Department of Art and Design • Patti and Rusty Rueff School of Visual and Performing Arts
College of Liberal Arts • **Purdue University** • Pao Hall • 552 West Wood Street, West Lafayette, IN 47907-2002
phone 765-494-8662 • fax 765-496-2076 • e-mail adgraddirector@purdue.edu

ELECTRONIC PLAN OF STUDY

WHAT is an EPOS?	EPOS is the acronym for **E**lectronic **P**lan **o**f **S**tudy. You will create and submit your plan of study online.
	The EPOS is an academic contract among you (the graduate student), the faculty members of your graduate committee, the A&D Graduate Director, the Head of the Visual and Performing Arts School, and the Graduate School.
	On your EPOS, you will • list the coursework you *must* complete in order to fulfill the requirements of your graduate degree • identify the members of your graduate committee.
	While the EPOS is related to your Purdue University transcript, it is NOT a transcript, nor does it appear as part of your transcript. You, your committee, the A&D Graduate Director, and the Graduate School staff are the only people who will use the EPOS.
	You may take as many courses as you wish from across the university and beyond during your tenure at Purdue University. However, your EPOS should list only those courses that you MUST take to fulfill the requirements of your graduate degree.
	You must explicitly adhere to all VPA and Graduate School policies related to the filing of a POS. For detailed information, refer to the Graduate School Policy and Procedures Manual (see esp. Section VII) *http://www.gradschool.purdue.edu/faculty/publications.cfm*
FILING DEADLINES:	You create your EPOS early in your career as a graduate student because it serves as a guideline for your academic degree progress. It is *not* simply a list of all courses you have taken while at Purdue. If your objectives change, you may file changes to your EPOS as required.
October 1	**DRAFT version:** You must submit your Draft EPOS, **listing 60 hours of coursework,** no later than October 1 of your third semester. *If you are a part-time student, you must file your EPOS by October 1 or March 15 in the semester you will complete 27-30 hours of course credit.*
November 1	**FINAL version must be filed by the end of your third semester.**

WARNING!	Failure to file your EPOS in a timely fashion may adversely affect your standing as a graduate student in this program.

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Consequences of **FAILURE** to **fulfill EPOS coursework**	If you • do not take • fail to complete • earn less than a B- in any course listed on your EPOS, the Graduate School will **block** the granting of your degree.
CHANGES to your EPOS	Once the Graduate School has approved your plan, you should refer to it every semester during registration to monitor your academic degree progress. If, for any reason, you must change a course or a committee member on your EPOS, **YOU MUST file a Change of EPOS**. A change of EPOS only needs to be made if you are changing the course number, course title, or credit hours. No change needs to be made for a change in course completion dates. *Once your request to change your EPOS has been submitted, you cannot make further changes until it receives final approval from the Graduate School or someone rejects it.*

Draft Version **Due October 1st**	After consulting with your committee chair, create and submit your EPOS as a Draft. **All plans of study must first be submitted and approved by the graduate Director and your committee chair before you can submit your plan as a Final.** While your plan is in Draft status, review the information with your graduate committee.
A&D Graduate Director **EPOS Approval**	After you have submitted your Draft EPOS, make an appointment with the A&D Graduate Director to ensure that it meets all MFA requirements satisfies your academic and research goals. **You must obtain the Graduate Director's signature before your EPOS is approved.**
Final Version **Due November 1st**	Return to the EPOS generator, make any changes necessary, and submit your plan as a "Final." The EPOS is automatically routed to the members of your graduate committee and the graduate school to collect signatures. You may check the status of your plan at any time by returning to the EPOS generator and click on the **Display Submitted POS link.** *Once your EPOS has been submitted, you cannot make any changes until it receives final approval from the Graduate School or someone rejects it.*

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HOW do I create my EPOS?	Access the EPOS generator through **MyPurdue**. The URL for MyPurdue is https://mypurdue.purdue.edu/cp/home/loginf. In MyPurdue: • click on the **Academic** link • then the **Plan of Study Generator** link. The Graduate School provides access to the EPOS generator. To begin your EPOS, • click on the **Plan of Study Generator** link • then click on the **Create New Plan of Study** link. *Once in the Plan Of Study Generator, use the Help buttons located on each page to assist you in using the electronic POSG.* *You do not need to complete the entire form in one sitting. You may save your POS and return to it later. You may not bookmark any pages within the Graduate School link. To return to the POSG you must login to MyPurdue.*

Determine A&D Graduate Program requirements	Identify and meet with your graduate committee chair to outline your plan of study. You and your committee chair should refer to the A&D Graduate Program Requirements for an outline of coursework required for your specific discipline: http://www.cla.purdue.edu/vpa/ad/mfa/degreeinfo.html If you have any questions or need clarification on any graduate matter, speak with the A&D Graduate Director.

Part I: Student Degree Information	• Select School name from drop-down box: **Visual & Performing Arts**
	• Select month and year for **date of first semester**
	• Enter **e-mail address**
	
	- PROCESS AND CONTINUE -
	
	• Select degree title from drop-down box
	
	    Studio and Design majors, select either
	        #19 (non-thesis)
	        #20 Master of Fine Arts (thesis)
	
	    Art Education majors, select
	        #13 Master of Arts
	
	• Select month and year for date you expect to complete your degree
	
	- PROCESS AND CONTINUE -

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Part II: Research Project & Language Requirements **NOTE:** There is no language requirement in Art & Design.	Select **Area of Specialization** from drop-down box • **Art Education** • **Studio Arts** (Ceramics, Drawing/Painting/Printmaking, Electronic Time-Based Art, Metals, Interdisciplinary, Photography & Related Media, Sculpture, and Woven Textile Design/Fiber Arts) • **Industrial Design** • **Interior Design** • **Visual Communications Design** Optional – **Research Area**: You may type in a specific discipline or project title in this space, but this is optional. The information does not appear on your transcript or on your diploma. *- PROCESS AND CONTINUE -*

Part III: Coursework *NOTE:* *Beginning with the entering class of Fall 2004, all courses listed on your EPOS **must** be B- or better.*	Courses currently being taken or those previously completed at Purdue • Check **Use** • Select area: **Primary** or **Related** • Check **B-** or **Better** *- PROCESS AND CONTINUE -* Transfer courses You must have committee approval to transfer courses from other institutions Courses to be taken in future at Purdue • Select area: **Primary** or **Related** • Select **Subject Abbreviation** from drop-down box • Type in **Course Number** • Type in **Hours** • Check **B-** or **Better** • Type in *OFFICIAL* **Course Title** (check course catalogs for official title) • Select **Semester** and **Academic Year** from drop-down boxes • Check **Action** button When all courses have been added, *- PROCESS AND CONTINUE -* **NOTE:** A&D 698 credits cannot be added under coursework, but must be listed under "Comments and Special Notes" section (see Part V below).

Part IV:
Graduate
Advisory
Committee
	Consult with your professors and/or the A&D Graduate Director to help identify the members of your graduate advisory committee.
	
	The Chair or Co-Chair of the committee **MUST** be a faculty member in your academic discipline. One or more members may be from outside your discipline.
	
	Check **Participation of member**
	
	• Your graduate advisory committee must have a minimum of three members
	
	• A minimum of **51%** of your committee must be tenure or tenure-track faculty at Purdue University.
	
	   3:0 (100%), 2:1 (67%), 3:2 (60%) are acceptable ratios, but not 2:2 (50%).
	
	• If a member of your committee is not a tenured or tenure-track Purdue faculty member, that person must be certified by the Graduate School in order to serve on your committee.
	
	• A committee may consist of
	   one chair and two or more committee members, or
	   two co-chairs and one or more committee members
	
	• There is no maximum committee size, although more than three or four is difficult to schedule for group meetings/critiques.
	
	Type in **VPA + Faculty 5-digit code** (use search function)
	Type in **Area of Advisor**
	Check **Action** button
	
	When all committee members have been entered,
	
	 - PROCESS AND CONTINUE -

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Part V: Comments & Special Notes for **TAs**	**If you are a teaching assistant in A&D:** In **Subject**, type: AD 59100 TA Practicum In **Note**, type: I am required to register for a teaching practicum each semester I hold an assistantship.
Part V: Comments & Special Notes for **Thesis Option**	If you and your committee have agreed that you will write a formal thesis, you are required to take an additional 6 hours beyond the 60 hours required for the MFA, for a total of 66 credit hours. **These hours are listed in the comment section, not in the POS list of courses.** In **Subject**, type: AD 69800 Thesis Option In **Note**, type: Thesis option requires 6 hours of AD 69800 Research MA or MFA Thesis.
Part V: Comments & Special Notes for **Curricular Deficiencies**	**If you have curricular deficiencies in art or design history, a special note should be added.** In **Subject,** type: Additional art or design history coursework In **Note**, type: In addition to the 6 credits of art or design history listed on my EPOS, I must take 3 additional credits of AD 22700. These hours will not be listed on my EPOS, nor will they be used for the 60 hours required for the MFA.