graduate School Plan of study, as shown below.



Log in with the Career Account User ID (alias) and password that you set up when you initiated your Purdue Career Account. (See page 1)



Log In

career account ID

.....

LOGIN HELP

This is the login page for the Graduate School Plan of Study Generator.

BoilerKey will not work for this system. Students trying to access this area must use 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

Upon logging in, you will be directed to the Graduate School Plan of Study Generator.

For questions about the Plan of Study Generator, please contact:
Graduate School Main Office at 494-2800, or gradweb@purdue.edu

This page will open:

PURDUE UNIVERSITY | Graduate School Database

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.

MGMT-MS Audit: Removed as a candidate for Summer 2020 Graduation
MGMT-MS Audit: Removed as a candidate for Fall 2019 Graduation

Please work with the [Graduate Contact](#) of your department to be added as a candidate for this degree for a future session if this degree is still being pursued. As a reminder, students who appear on the candidate list for the same degree for three or more consecutive sessions will be assessed a [Late Graduation Deadline Fee](#) for each consecutive session, starting with the third session.

[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.

[Form 8 \(Request for Appointment of Examining Committee\)](#)

Students requesting a preliminary (doctoral only) or final examination are encouraged to submit the Form 8 at least three weeks in advance of the exam date. The form must be submitted and receive all departmental approvals at least two weeks prior to the exam. Non-thesis option master's students are not required to use the Form 8 unless directed to do so by the department.

[Form 7: Report of Masters Examining Committee \(view only\)](#)

[Form 10: Report of Preliminary Examining Committee \(view only\)](#)

[Form 11: Report of Final Examining Committee \(view only\)](#)

[Form 9: Electronic Thesis Acceptance Form \(ETAF\)](#)

Students depositing a thesis or dissertation can initiate this form any time after the final defense has been completed. Students will need to submit the form and obtain all departmental signatures before submitting the thesis to HammerRR. For more information, visit the [Thesis/Dissertation Requirements](#) webpage.





[Form 14: Thesis Deposit Extension Form \(TDEF\)](#)

This optional form is to request and extension to the CAND 99100 Thesis Deposit deadline. Requesting an extension to this deadline will result in a \$200 Late Graduation Deadline Fee. Extensions are only granted up to 2 weeks past the original Thesis Deposit deadline date. Please note that 99200/99300 candidates are not eligible for a deposit extension. This optional form is to request and extension to the CAND 99100 Thesis Deposit deadline. Requesting an extension to this deadline will result in a \$200 Late Graduation Deadline Fee. Extensions are only granted up to 2 weeks past the original Thesis Deposit deadline date. Please note that 99200/99300 candidates are not eligible for a deposit extension.

[Doctoral Candidate Exit Questionnaire](#)
[Survey of Earned Doctorates \(SED\)](#)

Doctoral students must complete the Exit Questionnaire and SED prior to depositing their dissertation with the Graduate School.

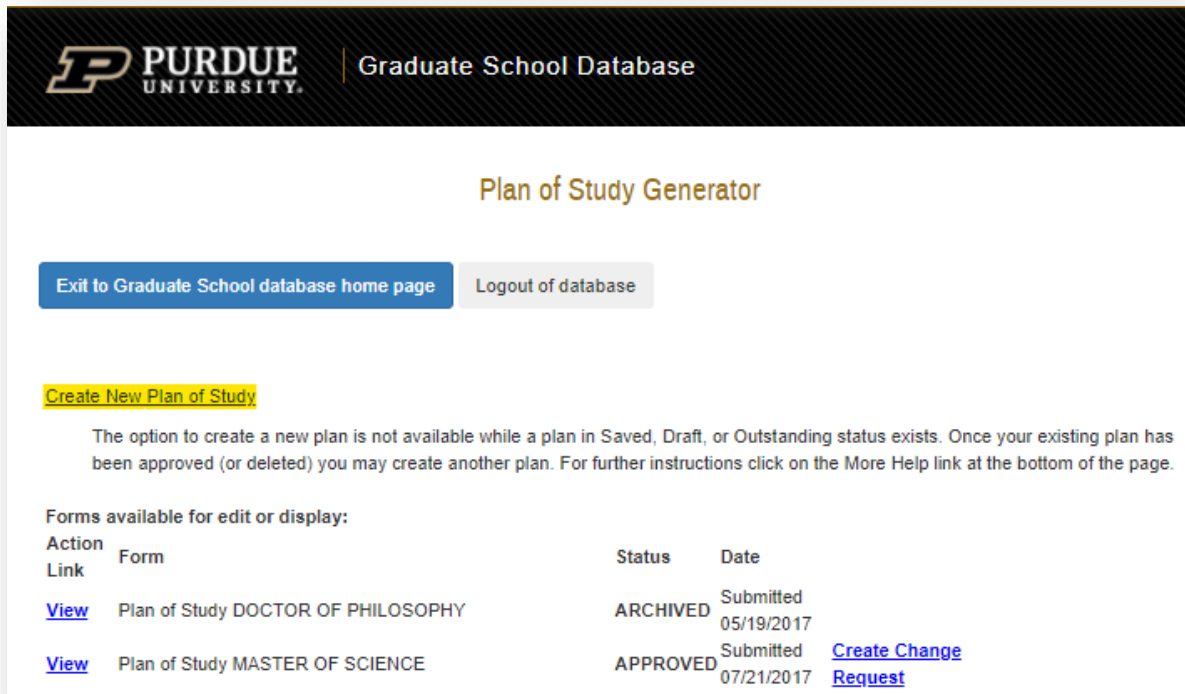
Arrows show the areas you may use before you graduate:

-  Plan of study generator
-  Exam Committee Appointment (Thesis MS, PhD, and a few non-thesis MS programs)
-  Electronic Thesis Acceptance Form (Thesis MS and PhD only)
-  Survey of Earned Doctorates (PhD only)

Creating the Plan of Study

Note for students earning two degrees: If you have started a plan of study, you cannot start another one until the first plan is fully approved (or deleted).

Click on “Create New Plan of Study” in this screen



The screenshot shows the 'Plan of Study Generator' interface. At the top left is the Purdue University logo and the text 'PURDUE UNIVERSITY'. To its right is 'Graduate School Database'. The main heading is 'Plan of Study Generator'. Below this are two buttons: 'Exit to Graduate School database home page' (blue) and 'Logout of database' (grey). A yellow highlight is under the text 'Create New Plan of Study'. Below this is a message: 'The option to create a new plan is not available while a plan in Saved, Draft, or Outstanding status exists. Once your existing plan has been approved (or deleted) you may create another plan. For further instructions click on the More Help link at the bottom of the page.' Underneath is the section 'Forms available for edit or display:' followed by a table with columns for Action Link, Form, Status, and Date.

Action Link	Form	Status	Date
View	Plan of Study DOCTOR OF PHILOSOPHY	ARCHIVED	Submitted 05/19/2017
View	Plan of Study MASTER OF SCIENCE	APPROVED	Submitted 07/21/2017 Create Change Request

The screen that appears should automatically list your department.

NOTE: If you see “DEPARTMENT NAME NOT FOUND” for “Most recent registration”, email pugrad@iupui.edu to have this issue resolved

The screenshot shows the 'Graduate Plan of Study Generator' interface. At the top, there is a header with the Purdue University logo and the text 'Graduate School Database'. Below this, the title 'Graduate Plan of Study Generator' is centered. The form is divided into several sections. The first section, 'To fill out this form:', lists three instructions: '-Indicate Department that is granting the degree.', '-Indicate the first semester of graduate study at any Purdue campus.', and '-Indicate your email address.'. The second section, 'For more detailed instructions click on the Help button at the bottom of the page.', contains a 'Help' button. The third section, 'Most recent registration in:', has a dropdown menu set to 'PSYCHOLOGY'. Below this, 'Campus:' is set to 'Indianapolis (IUPUI)'. 'Department:' is set to 'PSYCHOLOGY' with a dropdown arrow. 'First semester of graduate study at Purdue:' has two dropdown menus for month and year. 'Email Address:' has a text input field. At the bottom, there are three buttons: 'Help' (blue), 'Process and Continue' (grey), and 'Cancel' (grey). A note at the bottom states: '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.'

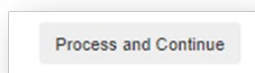
Fill in the month and date when you began your graduate program.

Place your **IU** e-mail address in the appropriate box.

For more specific help with this page, click on the “Help” button.

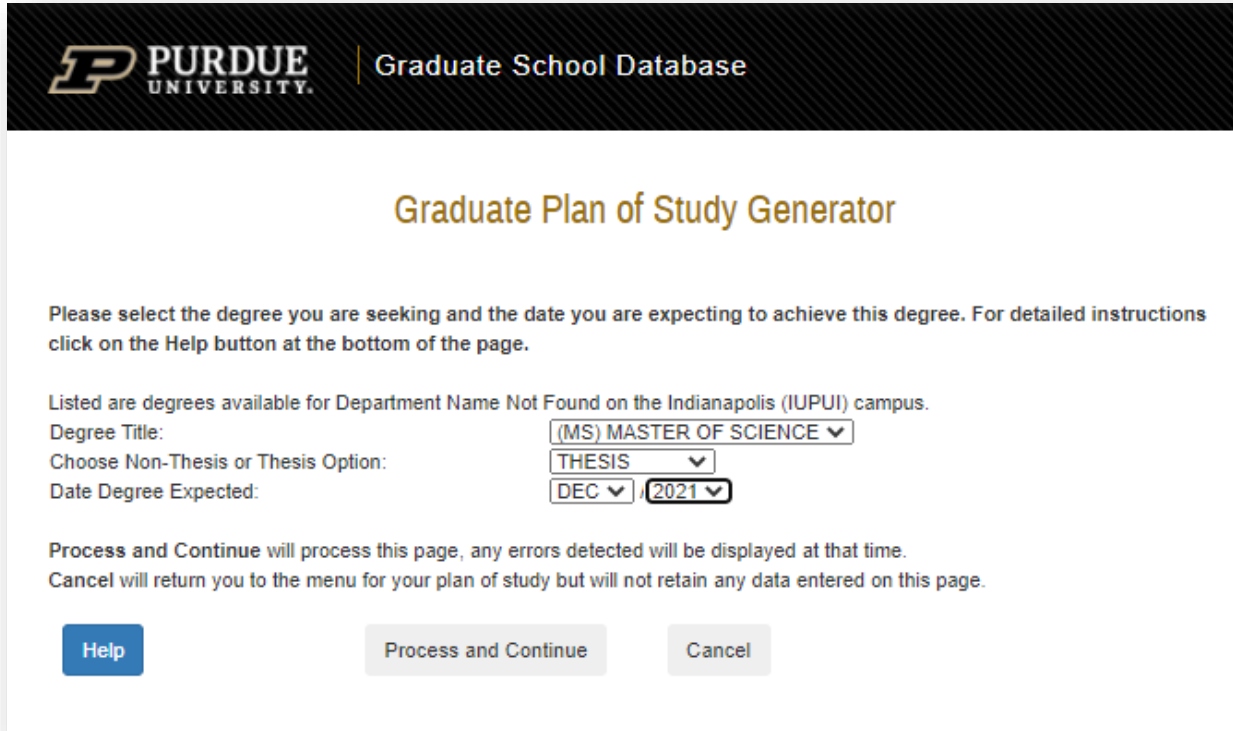
Click on “Cancel” to erase this plan of study draft entirely.

To proceed, click on “Process and Continue.”



NOTE: Warning message(s) may appear if information is missing. If so, make the appropriate correction(s) and click on “Process and Continue” again.

You will see a page that asks for your degree title (Master’s, PhD, etc.), non-thesis/thesis track, and the date you anticipate receiving your degree.

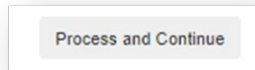


The screenshot shows the 'Graduate Plan of Study Generator' interface. At the top left is the Purdue University logo and the text 'Graduate School Database'. The main heading is 'Graduate Plan of Study Generator'. Below this is a paragraph: 'Please select the degree you are seeking and the date you are expecting to achieve this degree. For detailed instructions click on the Help button at the bottom of the page.' A note states: 'Listed are degrees available for Department Name Not Found on the Indianapolis (IUPUI) campus.' The form fields are: 'Degree Title:' with a dropdown menu showing '(MS) MASTER OF SCIENCE'; 'Choose Non-Thesis or Thesis Option:' with a dropdown menu showing 'THESIS'; and 'Date Degree Expected:' with two dropdown menus showing 'DEC' and '2021'. At the bottom are three buttons: 'Help' (blue), 'Process and Continue' (grey), and 'Cancel' (grey).

Select your degree information here.

For “Degree Date Expected,” although all months are listed, graduations only occur in May (Spring), August (Summer), and December (Fall).

After completing all information, click “Process and Continue.”



On the next screen, complete or start all sections with checkboxes.

The screenshot shows a web form titled "Request for Master's Degree Advisory Committee and Plan of Study Approval" on the Purdue University Graduate School Database. The form includes a header with the Purdue University logo and the text "Graduate School Database". Below the title, there is a link to "Psychology's Plan of Study Guidelines and Requirements". The form contains five sections, each with a checkbox and a description:

- 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

Below the sections, there is a note: "Before submitting, please [Preview Plan of Study](#) to ensure your plan is accurate and complete." Another note says: "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." A purple note states: "It is recommended that you submit your plan as a Draft before submitting as Final. Click on the Help button below for further explanation." At the bottom, there are five buttons: "Help" (blue), "Save without Submi" (grey), "Submit as Draft" (grey), "Submit as Final" (grey), and "Delete this Plan" (grey).

Adding Student and Degree Information: You have already entered this information in previous screens, but you can use this link to go back and make edits.

If you encounter an error here, such as campus or department being incorrect, email pugrad@iupui.edu.

Adding Research Area and Concentration.

[Research Area and Concentration](#)
List: research area, concentration and language requirements.

Enter information related to your research area and concentration(s).

If your concentration is not available, enter it in the research area. Not everyone has a concentration or research area; if you do not, leave it blank.

PhD students must include a Research Area

PURDUE UNIVERSITY | Graduate School Database

Request for Ph.D. Degree Advisory Committee and Plan of Study Approval

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

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

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

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.

[Help](#) [Process and Continue](#)

If your program has a language requirement, complete that section. Otherwise leave it blank

[Course Work](#)

List courses for your plan of study.

Process and Continue

Adding Courses to your Plan of Study.

Note: This system was designed primarily for Purdue students in West Lafayette where enrollment data is real time and up to date. IUPUI students using this system will not see current courses and most likely the prior semester's courses in the list of courses taken.

If a course that you are currently taking or have already taken does not show up automatically, you will add it in the Future Courses section (3rd option below.) Do not use the transfer courses section for such courses.

The screenshot shows the Purdue University Graduate School Database interface. At the top left is the Purdue University logo. To its right is the text "Graduate School Database". The main heading is "Request for Ph.D. Degree Advisory Committee and Plan of Study Approval". Below this, there are instructions: "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." and "For more detailed instructions, click on the Help button at the bottom of the page." There are four blue hyperlinks: "Courses currently being taken or those previously completed at Purdue University (as a graduate student).", "Transfer courses and courses taken as excess undergraduate credit.", "Courses to be taken in the future at Purdue.", and "Purdue Combined Degree Courses (THIS SECTION IS ONLY FOR STUDENTS IN APPROVED COMBINED DEGREE PROGRAMS)". Below these links, there is a note: "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." At the bottom, there is a blue "Help" button and a grey "Process and Continue" button. A status message at the bottom reads: "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.

1. Click

[Courses currently being taken or those previously completed at Purdue University \(as a graduate student\).](#)

The following screen will appear

PURDUE UNIVERSITY | Graduate School Database

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 or Related)
- 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.

Use	Area	B or Better Required	Course / Session / Credit Hours / Grade
<input type="checkbox"/>	<input type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	EDST 50600 HIST WOMEN'S EDUCATION / Fall 2008-09 / 3 / A
<input type="checkbox"/>	<input type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	OLS 58100 WORKSHOP IN OLS / Summer 2016-17 / 3 / A
<input type="checkbox"/>	<input type="radio"/> Primary <input type="radio"/> Related	<input type="checkbox"/>	TECH 58100 WORKSHOP IN TECHNOLOGY / Spring 2016-17 / 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](#)

If you want to include in your Plan of Study a course that appears in this list, click the "Use" box by each course. Do not check the B or Better box *unless your degree requirements state that the grade must be B or better to count*. Check with your academic advisor if you are unsure about course grade requirements.

If you have an "I" or "NS" grade showing, this will be corrected later in the IUPUI Graduate Office – go ahead and use that course. You do not need to add a comment about the grade needing to be changed.

Purdue Banner reads only 1 line of the course title that is displayed in the IU system. If you have more than one variable-title course with the same grade and same course number in a semester, Banner will read that as a duplicate and not bring in the second course automatically. You will add the second unseen course manually in the Future Courses section.

Because IUPUI student enrollment is usually 1-2 semesters behind being added to Banner, next you will add completed courses and current enrollment which do not show in the completed courses section in the Future Courses section.

[Process and Continue](#)

2. Click the third option on the list:

[Courses to be taken in the future at Purdue.](#)

The following screen will appear where you will type in courses not already on the list shown in the previous section.

PURDUE UNIVERSITY | Graduate School Database

Purdue courses to be taken that will apply to this plan of study

The action buttons for each row (Add, Modify, Delete) are the right most column. If the action buttons are not visible, use the horizontal scroll bar to view the entire row. You must fill in each row, then click on the Add button to add the row. After a course has been added you may modify or delete the information.

Required information for each line is marked with an asterick (*).
Courses are displayed in sort order by Program Area, Subject, and Course Number.
For more detailed instructions, click on the Help button at the bottom of the page.
Open a new browser window containing the Graduate School Course Information of the [On-Line Course Catalog](#) for information on university courses.
Note: Course No. is part of the subject-course no. combination (e.g. COMM 11400) - not the Banner CRN.

Area *	Subj. Abbr. *	Course No. *	Credit Hrs. *	B or Better Required *	Course Title *	Session to be Completed specify academic year (i.e. 1998-99) *	Action
<input type="radio"/> Primary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
<input type="radio"/> Related	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<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.

When listing variable title courses, add the course subject and number (i.e., ME 59700, not 23456, which is the class offering number) and the variable title (i.e., Big Data Analytics instead of Topics in Computer Science).

When entering the session, follow this format for "academic year":
2019-2020 = Fall 19, Spring 20, Summer 20

If the session year list does not go back far enough to add your completed courses, add an available term and add a comment in the comments section later to instruct the Graduate Office to change it to the correct term during the approval process.

Some IU program courses can be entered here (i.e., BIOL-K 345 is entered without the hyphen – BIOL in the Subject Abbreviation field and K 345 in the Course Number field – add a space between the letter and the 3-digit number).

If you cannot enter the subject from an IU course, email pugrad@iupui.edu to have that abbreviation added to the Database.

- If you have Transfer, Non-Degree, and/or Undergraduate Excess courses, click the second option for adding those classes:

[Transfer courses and courses taken as excess undergraduate credit.](#)

If you are part of an accelerated BS/MS program, do not use the transfer list for courses that count toward both degrees. (See the instructions on the next page)

Complete the Transfer Courses section only for:

- Transfer courses from an outside university, which will need to be added to your IUPUI transcript – make sure your department has the transcript – Choose Transfer from the “Registration Type” drop list.
- IUPUI undergraduate excess courses which can be proven to not have been applied towards the undergraduate degree (check with your undergraduate advisor to make sure the course was not included to meet BS requirements) – Select Undergrad Excess from the “Registration Type” drop list.
- IUPUI graduate non-degree courses taken prior to your degree admission – Select Non-Degree from the “Registration Type” drop list.

PURDUE UNIVERSITY | Graduate School Database

Transfer courses to be applied to this plan of study

Use this section to add graduate coursework to your plan which was completed as either undergraduate excess or as a graduate student at another institution. The action buttons for each row (Add, Modify, Delete) are in the right most column. If the action buttons are not visible, use the horizontal scroll bar to view the entire row.

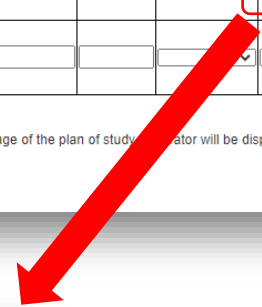
Instructions:
 -For each course, fill in all fields marked with an * and click the "Add" button.
 -Enter the course title and subject exactly as it appears on the official transcript.
 -For courses not yet completed, enter "FUTURE" in the grade field.
 -To modify course information already added, type over the information you want to modify and click on the "Modify" button.
 -To remove a course already added, click on the "Delete" button.

For more detailed instructions, click on the "Help" button at the bottom of the page.

Area	Subj. Abbr.	Course No.	Credit Hrs.	Course Title	Institution Name	Grade	Session	Regis. Type	Date Completed MM/YYYY	Action
<input type="radio"/> Primary <input type="radio"/> Related	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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.

[Help](#)
Process and Continue



Regis. Type	Date Comple MM/YY
▼	▼ / ▼
TRANSFER UNDERGRAD EXCESS NON-DEGREE	

be displayed.

- To enter Combined courses (taken as undergraduate) in an approved BS/MS program click this link:

[Purdue Combined Degree Courses](#) (THIS SECTION IS ONLY FOR STUDENTS IN APPROVED COMBINED DEGREE PROGRAMS)

On the screen that appears, enter the courses that count toward both degrees.

PURDUE UNIVERSITY Graduate School Database

Combined Degree Dual Counted Courses to be Added to This Plan of Study

If you are in an approved combined-degree program, use this section to add courses to your graduate plan which are to be used toward both your graduate and undergraduate degrees. The action buttons for each row (Add, Modify, Delete) are in the right most column. If the action buttons are not visible, use the horizontal scroll bar to view the entire row.

Instructions:
 -For each course, fill in all fields marked with an * and click the "Add" button.
 -Enter the course title and subject exactly as it appears on the official transcript.
 -For courses not yet completed, enter "FUTURE" in the grade field.
 -To modify course information already added, type over the information you want to modify and click on the "Modify" button.
 -To remove a course already added, click on the "Delete" button.

For more detailed instructions, click on the "Help" button at the bottom of the page.

Area	Subj. Abbr.	Course No.	Credit Hrs.	Course Title	Institution Name	Grade	Session	Regis. Type	Date Completed MM/YYYY	Action
Primary					PURDUE UNIVERSITY					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.

Buttons: Help, Process and Continue, Add

The system defaults to Purdue University as the institution name, and IUPUI students will not be able to change this information – it will not interfere with having an approved Plan of Study.

If you are not able to choose "Related," add the course and include a comment in the plan of study comments section later about which course needs to be changed to Related. It can be corrected manually by the Graduate Office.

Process and Continue

- Click "Preview Plan of Study" to see how it will look and to make sure your courses appear the way they should.

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.

Buttons: Help, Save without Submitting, Submit as Draft, Submit as Final, Delete this Plan

NOTE: It is a good idea to save your work frequently, especially after manually typing in several classes – click "Save without Submitting."

Entering Committee Requests

Work with your department to determine your advisory committee make-up. If you need to add a committee member who does not come up after searching, work with your department graduate coordinator to have a graduate faculty appointment made. Some Master's degree programs allow you to include only a Chair if you are not completing a thesis. Check with your advisor.

The screenshot shows the Purdue University Graduate School Database interface. At the top, it says 'PURDUE UNIVERSITY | Graduate School Database'. The main heading is 'Request for Ph.D. Degree Advisory Committee and Plan of Study Approval'. Below this, there are instructions for entering committee members, including a note about using the 'Faculty Advisory Search' section. A table is partially visible with columns for 'Participation of Member', 'Dept. Code and Faculty Identifier', 'Certification Level', 'Advisor Name', 'Area of Advisor (*optional)', and 'Action'. The 'Participation of Member' column has radio buttons for 'Chair' (selected), 'Co-Chair', and 'Member'. The 'Dept. Code and Faculty Identifier' field contains 'BMEP X0295'. The 'Area of Advisor' field contains 'biomedical engineering'. Below the table, there is a 'Faculty Advisor Search' section with a dropdown menu for 'Department' set to 'BIOMEDICAL ENGR PROGRAM' and a 'Search' button. A table of search results is shown below, listing names, department codes, and certification levels.

Name	Dept. Code and Faculty Identifier	Certification Level
AKINGBA,A. GEORGE	BMEP+C0843	S2
AKINGBA,GEORGE.	BMEP+X0792	S2
AKKUS,OZAN.	BMEP+C0854	S2
ALI,AFSAR.	BMEP+C0849	S2
ALLEN,MATTHEW,R	BMEP+X0893	S2
ALLEN,MATTHEW,R	BMEP+C0882	S2

To add Advisory Committee members to your plan:

In the top frame, scroll downwards and use the “Add” button for adding a faculty member.

NOTE: The “Faculty 4+5 Code” is unique for each faculty member; you can look it up using the search function in the bottom frame.

In the bottom frame, you can search for a faculty member based on their department.

- Select a department.
- Click “Search”
- Use the Faculty 4+5 code from the top frame.
- Use the department search drop down box in the bottom frame
- Type their Faculty 4+5 Code in the top frame.
- Click “Chair,” “Co-Chair,” or “Member” as appropriate for each faculty member.
- Click “Add”

The “Advisor Name” should then be automatically populated, indicating your faculty member was successfully added.

NOTE: Error messages (if any) will be displayed after you click the “Add” button.

NOTE: For multi-person committees, you can have 1 Chair and Members, or 2 Co-Chairs and Members.

You cannot have 2 Chairs, more than 2 Co-Chairs, or a Chair and a Co-Chair.

NOTE: More than 50% of your advisors must be Regular Faculty (R#) as opposed to Special (S#) non-faculty members. If you wish to appoint a Special advisor as a chair, they must be a co-chair with a Regular Faculty as co-chair.


NOTE: A Special appointed advisory member must be specifically appointed for the department of your Plan of Study. For example, a special advisory member with a BIOL appointment cannot be on a TECH Plan unless they have a TECH special appointment in addition to the BIOL appointment.

If entering a faculty member is creating an error (and it is not caused by any issue noted above), save your Plan and check with your department graduate advisor.

Adding comments or special notes

[Comments and Special Notes](#)
List any special notes or comments.
No information on this page is required

Sometimes, you will need to add a comment to your plan of study, and you can do so on the next screen.

 Graduate School Database

Request for Ph.D. Degree Advisory Committee and Plan of Study Approval

The following are notes associated with this plan of study.

All notes are made available to Purdue faculty and staff.
To add a note, fill in the Subject and Text boxes and click "Add".
To delete a note, click "Delete" next to the note to be deleted.
To modify a note, edit the Subject or Text boxes and click "Modify".

Refer to the Help button, at the bottom of the page, for more information when an "Exception" is denoted in the Subject line.

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.

Sample comments are shown below:

Comments Regarding Exceptions or Requirements:		
Can't make course Related in Combined	My graduate Math course taken during my BS for my BS/MS degree can only be entered as Primary but needs to be Related. Please change that. Thank you.	This note last updated by STUDENT,GRADUATE on 04/09/2021
Research credits	I am taking research as follows 3 credits Spring 2020, 3 credits Summer 2020 and 3 credits Fall 2020.	This note last updated by STUDENT,GRADUATE on 04/09/2021
Variable Topic Courses	I had two CSCI 59000 courses in my course list. The one taken Spring 2020 was DATA SCIENCE and the one taken Fall 2020 was BIG DATA ANALYTICS	This note last updated by STUDENT,GRADUATE on 04/09/2021

To see a preview of your Plan, click the **Preview Plan of Study** and click **Return** to exit preview.

Request for Ph.D. Degree Advisory Committee and Plan of Study Approval

Status SAVED

Student	STUDENT,GRADUATE	0023510378
Student Email	pugres@iupui.edu	
Degree Campus	West Lafayette (Main Campus)	PWL
Admitted Program	CIVIL ENGINEERING	CIVL
Degree Title	DOCTOR OF PHILOSOPHY	PHD
Program	Civil Engr-PHD	CIVENG-PHD
Date Degree Expected	MAY 2021	
Concentration	TRANSFORMATIONAL INNOV & DESIGN	TRID
Research Area	STUDYING HOW TO CREATE A PLAN OF STUDY	

Items in purple are completed. / Items in green are incomplete. **Course:** ** Grades posted here are as of the end of the semester that they were taken. 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	Regls. Type	Grade	B or better	Transfer From	Date Completed To Be Completed
PRIMARY	HIST WOMEN'S EDUCATION	EDST	50600	3	RE	A	-	-	Fall 2008
PRIMARY	WORKSHOP IN TECHNOLOGY	TECH	58100	3	RE	A	-	INDIANAPOLIS (IUPUI)	Spring 2017
PRIMARY	WORKSHOP IN OLS	OLS	58100	3	RE	A	-	INDIANAPOLIS (IUPUI)	Summer 2017
PRIMARY	MODERN CONTROL THEORY	BIOL	59500	3	RE		-	-	Spring 2021

Graduate course failed:
 Purdue POS GPA: 4
 Primary Area Credit Hours : 12
 Related Area Credit Hours : 0
 Total Master's Credits Allowed on this Ph.D. Plan:

Language Requirement : None

Comments Regarding Exceptions or Requirements:

Can't make course Related in Combined	My graduate Math course taken during my BS for my BS/MS degree can only be entered as Primary but needs to be Related. Please change that. Thank you.	This note last updated by STUDENT,GRADUATE on 04/09/2021
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Supplemental Notes:

Pass/No Pass Courses: None

Advisory Committee Information and Approval Status

Names of Advisory Committee Members	Cert	Faculty Identifier	Department Code	Advisor in Area of
EDWARD J. BERBARI (CHAIR)	R1	X0295	BMEP	
LAUREN A. CHRISTOPHER	R1	X0565	ECEN	
MANGILAL AGARWAL	R1	X0615	MECH	

[Return](#)

Options to Save and Submit Plan:

- **Save without Submitting** - Use “Save without Submitting” if you are not done with the rough draft of your plan of study and want to come back later to make changes. Your saved plan of study can be reviewed by the appropriate staff before your final submission. You will be able to make changes more easily later if you wish.
- **Submit as Draft** – Not Required Step for Some Programs – Use “Submit as Draft” to show the rough draft of your plan of study to the designated faculty or staff before your final submission. This option will not finalize your plan of study, so you will be able to make changes later if needed.
- **Submit as Final** - “Submit as Final” will submit your plan of study to all relevant faculty or staff and begin the process of approval. You will not be able to make any changes after this point, apart from submitting a Change to the Plan of Study request.
- **Delete this Plan** - will delete this plan of study draft entirely; it will no longer exist in your record and cannot be accessed again.

After you click on either “Save without Submitting,” “Submit as Draft,” “Submit as Final,” or “Delete this Plan,” you will be taken back to a page showing all plans of study created on your account, as shown below.

The screenshot shows the 'Plan of Study Generator' interface. At the top, there is a header with the Purdue University logo and 'Graduate School Database'. Below the header, there are two buttons: 'Exit to Graduate School database home page' and 'Logout of database'. The main content area is titled 'Plan of Study Generator' and contains a section for 'Create New Plan of Study' with a note that this option is unavailable if a plan is in 'Saved, Draft, or Outstanding' status. Below this is a table of 'Forms available for edit or display' with columns for 'Action Link', 'Form', 'Status', and 'Date'. The table lists four plans with their respective statuses and dates, and includes links for 'View', 'Edit', 'Create Change Request', 'Modify and Resubmit', and 'More Help'.

Action Link	Form	Status	Date
View	Plan of Study DOCTOR OF PHILOSOPHY	ARCHIVED	Submitted 05/19/2017
View	Plan of Study MASTER OF SCIENCE	APPROVED	Submitted 07/21/2017
View	Plan of Study MASTER OF SCIENCE IN INDUSTRIAL ENGINEERING : NON-THESIS	REJECTED	Submitted 02/02/2021
Edit	Plan of Study DOCTOR OF PHILOSOPHY	SAVED	Created 04/08/2021

You will see the word “Edit” next to any SAVED or DRAFT plans of study (i.e. plans of study that you have yet to submit) and “View” will appear next to any OUTSTANDING or APPROVED plans of study (i.e. plans of study that are awaiting signatures or have completed processing).

If you have issues not covered in this guide, please contact your department plan of study coordinator first. They can elevate the issue to the Graduate Office if necessary to find a solution.

If you need to change courses or committee members in an approved plan of study, click “Create Change” link next to the approved plan of study. For more information see the **Change to Approved Plan of Study Instructions**