Purdue University Department of Sociology INSTRUCTIONS: PLAN OF STUDY*1

- A Plan of Study (POS) has to be filed by the student for the MS and the PhD separately.
- The student must have a major professor and committee members before initiating the POS.
- If you intend to include a committee member from outside Purdue, you must inform the Director of Graduate Studies/Graduate Secretary as soon as possible. The department graduate office has to initiate paperwork for inclusion of a committee member from outside Purdue which may take some time (in comparison with having committee members from within Purdue). After the paperwork is filed from the sociology graduate office, the member from outside Purdue will be accorded a "Special" status. This is because anyone from outside Purdue cannot access any of the graduate school systems that faculty from within Purdue can. (This is also referred to on page 12 of these instructions.)
- A plan of study is an academic contract between a student, the faculty members of the advisory committee, and the Graduate School.
- A formal POS should be created as early as possible in the student's career because it guides a student's academic degree progress. The POS must reflect the course requirements as stipulated by the department (explained in the sociology graduate manual). All sociology required courses are "primary" courses.
- <u>All plans of study must first be submitted as a "Draft" before you can submit it as "Final".</u> After you submit as draft, the graduate secretary will review it and contact you regarding any changes that need to be made or to let you know it is ready to submit as "Final."
- Students can file changes to the POS such as the major professor/committee members and/or courses using the change function.
- Defending your AP (for the MS), taking the prelims, and dissertation defense (for the PhD) can be scheduled only if you have an approved POS. The deadline by which you must have an approved POS is typically included in the email about graduate school deadlines sent out every semester by the DGS. So make sure that you initiate your POS will ahead of the deadline.

STEPS FOR CREATING A POS

Access to the electronic Plan of Study Generator, which is provided by the Graduate School, is via MyPurdue (http://www.mypurdue.purdue.edu). To begin your plan of study, follow the steps below:

- 1. Click on the "Academic" tab.
- 2. Click on the "Graduate School Plan of Study" link.
- 3. Log in (using your Purdue user name and password) on the "Authorization Screen".
- 4. Click on the "Plan of Study Generator" link.
- 5. Click on the "Create New Plan of Study" link.

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y Courses		Personal Information	Announceme	nts
gistered courses for Fall 2015 Section Instructor HDFS-62800-001 Christ, Sharon	-	Addresses & Phones Email Addresses Parent/Guardian Contacts Emergency Contacts Ethnicity & Race	Welcome to t We've just had a m and feel of myPurc	he new myPurdue! ajor system upgrade. Check out <u>the new</u> due for details on what has changed.
POL-50100-001 Waltenburg, E SOC-69500-008 Yang, Fengga	ric ng	Religious Preference Name Change Info SSN Change Info	Academic Pr	ofile
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eek-at-a-Glance ncise Schedule		Encollment Cartification	Class Standing:	Graduate
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ening & Final Exams		National Student Clearinghouse	Level:	Graduate
		The place to order your enrollment certification for employment,	Program:	Sociology-MS
rades		GPA must be requested through the Office of the Registrar.	Admit Term:	Fall 2014
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	Purdue University Graduate School
	Authorization Screen
This is the login page for the Graduate School P	lan of Study Generator. Students trying to access this area must have a Purdue Career Account.
Enter your Purdue Career Account userid and pas If you do not know your userid and/or pasword, c	ssword. contact the ITaP Customer Service Center at 494-4000 or <u>itap@purdue.edu</u>
User ID / Alias Log in us User Password user nan	sing Purdue ne &
Login Clear	
Upon logging in, you will be directed to the Gradu:	ate School Plan of Study Generator.
For questions about the Plan of Study Generator, p Graduate School Main Office at 494-2600, or <u>gradwe</u> l	please contact: b@purdue.edu
	Purdue University Graduate School
	Graduate Student Intranet Database
Welcome	a to be
The information display on these pages contait The Graduate School database does not have	in your personal information. the time out feature of myPurdue.
10 keep your information secure it is 100K i	
2) close your browser when you are finit	shed.
Plan of Study Generator	
Funding Account	
Logout	
Office of the Registrar: Student Information & P	rivacy



To fill out the form below: Update any of the fields where a box or drop down list is available. After you have completed all field necessary fields click "Process and Continue."

Purd	ue University Graduate Scho	ool
	Graduate Plan of Study Generator	
To fill out this form:		
-Indicate Department that is granting the degree. -Indicate the first semester of graduate study at any Purdue campus . -Indicate your email address.		
For more detailed instructions click on the Help button at the bottom of t	he page.	
Most recent registration in:		SOCIOLOGY
Campus: -Campus granting degree.		West Lafayette (Main Campus)
Department: -Department granting degree.		SOCIOLOGY -
First semester of graduate study at Purdue: -Use academic year (1998-99). -Transfer or Re-entry students indicate the first semester of graduate study at any Purdue campu		•/
Email Address:	Note: Use Purdue email address	
Process and Continue will process this page, any errors detected will be disp Cancel will return you to the menu for your plan of study but will not retain a	layed at that time. ny data entered on this page.	
	Help Process and Continue Cancel	

To fill out the form below: Select the appropriate degree title you are currently seeking. You will then select either "Non-Thesis or Thesis Option" along with the expected Degree Date.

After you have completed all field necessary fields click "Process and Continue."

Purdue University Graduate School Graduate Plan of Study Generator					
Please select the degree you are seeking and the date you are expecting to achieve this degree Listed are degrees available for Sociology on the West Lafayette (Main Campus) campus. Degree Title: Choose Non-Thesis or Thesis Option:	ee. For detailed instructions click on the Help button at the bottom of the page. (PHD) DOCTOR OF PHILOSOPHY • Select (PhD) or (MS)				
Date Degree Expected: 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 Help Process a	this page.				

Once you have complete the information in the above screen, a check mark will be marked in the "Student and Degree Information" box.

Click on "Research Project and Language Requirements."



Fill out the form below: Some items are required for PhD and others are optional. (For Masters students the information requested is optional). Once you have entered the information needed click "Process and Continue."



Click "Courses currently being taken or those previously complete at Purdue University (as a graduate student)" Most of your coursework you will be entering, will be under the CURRENT or FUTURE coursework.

	Purdue University Graduate School
	Request for Master's Degree Advisory Committee
	and Plan of Study Approval
Indicate the courses to be us For more detailed instruct	ed 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.
Courses currently be	ing taken or those previously completed at Purdue University (as a graduate student).
Transfer courses and	l courses taken as excess undergraduate credit.
Courses to be taken i	in the future at Purdue.
Open a new browser windov HELP button below for help	w 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 on utilizing the web based plan of study generator.
"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 Contin	nue
a particular particular part	

Indicate which courses from your current academic record are to be used on this plan of study. <u>Course are listed in</u> <u>alphabetical order by subject.</u> 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.

Link to Sociology's Graduate Handbook for course requirements: http://www.cla.purdue.edu/sociology/documents/GraduateStudentManualforSociology.pdf

For each course being used on this Plan of Study:

-Click the "Use" box

-Indicate the Area: Primary, Related or Not Applicable

("Primary"- Major area coursework, "Related"- Minor area coursework, "Not Applicable"- Core or Extra Coursework) -Click the box "B or Better Required" as this is a requirement for our program

**NOTE: Make sure you <u>uncheck</u> any of the "Use" boxes for courses that you do <u>NOT</u> want to be on this plan of study. Once you have complete this form, please click "Process and Continue."



Purdue University Graduate School

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. <u>Courses are listed in alphabetical order by subject.</u> 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:

For each course being us

- click the "Use" box
- indicate the Area (Primary, Related, or Not Applicable)
- 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
N	Primary Related Not Applicable	N	SOC 56700 COURSE NAME / Fall 2013-14 / 3 / Grade
	O Primary C Related O Not Applicable		SOC 56800 COURSE NAME / Spring 2013-14 / 3 / Grade
	C Primary Related O Not Applicable		SOC 58000 METH SOCIAL RESEARCH I / Fall 2013-14 / 3 / Grade
	O Primary Related O Not Applicable		SOC 58100 METH SOC RESEARCH II / Spring 2013-14 / 3 / Grade
	O Primary C Related O Not Applicable		SOC 59000 TITLE / Summer 2013-14 / 3 /
	O Primary O Related O Not Applicable		SOC 695/Analytic Project in Sociology / Fall 2014-15 / 3 /
	O Primary O Related O Not Applicable		SOC 59100 SOCIOLOGY PROSEMINAR / Fall 2013-14 / 1 / Grade
	C Primary C Related C Not Applicable		SOC 59100 SOCIOLOGY PROSEMINAR / Spring 2013-14 / 1 / Grade
	O Primary C Related O Not Applicable		SOC 60000 DEVEL SOCIOLOG THEORY / Fall 2013-14 / 3 / Grade

11		 Primary Related Not Applicable 		SOC 60200 CONTEMPORARY THEORIES / Spring 2013-14 / 3 / Grade
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"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.



Only if you have received authorization from the Graduate Committee on transferring courses, will you need to complete the "Transfer courses and courses taken as excess undergraduate credit" portion. Otherwise you will click "Courses to be taken in the future at Purdue."

(A	Purdue University Graduate School
	Request for Master's Degree Advisory Committee
	and Plan of Study Approval
Indicate the courses to be used on yo For more detailed instructions, clic	ur plan of study using the following links. Click on the Process and Continue button at the bottom of the page when you are done. It on the Help button at the bottom of the page.
Courses currently being take	en or those previously completed at Purdue University (as a graduate student).
<u>Transfer courses and course</u> <u>Courses to be taken in the fu</u>	s taken as excess undergraduate credit. ture at Purdue.
Open a new browser window contain HELP button below for help on utiliz	ing the Graduate School's Policies and Procedures Manual, Section VII for information on university policies when developing a plan of study. Click on the zing the web based plan of study generator.
"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	
E Juice & Juice & Juice & Ju	

This section if for you to add any coursework you plan to take in future semesters for your degree. For each course you add:

- -Mark if they are "Primary," "Related" or "Not Applicable"
- -Select Subject Abbreviation
- -Course number (this will be a 5 digit number such as 63000 (it is NOT the Banner CRN)
- -Enter the number of Credit hours
- -Select the box of "B or Better Required"
- -Enter Course Title
- -From the drop down, select the session you plan to complete the course
- -Click "add"

NOTE for PhD POS: Do NOT enter 699 research hours into your plan of study**

Once you are finished adding all your future coursework, click "Process and Continue."



Now you will enter your advisory committee.



Use the "Faculty Advisor Search" section at the bottom of this page to obtain the identifiers for all people who are to serve on your committee. If a faculty person is associated with more than one department at Purdue, search for them in the department that they will be representing while on your committee.

If you have a committee member from outside Purdue you will NOT be able to add them if you have not informed the sociology graduate office in advance. That is because the member from outside Purdue has to be provided a "Special" status. And to obtain the 'special" status the sociology graduate office has to file paperwork. (Also referred to on page 1 of these instructions.)



Purdue University Graduate School

Request for Master's Degree Advisory Committee and Plan of Study Approval

For each member of your committee, indicate their participation, enter their Faculty 4+5 Code from the list and enter the area of expertise which each faculty member will contribute to the committee.

Use the "Faculty Advisory Search" section at the bottom of this page to obtain the identifiers for all people who are to serve on your committee. If a faculty person is associated with more then one department at Purdue, search for them in the department that they will be representing while on your committee.

If you are unable to find that person from the list, please contact your department's Plan-of-Study Coordinator to obtain the "Faculty 4+5 Code".

The action buttons for each row (Add, Modify, Delete) are the right most column. You must fill in each row, then click on the Add button to add the row. After a member has been added, you may modify or delete the information.

For more detailed instructions, click on the Help button at the bottom of this section.

Participation of Member	Faculty 4+5 Code retrieved from search	Advisor Name	Area of Advisor (*optional)	Action
Chair Co-Chair				Add
O Member	and the second second			1-1-11

Faculty Advisor Search - Please choose the department of the faculty member for whom you are searching. Hit the "Search" button, and retrieve the faculty 4+5 code associated with the person who will serve on your committee.

 Search
 Department:

Search Department:

Purdue University Graduate School

Request for Master's Degree Advisory Committee and Plan of Study Approval

For each member of your committee, indicate their participation, enter their Faculty 4+5 Code from the list and enter the area of expertise which each faculty member will contribute to the committee.

Use the "Faculty Advisory Search" section at the bottom of this page to obtain the identifiers for all people who are to serve on your committee. If a faculty person is associated with more then one department at Purdue, search for them in the department that they will be representing while on your committee.

If you are unable to find that person from the list, please contact your department's Plan-of-Study Coordinator to obtain the "Faculty 4+5 Code".

The action buttons for each row (Add, Modify, Delete) are the right most column. You must fill in each row, then click on the Add button to add the row. After a member has been added, you may modify or delete the information.

For more detailed instructions, click on the Help button at the bottom of this section.

Participation of Member	Faculty 4+5 Code retrieved from search	Advisor Name	Area of Advisor (*optional)	Action
O Chair				144
Co-Chair				Add
O Member	THE LEWIS L	COM LEAST GROWING HE		- and

Faculty 4+5 code

"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

Name

Faculty Advisor Search - Please choose the department of the faculty ment committee. Please continue the searches until you have found the codes for Search Department: SOCIOLOGY To search for Faculty, select the cutty 4+5 code ass correct Department & hit "Search"

culty 4+5 code associated with the person who will serve on your

 ANDERSON, JAMES G.
 SOC+C1602

 BARIKOWSKI, JOEN, P.
 SOC+C8372

 CHUMBLER, NEALE, R.
 SOC+C7787

 EINWOHNER, RACHEL L.
 SOC+C14986

 EMBRICK, DAVID, G.
 SOC+C8127

 FELD, SOCT, LAUREN
 SOC+C6281

 FEREARO, KENNETH F.
 SOC+C3436

 GECAS, VIKTOR,
 SOC+C5970

 GILLGAN, MECAN, M.
 SOC+C7806

 HIBEL, JACOB,
 SOC+C7806

You can scroll through the results to find the faculty member on your committee. Once you locate them. You will select if they are "chair," "co-chair" or "member." Enter the department abbreviation that they will be representing while on your committee. You will then enter in the identifier number that you found in the search Page **13** of **19**

results. Once you have entered your entire committee, please click "Process and Continue." You will see the names and identifiers of the faculty members you entered. You can also see who the chair is and who are the members.

NOTE: A PhD POS will need three committee members plus a chair (or two co-chairs and two committee members)

Purdue University Graduate School Request for Master's Degree Advisory Committee and Plan of Study Approval Click to open a new browser window that contains Sociology 's Plan of Study Guidelines and Requirements. Student and Degree Information List: degree title, campus, department, expected graduate date, email address. Research Project and Language Requirements 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 Before submitting, please Preview Plan of Study to an 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. Help Save without Submitting Submit as Draft Submit as Final Delete this Plan

Click "Preview Plan of Study" to review your entries to verify everything is correct.



Status

Purdue University Graduate School

Request for Master's Degree Advisory Committee and Plan of Study Approval

SAVED

Student		0022222222
Student Email	XXXXXXX@PURDUE.EDU	
Campus	West Lafayette (Main Campus)	PWL
Admitted Program	SOCIOLOGY	SOC
Degree Title	MASTER OF SCIENCE : NON-THESIS	MS
Program	Sociology-MS	SOC-MS
Date Degree Expected	MAY 2015	
Concentration	NONE	
Research Area	NONE	

Items in purple are completed. / Items in green are incomplete. Courses: ** 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	Regis. Type	Grade	B or better	Transfer From	Date Completed To Be Completed
PRIMARY	RELIGION SOC CONTEXT	SOC	56700	3	RE		YES	210 2 1021	Dec 2013
PRIMARY	ANALYTIC PROJECT IN SOCIOLOGY	SOC	69500	3	RE		YES	1 1 - A S	Dec 2014
PRIMARY	METH SOCIAL RESEARCH I	SOC	58000	3	RE	19814	YES	A (- 73	Dec 2013
PRIMARY	METH SOC RESEARCH II	SOC	58100	3	RE		YES	6. F- F	May 2014
PRIMARY	EFFS RELIGS COMP GEOGRAPH AREA	SOC	59000	3	RE	1111	YES	8-1-12	Aug 2014
PRIMARY	SOCIOLOGY PROSEMINAR	SOC	59100	1	RE		YES	(1) -) (1)	Dec 2013
PRIMARY	SOCIOLOGY PROSEMINAR	SOC	59100	1	RE	ante	YES	() - ()	May 2014
PRIMARY	DEVEL SOCIOLOG THEORY	SOC	60000	3	RE	Rin	YES		Dec 2013
PRIMARY	CONTEMPORARY THEORIES	SOC	60200	3	RE	KAM	YES		May 2014
PRIMARY	SEMINAR ON TEACHING SOCIOLOGY	SOC	61000	3	RE	17.15,	YES	-0.5	May 2015
PRIMARY	ADVANCED SOCIAL RESEARCH METHODS	SOC	68000	3	RE	19864	YES	0.9450	May 2015
PRIMARY	ANALYTIC PROJECT IN SOCIOLOGY	SOC	69500	6	RE	1. Section	YES	1216 - 1728	May 2015

Purdue graduate course tallies:

Purdue POS GPA: 4 Purdue Primary Area Credit Hours: 38 Purdue Related Area Credit Hours : 0 Purdue Area Not Specified Credit Hours: 0

Language Requirement : None **Comments Regarding Exceptions or Requirements: None** **Advisory Committee Information and Approval Status**

Names of Advisory Committee Members	Faculty Identifier	Department Code	Advisor in Area of
XXX (Chair)	C7082	SOC	
YY (Committee member)	C3436	SOC	
ZZ (Committee member)	C8368	SOC	

NOTE: A PhD POS will need three committee members plus a chair (or two co-chairs and two committee members)

If there are no changes, submit your Plan of Study as a "Draft"

	Purdue University Graduate School			
Request for Master's Degree Advisory Committee and Plan of Study Approval				
Click to open a new browser window that contains \underline{Soc}	ciology 's Plan of Study Guidelines and Requirements.			
Student and Degree Information List: degree title, campus, department, exp	pected graduate date, email address.			
M <u>Research Project and Language Requiren</u> List: research area, concentration and lang	<u>rents</u> juage requirements.			
Course Work List courses for your plan of study.				
M <u>Advisory Committee</u> List advisory committee members.				
Comments and Special Notes List any special notes or comments. No information on this page is required				
Before submitting, please <u>Preview Plan of Study</u> to en	nsure your plan is accurate and complete.			
Open a new browser window containing the <u>Graduate</u> for help on utilizing the web based plan of study gener	e 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 ator.			
It is recommended that you submit your plan as a I Help Save without Submitting Submit as Draft	Dray before submitting as Final. Click on the Help button below for further explanation.			



After you receive an approval from the graduate secretary to submit the POS as "Final," log back into the system to submit.

MyPurdue (http://www.mypurdue.purdue.edu):

- 1. Click on the "Academic" tab.
- 2. Click on the "Graduate School Plan of Study" link.
- 3. Log in (using your Purdue user name and password) on the "Authorization Screen".
- 4. Click on the "Plan of Study Generator" link

Pu	Purdue University Graduate School Graduate Student Intranet Database				
Welcome JOE	part part part part part part part part				
The information display on these pages contain your personal information. The Graduate School database does not have the time out feature of myPurdue. To keep your information secure it is YOUR RESPONSIBILITY to					
1) return to this page and click on the LOGOUT button then 2) close your browser when you are finished.					
Funding Account	and the stand of the				
Logout For your information:					
Office of the Registrar: Student Information & Privacy	The state water water water water water water water				



Answer the questions on this screen. Then hit "Submit as Final"

	Purdue University Graduate School	
	Request for Master's Degree Advisory Committee and Plan of Study Approval	
Educational Objective at this time: (* required)		
You are currently registered as a master's student in Sociology cor	npleting a master's plan of study.	
I will leave Purdue with this degree? No 👻		the state of the
If your reply is "No," what is your intention?		
Continue for doctoral degree in same department/program.		part & part & for
O Continue for master's degree in different department/program.		生活が生活が生
Continue for doctoral degree in different department/program.		Turk & Turk & Tu
Continue as a non-degree student.		and wind a
Submit as Final Return without Submitting		The Florest Le
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	AND AND AN AN AN AN AN AN AN AN	

The steps for generating a POS for the PhD is no different than for the MS. So follow the steps noted above for the PhD POS too. The details in the above screens show MS courses and requirements. For a PhD POS, you should meet the PhD course requirements (see the sociology graduate manual). Please note that courses used in the MS POS cannot be used in the PhD POS. That is the same course cannot be used in both the MS and PhD POS. Any specific course or a set of specific courses can be used to earn only one degree.