**INSTRUCTIONS: PLAN OF STUDY**

- 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.

- **All plans of study must first be submitted as a “Draft” before you can submit it as “Final”.** 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.
Purdue University Graduate School
Authorization Screen

This is the login page for the Graduate School Plan of Study Generator. Students trying to access this area must have a Purdue Career Account.

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

User ID / Alias
User Password
Login  Clear

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 494-2600, or gradweb@purdue.edu

Log in using Purdue user name &

Purdue University Graduate School
Graduate Student Intranet Database

Welcome

The information displayed 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.

Plan of Study Generator
Funding Account

Logout

For your information:
Office of the Registrar Student Information & Privacy
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.”

Note: Use Purdue email address
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.”

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.”
Purdue University Graduate School

Request for Master's 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 a concentration from the drop-down list, or select Other from the drop-down list and enter your concentration in the "Other" text box.

**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.

<table>
<thead>
<tr>
<th>LANGUAGE Requirement</th>
<th>METHOD to be used to meet requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"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]

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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 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.

[Help] [Save without Submitting] [Submit as Draft] [Submit as Final] [Delete this Plan]
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.

Indicate which courses from your current academic record are to be used on this plan of study. Course 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.

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 uncheck any of the “Use” boxes for courses that you do NOT want to be on this plan of study.

Once you have complete this form, please click “Process and Continue.”

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, 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.

<table>
<thead>
<tr>
<th>Use</th>
<th>Area</th>
<th>B or Better Required</th>
<th>Course / Session / Credit Hours / Grade</th>
</tr>
</thead>
<tbody>
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<td>![cross]</td>
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<tr>
<td>![cross]</td>
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<tr>
<td>![cross]</td>
<td>Related</td>
<td>![cross]</td>
<td>SOC 60000 DEVEL SOCIOLOG THEORY / Fall 2013-14 / 3 / Grade</td>
</tr>
</tbody>
</table>
“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.”

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.)
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.

To search for Faculty, select the correct Department & hit “Search”
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)

Click “Preview Plan of Study” to review your entries to verify everything is correct.
Purdue University Graduate School

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

**SAVED**

**Student**

**Student Email**

**Campus**

West Lafayette (Main Campus)

**Admitted Program**

SOCILOGY

**Degree Title**

MASTER OF SCIENCE : NON-THESIS

**Program**

Sociology-MS

**Date Degree Expected**

MAY 2015

**Concentration**

NONE

**Research Area**

NONE

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**Items in purple are completed. / Items in green are incomplete. Courses:**

**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.**

<table>
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<th>Subj. Abbr.</th>
<th>Course No.</th>
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<th>Regis. Type</th>
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</table>

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**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**
Supplemental Notes:
Pass/No Pass Courses: None

Advisory Committee Information and Approval Status

<table>
<thead>
<tr>
<th>Names of Advisory Committee Members</th>
<th>Faculty Identifier</th>
<th>Department Code</th>
<th>Advisor in Area of</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX (Chair)</td>
<td>C7082</td>
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<td></td>
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<tr>
<td>YY (Committee member)</td>
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<td>SOC</td>
<td></td>
</tr>
<tr>
<td>ZZ (Committee member)</td>
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<td></td>
</tr>
</tbody>
</table>

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