

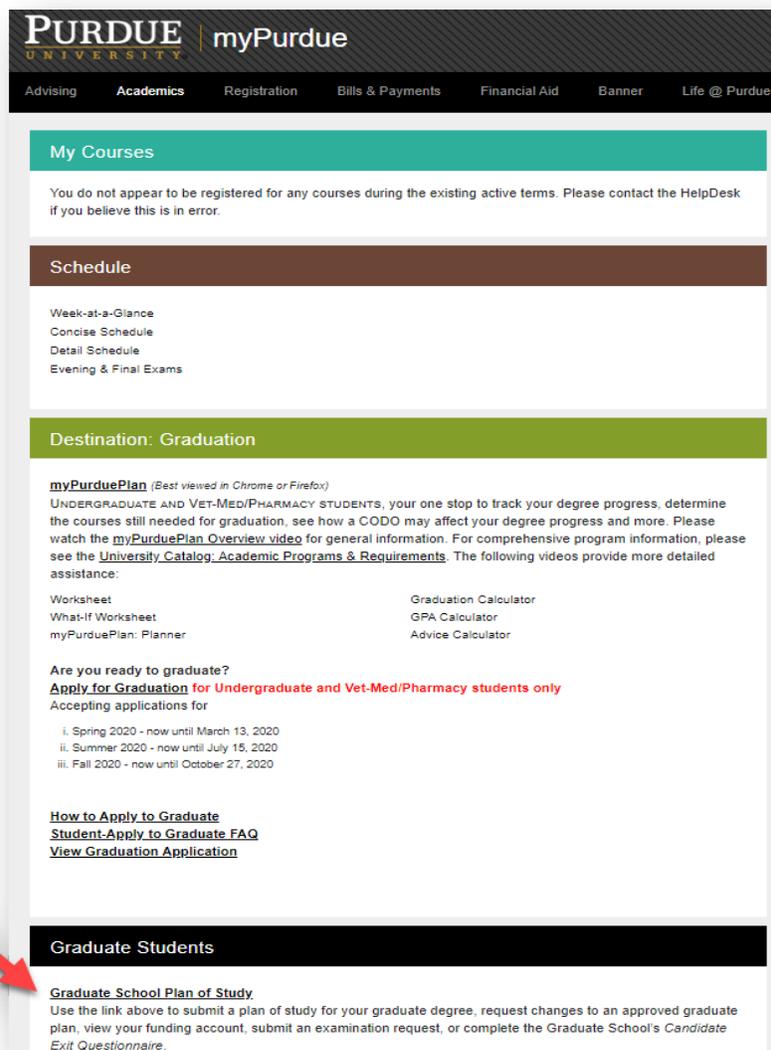
Change to an Approved Plan of Study

Once a degree-seeking graduate student submits and receives approval on their electronic plan of study, sections of the plan of study may be updated as needed through an electronic change to the plan of study (CPOS) process. CPOSs are not subject to the [Plan of Study Deadline](#), but must be submitted and approved before the end of the session of expected graduation.

There can be only one active CPOS per plan of study at a time.

Student Instructions

1. Login to [myPurdue](#) using your Purdue BoilerKey passcode. Under the “Academics” tab, select the “Graduate School Plan of Study” link in the “Graduate Students” box.



The screenshot shows the myPurdue website interface. At the top, there is a navigation bar with the Purdue University logo and the myPurdue logo. Below the navigation bar, there are several tabs: Advising, Academics, Registration, Bills & Payments, Financial Aid, Banner, and Life @ Purdue. The main content area is divided into several sections:

- My Courses:** A section with a teal header. Below the header, there is a message: "You do not appear to be registered for any courses during the existing active terms. Please contact the HelpDesk if you believe this is in error."
- Schedule:** A section with a brown header. Below the header, there are links: "Week-at-a-Glance", "Concise Schedule", "Detail Schedule", and "Evening & Final Exams".
- Destination: Graduation:** A section with a green header. Below the header, there is a link to "myPurduePlan" (Best viewed in Chrome or Firefox). Below this link, there is a paragraph of text: "UNDERGRADUATE AND VET-MED/PHARMACY STUDENTS, your one stop to track your degree progress, determine the courses still needed for graduation, see how a CODO may affect your degree progress and more. Please watch the myPurduePlan Overview video for general information. For comprehensive program information, please see the University Catalog: Academic Programs & Requirements. The following videos provide more detailed assistance:". Below this paragraph, there are two columns of links: "Worksheet", "What-If Worksheet", "myPurduePlan: Planner", "Graduation Calculator", "GPA Calculator", and "Advice Calculator".
- Are you ready to graduate?:** A section with a red header. Below the header, there is a link to "Apply for Graduation for Undergraduate and Vet-Med/Pharmacy students only". Below this link, there is a paragraph of text: "Accepting applications for". Below this paragraph, there are three items: "i. Spring 2020 - now until March 13, 2020", "ii. Summer 2020 - now until July 15, 2020", and "iii. Fall 2020 - now until October 27, 2020".
- How to Apply to Graduate:** A section with a red header. Below the header, there are two links: "Student-Apply to Graduate FAQ" and "View Graduation Application".
- Graduate Students:** A section with a black header. Below the header, there is a link to "Graduate School Plan of Study". Below this link, there is a paragraph of text: "Use the link above to submit a plan of study for your graduate degree, request changes to an approved graduate plan, view your funding account, submit an examination request, or complete the Graduate School's Candidate Exit Questionnaire."

A red arrow points to the "Graduate School Plan of Study" link in the "Graduate Students" section.

2. Login to the student portal using your Purdue Career Account credentials.

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



Welcome GRADUATE

The pages below provide access to your personal academic information. This system does not have a timeout feature, so it is your responsibility to keep your information secure by clicking the "Logout" button or closing the web browser once you have finished this session.

The Graduate School posts upcoming graduation-related dates and deadlines on the [Graduation Deadlines Calendar](#) webpage. However, check with your department's [Graduate Contact](#) to see if an earlier internal student submission deadline has been established for any of the forms below. Early submission deadlines are encouraged to allow sufficient time for departmental review.

[Plan of Study Generator](#)

Every degree-seeking graduate student must submit a plan of study and obtain all required departmental approvals **prior to the first day of the session of anticipated graduation**. The Graduate School recommends submitting the plan at least a month in advance of the posted deadline to allow sufficient time for department review.



3. Click the "Plan of Study Generator" link.

4. Click "Create Change Request."

[View](#) Plan of Study DOCTOR OF PHILOSOPHY **APPROVED** Submitted 01/16/2020 [Create Change Request](#)



Notes on Creating a Change Request

You can only have one active CPOS in the system. For CPOSs in "Outstanding" status, please wait for the request to be approved before initiating a new request. If you have a CPOS in "Saved" or "Draft" status, edit that request rather than initiate a new one. To edit an existing request, select the blue "Edit" link within the Plan of Study Generator to open the main editing page displayed in Step 5:

Forms available for edit or display:		Status	Date
View	Plan of Study DOCTOR OF PHILOSOPHY	ARCHIVED	Submitted 05/19/2017
View	Plan of Study MASTER OF SCIENCE	APPROVED	Submitted 07/21/2017
Edit	Request for Change to Plan	SAVED	Created 02/18/2020



5. This is the main landing page for the CPOS. Click the appropriate blue link for the type of change you are requesting. Multiple entries can be included on the same change request.

Request for Change to the Plan of Study

Click to open a new browser window to view [your approved plan of study](#).

Enter in all requested changes before submitting this form. You may enter in more than one change per form. For more information click on the Help button at the bottom of the page.

Change Degree Information

[Add or replace a concentration](#)

[Delete a concentration](#)

Change Course Information

[Replace Purdue University Course\(s\)](#)

[Add Course\(s\)](#)

[Delete Course\(s\)](#)

Change Advisory Committee

[Add a committee member to your plan of study](#)

[Delete a committee member from your plan of study](#)

Before submitting, please [Preview Request for Change to the Plan of Study](#) to ensure your change request is accurate and complete.

It is recommended that you submit your Request to Change as a Draft before submitting as Final.

[Save without Submitting](#)

[Submit as Draft](#)

[Submit as Final](#)

[Delete this Request](#)

5.1 Add or replace a concentration. Use the drop-down menus to add concentration(s), and enter an explanation in the text box. When completed, click “Change Concentration”. If there are no concentration(s) approved for your major/degree, the drop-down menu will be blank.

The screenshot shows a web form titled "Request for Change to the Plan of Study". Below the title is the heading "Change your concentration". The form contains the following elements:

- Text: "Your current First Concentration is" followed by a blank space.
- Text: "Your current Second Concentration is" followed by a blank space.
- Form field: "First Concentration*:" with a dropdown menu.
- Form field: "Second Concentration:" with a dropdown menu.
- Form field: "Enter an explanation*:" with a large text area.
- Buttons: "Cancel", "Reset", and "Change Concentration".

Red arrows point to the dropdown menus and the "Change Concentration" button.

5.2 Delete a concentration. To delete a concentration, click the box to the left of your current concentration(s). Enter an explanation in the box, click the “Delete Concentration” button, and select “Process and Continue.”

The screenshot shows a web form titled "Request for Change to the Plan of Study". Below the title is the heading "Select the concentration you wish to delete". The form contains the following elements:

- Form field: A checkbox next to the text "First Concentration: EDUCATIONAL PSYCHOLOGY".
- Form field: "Enter an explanation*:" with a large text area.
- Buttons: "Cancel", "Reset", and "Delete Concentration".

Red arrows point to the checkbox, the explanation text area, and the "Delete Concentration" button.

5.3 Replace Purdue University course(s). Fill out the required information under “New Entry” to replace a Purdue course currently on your plan of study with another Purdue course. Click the “Replace Course” button at the bottom of the page once you have filled out all of the required information. Once your request is complete, click the “Process and Continue” button near the top of the page.

Replace Purdue University Course(s)

To replace a Purdue course currently on your plan of study with another Purdue course, follow Steps 1-5 in the section below titled "New Entry." Once all courses to be replaced on your plan are listed under "Current Selection(s)," click the "Process and Continue" button. If the requested course change includes transfer, undergraduate, or combined degree coursework, return to the main request page and use the "Add Course(s)" and "Remove Course(s)" areas to request the course modifications.

Process and Continue ← **Last step**

Current Selection(s):
No Changes Selected

New Entry:
Select the course currently on your plan to be replaced by the new course, identify the current or future Purdue course replacement, and designate the area of the new course. In Step 4, indicate the reason for the change, and then click the "Replace Course" button to move this entry to "Current Selection(s)."

Step 1: Identify the Course to be Replaced*
The number in parentheses to the right of the course being replaced indicates the order in which that course was added to the plan of study. This number will not display on either the plan or transcript, but is shown here to help ensure that the correct course is being selected for removal.
Select the course you wish to replace. [v]

Step 2: Select the new course ("A" or "B")*

A. Completed Purdue Course
[v]

OR

B. Future Purdue Course
Subj: [v] Course Nbr: [v] Cr Hrs: [v]
Title: [v]
Session to be taken: [v]

Step 3: Select Area*
[v]

Step 4: Reason*
[v]

Additional explanation:
[v]

Step 5: Replace Course ←

← **Fill in all items with an asterisk**

5.4 Add course(s). To add a course to your plan of study, fill out the information below “New Entry” and then click on “Add Course”. Once all of the courses have been added, click the “Process and Continue” button near the top of the page.

Request Course Addition(s)
Use this page to request to add course(s) to your plan of study. To request a course addition, follow Steps 1-4 in the section titled "New Entry." After completing a new entry, the course addition will display in the "Current Selection(s)" area of this page. Once all courses that need to be added to your plan are listed under "Current Selection(s)," click the "Process and Continue" button.

Process and Continue ← **Last step**

Current Selection(s):
No Changes Selected.

New Entry:
Select the area and new course to be added, indicate the reason for the addition, and then click on the gray "Add Course" button to move this entry to "Current Selection(s)."

Step 1: Select Area*
▼

Step 2: Select a Course (Choose "A," "B," or "C")*

A. Completed Purdue Course
▼

B. Future Purdue Course
Subj: ▼ Course Nbr: Cr Hrs: ▼
Title: _____
Session to be taken: ▼

C. Transfer, Undergraduate Excess, or Purdue Combined Degree Course ← **Fill in all items with an asterisk**
Subj: Course Nbr: Cr Hrs: _____
Title: _____ (Grade: _____)
Date completed MM/YYYY: ▼
Institution: _____
Session type: ▼ Course type: ▼

*Any course being specified as "UNDERGRADUATE EXCESS" must be certified as available for graduate credit on your undergraduate transcript.
*You must be in an approved Purdue Combined Degree Program to add "Combined" course(s) to your plan of study.
*For courses not yet complete, enter "Future" in the grade field.

Step 3: Reason*
▼

Additional explanation:

Add Course ←

5.5 Delete course(s). If you want to delete a course from your plan of study, fill out the information below “New Entry”, and click on the “Delete Course” button at the bottom of the page. Once you have entered all the courses you would like to delete, select the “Process and Continue” button near the top of the page.

Request Course Deletion(s)
Use this page to request to delete course(s) that are currently a part of your approved plan of study. To request a course deletion, follow Steps 1-3 in the section titled "New Entry." After completing a new entry, the course slated for removal will display in the "Current Selection(s)" area of this page. Once all courses that need to be removed from your plan are listed under "Current Selection(s)," click the "Process and Continue" button.

Process and Continue ← **Last step**

Current Selection(s):
No Changes Selected.

New Entry:
Select the course to be removed, indicate the reason for removal, and click the gray "Delete Course" button to move this entry to "Current Selection(s)."

Step 1: Select a Course*
The number in parentheses to the right of the course being deleted indicates the order in which that course was added to the plan of study. This number will not display on either the plan or transcript, but is shown here to help ensure that the correct course is being selected for removal.
▼

Step 2: Reason*
▼

Additional explanation:

Step 3: Delete Course ←

← **Fill in all items with an asterisk**

5.6 Add a committee member to your plan of study. To add a committee member, go to the bottom of the page under “Faculty Advisor Search,” choose the Department from the drop-down menu, and then click “Search”. Find the Faculty Dept. Code and Faculty Identifier. Enter this information under “New Entry”. Select the appropriate Participation Level radio button, and fill in the explanation for this addition in the “Reason” box. Click the “Add Member” button when complete.

Add Committee Member(s)

Use this page to request to add member(s) to your advisory committee. To request a committee addition, follow Steps 1-3 in the section titled “New Entry.” To search for faculty identifier information, use the “Faculty Advisor Search” option at the bottom of the page. After completing a new entry, the addition will display in the “Current Selection(s)” area of this page. Once all members to be added to your committee are listed under “Current Selection(s),” click the “Process and Continue” button.

Process and Continue ← **Last step**

Current Selection(s):
No Changes Selected.

New Entry:
Fill in the faculty member information below, enter a brief explanation for this change, and then select the “Add Member” button to move this entry to “Current Selection(s).”

Step 1: Faculty Member Information*

Participation Level	Faculty Dept. Code	Faculty Identifier	Area of Advisor (Optional)
<input type="radio"/> Chair <input type="radio"/> Co-Chair <input type="radio"/> Member	<input type="text"/>	<input type="text"/>	<input type="text"/>

← **Fill in all items with an asterisk**

Step 2: Reason*

Add Member ←

Faculty Advisor Search - Please choose the department of the faculty member for whom you are searching. Hit the “Search” button, and retrieve the Dept. Code and Faculty Identifier associated with the person who will serve on your committee. Please continue the searches until you have found the codes for all people who will serve on your committee. Individuals who hold “R” certification levels may serve throughout the Purdue system, as permitted by your department. Individuals who hold “S” certifications must have an active certification within your department in order to serve on your committee.

Department **Search** ← **Search here for faculty**

Note: Refer to [Appendix M](#) in the University Catalog for classifications of faculty in terms of which roles they are allowed to serve on a student’s committee.

5.7 Delete a committee member from your plan of study. To delete a committee member, use the drop-down menu for “Faculty Member Information” to select the person to delete. Fill out the “Reason” box, and click the “Delete Member” button. Click the “Process and Continue” button near the top of the page when done.

Delete Committee Member(s)

Use this page to request to remove member(s) from your advisory committee. To request to remove a member, follow Steps 1-3 in the section titled “New Entry.” After completing a new entry, the removal will display in the “Current Selection(s)” area of this page. Once all members to be removed from your committee are listed under “Current Selection(s),” click the “Process and Continue” button.

Process and Continue ← **Last step**

Current Selection(s):
No Changes Selected.

New Entry:
Fill in the faculty member information below, enter a brief explanation for this change, and then select the “Delete Member” button to move this entry to “Current Selection(s).”

Step 1: Faculty Member Information*

←

Step 2: Reason*

←

Step 3: Delete Member ←

6. When all change(s) have been included on the request, use the grey buttons on the bottom of the CPOS landing page to save, delete, or submit the form.

Request for Change to the Plan of Study

Click to open a new browser window to view [your approved plan of study](#).
Enter in all requested changes before submitting this form. You may enter in more than one change per form. For more information click on the Help button at the bottom of the page.

Change Degree Information
[Add or replace a concentration](#)
[Delete a concentration](#)

Change Course Information
[Replace Purdue University Course\(s\)](#)
[Add Course\(s\)](#)
[Delete Course\(s\)](#)

Change Advisory Committee
[Add a committee member to your plan of study](#)
[Delete a committee member from your plan of study](#)

Before submitting, please [Preview Request for Change to the Plan of Study](#) to ensure your change request is accurate and complete.
It is recommended that you submit your Request to Change as a Draft before submitting as Final.



- 6.1 **Save without Submitting.** Click “Save without Submitting” to preserve the information entered for editing at a future time. Change Requests in “Saved” status may be re-accessed by either the student or plan of study coordinator (see notes from Step 4).
- 6.2 **Submit as Draft.** Click the “Submit as Draft” button if you would like your advisory committee to see this change request while you still have direct access to make changes.
- 6.3 **Submit as Final.** If all key components have been entered into the change request, click “Submit as Final” to submit the request for approval.
- 6.4 **Delete this Request.** Selecting “Delete this Request” will remove this request from the system. Deleted requests cannot be re-accessed.

Glossary of Errors

The table below includes a list of error messages you may encounter as you are building the change request, what action produced the error, and suggestions for addressing the issue.

Error Message	Action taken that may have caused the error message	Action to fix Error Message
<p>“You may have only one change request form in "Outstanding" status at any time. Check the signature status of your previously submitted change form by clicking on "Display Submitted Form". The current outstanding form should either be approved or rejected before another change request form may be submitted.”</p>	<p>Clicking “Create Change Request”</p>	<p>For CPOSs in “Outstanding” status, please wait for the request to be approved before initiating a new request. If you have a CPOS in “Saved” or “Draft” status, edit that request rather than initiate a new one.</p>
<p>“One or more required fields are not entered properly. Required fields are marked with an asterisk (*).”</p>	<ul style="list-style-type: none"> • Duplicate entries • Adding an entry to the CPOS with missing information (e.g. explanation, course level, etc.) 	<p>Check for duplicate listings that need to be corrected, and make sure all fields marked with an asterisk have been filled out.</p>
<p>“No changes selected.”</p>	<p>Replacing Purdue University course(s)</p>	<p>Fill out the required information.</p>
<p>“The committee member being added cannot be found using the faculty identifier that was specified. Please validate the faculty identifier is correct.”</p>	<p>Adding new committee member</p>	<p>Confirm you are entering the correct faculty identifier, and check that the faculty member’s credentials are still active.</p>
<p>“An error occurred, either the committee member trying to be added cannot participate on this committee at the level requested, needs to be activated for the requesting department, or faculty 4+5 code was entered incorrectly.”</p>	<p>Adding new committee member</p>	<p>Review the Appendix M to make sure the faculty member you are trying to add is allowed to serve at the level requested. Remember that special appointees can only serve in the major(s) posted with their faculty ID.</p>
<p>“The advisory committee is not valid. Please, review your change request. At least 3 members must exist on an advisory committee.”</p>	<p>Clicking “Submit as Final”</p>	<p>Enter the correct number of committee members (1-3) that your department requires in the Advisory Committee section.</p>

References

Purdue University (2017). *University Catalog: Policies & Procedures for Administering Graduate Student Programs*. Retrieved June 2, 2017, from

<http://catalog.purdue.edu/content.php?catoid=8&navoid=8285>.

Purdue University Graduate School (2017). *Graduation Dates & Deadlines*. Retrieved June 4, 2017,

from <http://www.purdue.edu/gradschool/about/calendar/deadlines.html>.