

PLAN OF STUDY

FREQUENTLY ASKED QUESTIONS

When is the deadline for submitting my Plan of Study (POS) to the Graduate College?

- During the semester in which you will complete your 17th credit hour for the Master's degree, prior to the beginning of the enrollment period for the next semester

- During the semester in which you will complete your 28th credit hour for the Doctoral degree, prior to the beginning of the enrollment period for the next semester

What happens if my Plan is not submitted by that time?

- A hold will be placed on your future enrollment until a POS is submitted.

How soon will the hold be removed so I will be able to enroll once I submit my Plan?

- If you tell us a hold is in place when you submit your Plan, it will be released within the hour.

Does the Plan of Study have to be signed before I can submit it to the Graduate College?

- Yes. Plans of Study that do not have all the signatures needed for Graduate College approval will not be accepted. You must submit an approved POS which has been signed by all committee members and the department head or program director, whichever is appropriate within your department. Students also need to sign their POS. The only signature you are not required to obtain is the Dean of the Graduate College; that will be signed after the Graduate College has approved the plan.

What happens if a hold has been placed on my enrollment and I have to enroll immediately before my class is full, but I can't submit a POS because ...

... I haven't been able to form a committee yet

... I can't find everyone to sign my POS

... I completed a POS, but now I can't find it

... Etc.

- You may request a one-semester waiver of submission of your POS with permission of your department. To receive the waiver you will need to complete and submit a Temporary Waiver of Plan of Study form, which is available at the Graduate College reception area or at the Graduate College website.

I submitted a waiver form but my enrollment hold is still in place, why?

- Your hold will not be removed until a POS is submitted. However, the effective semester has been moved forward to the following semester to allow you to enroll for the upcoming semester. Also, a statement explaining that a waiver has been granted has been added to your enrollment hold information.

Once I submit a POS, how will I know if it has been approved?

- A copy of your approved POS will be sent to the Graduate Coordinator in your major department. If the graduate coordinator has not received a copy within one week then you may check the status of the POS with the Graduate College.

Can I get a copy of my POS once it has been approved?

- Yes. For your convenience, a copy may be easily obtained directly from your graduate coordinator's office, so you don't have to come to the Graduate College to get one.

How do I revise my Plan of Study?

- You are encouraged to make changes directly on a copy that has already been approved by the Graduate College (obtained in your departmental graduate coordinator's office). You may mark out any courses that you no longer need to take to earn your

degree, and neatly print (with ink) on any blank lines courses that you are substituting in their place (if any). Then all you need is to have your advisor initial next to each change you have made on the Plan. The student and Department Head (or Graduate Coordinator) also has to re-sign or initial by their original signatures. This is the preferred method of revising a POS and is faster to process since only the changes have to be approved by the Graduate College instead of the complete Plan. The only time you should complete a new POS is if you run out of space to add courses. If this happens, then you will need to complete a new POS and obtain all signatures again. Whichever method is used to revise the POS, please indicate in the appropriate space at the top that this is a final, revised Plan.

When do I submit a revised Plan to the Graduate College?

- At the beginning of the semester of graduation, by the end of the second week of classes.

Do I need to submit a revised Plan if I need to make a change in my committee?

- No. There is another form – the Committee Change Request – that is specific for that purpose and which can be submitted anytime a change is needed.