

## INSTRUCTIONS FOR COMPLETING THE MASTER'S PLAN OF STUDY (POS) FORM

1. Review the POS Checklist [see <http://gradcollege.okstate.edu/download/plansforms.htm>] for advisement on the required elements of a Plan of Study. For Master's students, POS are due before completion of the 17<sup>th</sup> credit hour.
2. Please type all information. Additional forms may be downloaded from the Graduate College website at <http://gradcollege.okstate.edu/download/plansforms.htm>. Please staple multiple pages with the first page of the Plan of Study (student information is on the top) as the first page.
3. Check the appropriate box to signify if this is the original (first time submission) POS you are submitting for this degree or if this is a revised POS (you had a POS approved earlier and are making changes to your Plan).
4. Complete all student information as requested. Indicate whether you are seeking a Master of Arts, Master of Science or another type of Masters degree.
5. Please be sure that you *accurately* identify the name of your major area of study and the department in which you are studying. Accurately identify any option and/or specialization you are seeking.
6. Type the names of all committee members, with the name of your Committee Chair on the first line.
7. Check whether you intend to complete a thesis, creative component, or report as the culminating project for your master's degree (you may change your mind prior to completing your studies).
8. Please go to [http://gradcollege.okstate.edu/download/pdf/Research Compliance for Graduate students.pdf](http://gradcollege.okstate.edu/download/pdf/Research%20Compliance%20for%20Graduate%20students.pdf) to determine if your research requires approval from the Office for University Research Compliance. By checking the box on the POS you confirm that you will follow all compliance procedures that are appropriate for your study.
9. List courses in chronological order. List the course prefix (3 to 4 letters) and course number (4 digits) in the first column and the course title in the second column. [Note: all 3000 and 4000-level courses included on the POS must be offered for graduate credit—an asterisk (\*) must appear next to the course number in the OSU catalog appropriate to the time the course is taken.] If a course is taken at an institution other than OSU, in the third column name the institution where the course was/will be taken (see OSU Catalog for requirements for transfer courses). Give the semester and year the course was/will be taken in the fourth column. Finally, indicate the number of credit hours to be received for each course in the fifth column. At the end of this table, indicate the total number of credits to be used for this degree.
10. Print the form. Indicate the semester and year you anticipate graduating. Carefully read the university requirements for coursework to be listed on a POS and *sign and date the form*.
11. Obtain approval signatures from *ALL* committee members as well as the department head or graduate coordinator (check with your major department for the signature requirements).
12. Submit **ONE** copy of the completed and signed form to the Graduate College. Students should retain a copy for their own use and information. Once the Graduate College has approved the POS, a copy will be sent to the Graduate Coordinator of the major department—check with that individual to get a copy of the approved POS.

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### INSTRUCTIONS FOR MAKING REVISIONS TO THE ORIGINAL PLAN OF STUDY

1. To revise the plan of study, obtain a copy of the approved original POS from the graduate coordinator or graduate records office in your department.
2. Check the “Final Revised Plan” box at the top of the POS.
3. For a small number of changes, simply **handwrite** any changes **directly on** the original POS. For example, cross off any unused courses and hand-write any new courses you intend to use for your degree (indicating course substitutions). Do the same with any changes in your committee and other updates to your POS. For a large number of changes (i.e., more than ½ of the POS) create a fresh Plan and mark the “Final Revised Plan” box at the top.
4. Initial and date next to your original signature, indicating that you agree with the changes.
5. Have your Committee Chair initial any changes made to this POS in the margin where the change is noted.
6. Have the department head (or graduate coordinator, if appropriate to your department) initial and date his/her original signature line, indicating concurrence with the changes.
7. Submit the revised POS to the Graduate College for approval. The plan should be revised and resubmitted only once, at the beginning of the intended semester of graduation.




TOTAL CREDITS \_\_\_\_\_

**CERTIFICATION OF ENGLISH LANGUAGE SKILLS:** If English is NOT your native language you must certify your English language skills prior to graduation. If you have been placed in ENGL 0003 and/or ENGL 4893\* as a result of a test score (e.g., TOEFL, TELP), you must add the course(s) to your Plan of Study and successfully complete them (S in ENGL 0003, C or better in ENGL 4893\*). Please note: ENGL 0003 does not count toward minimum degree requirements.

**Anticipated Date of Graduation** \_\_\_\_\_

**Requirements for coursework to be listed on a POS:** I understand that the approval of this plan of study is conditional and is based on the assumption that I will **complete my degree within a 7 year time period**. In addition, I understand that **no course on the plan of study can be 10 years old or older at the time of graduation**. **Courses taken for pass/no pass credit cannot be included** in the plan of study. All courses must have been offered, and taken, for graduate credit to receive such credit. If these conditions are not met, I understand that a new plan of study must be submitted for approval. I am also aware that IRB/IACUC approval, with my name listed as an investigator, must be obtained prior to conducting thesis research with human or other protected subjects, as well as biohazards and other sensitive agents. Failure to do so means that my thesis/report/creative component will not be accepted as part of my degree requirements.

By checking this box I confirm that I have gone to the Graduate College website [[http://gradcollege.okstate.edu/download/pdf/Research Compliance for Graduate students.pdf](http://gradcollege.okstate.edu/download/pdf/Research%20Compliance%20for%20Graduate%20students.pdf)], have read the information therein, including obtaining proper approval prior to the conduct of certain types of research, and have complied/ will comply with all applicable regulations.

\_\_\_\_\_  
Student's Signature Date

**COMMITTEE APPROVAL SIGNATURES**

Chair	Date	Member	Date
Member	Date	Member	Date

**DEPARTMENTAL/PROGRAM RECOMMENDATION**

I certify that the above plan meets program and departmental requirements and I recommend the above advisory committee membership. I further certify that the student has completed the Responsible Conduct of Research requirements set forth in Policy and Procedures 4-0201.

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Department/School Head or designee Date

Date POS received	<u><i>Do not write in this box (Graduate College use only)</i></u> Date Revised POS received	Date POS approved
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