Completing the Electronic Plan of Study
A Guide for IUPUI Graduate Students

Before you finish your graduate program, you will complete and have approved an electronic Plan of Study. These instructions will guide you through the process.

Most, if not all, questions you will encounter are answered here. If you have a problem or question not answered within these instructions, please first check with your departmental plan of study coordinator. They can contact the IUPUI Graduate Office for issues they cannot resolve.
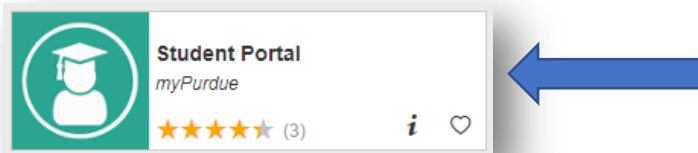
Logging In

Before logging in, set up your Purdue Career Account username and BoilerKey log-on. If you have not set up your career account, follow these instructions:
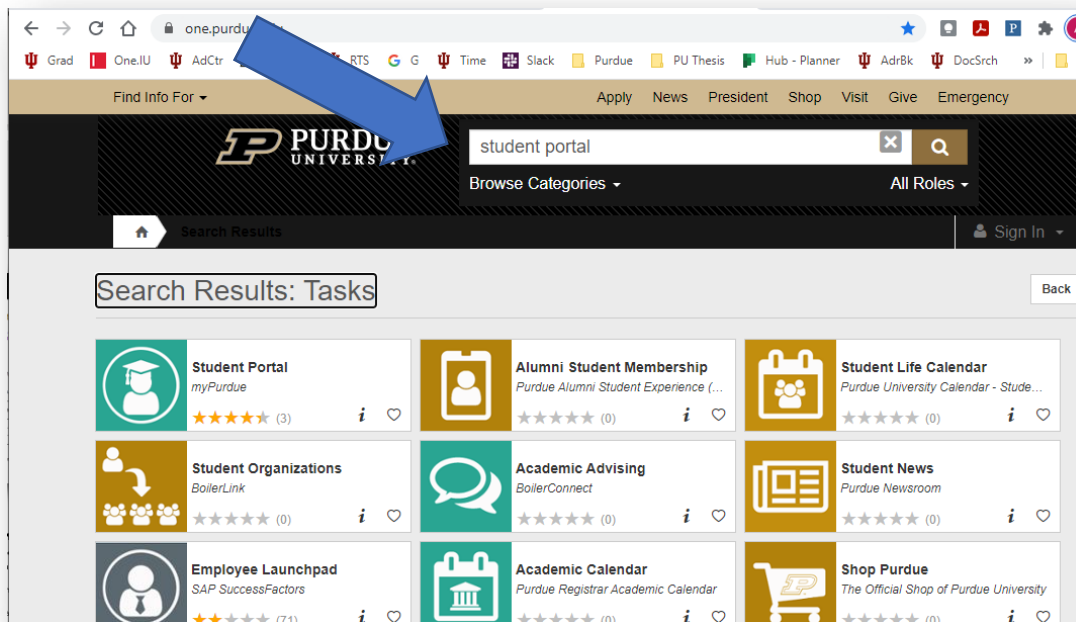
Career Account Instructions
BoilerKey Instructions

After Career Account setup, go to one.purdue.edu and look for the Student Portal icon.
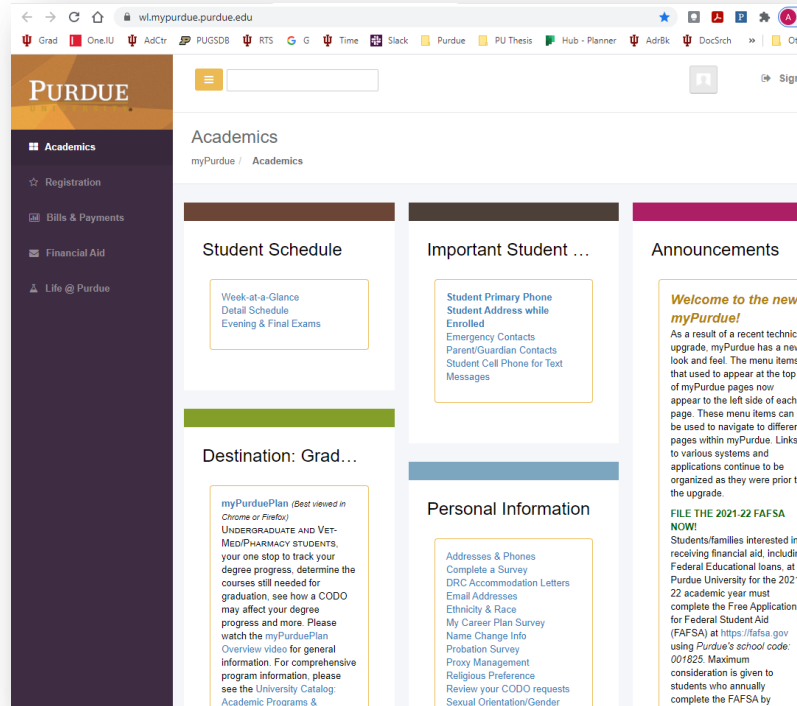

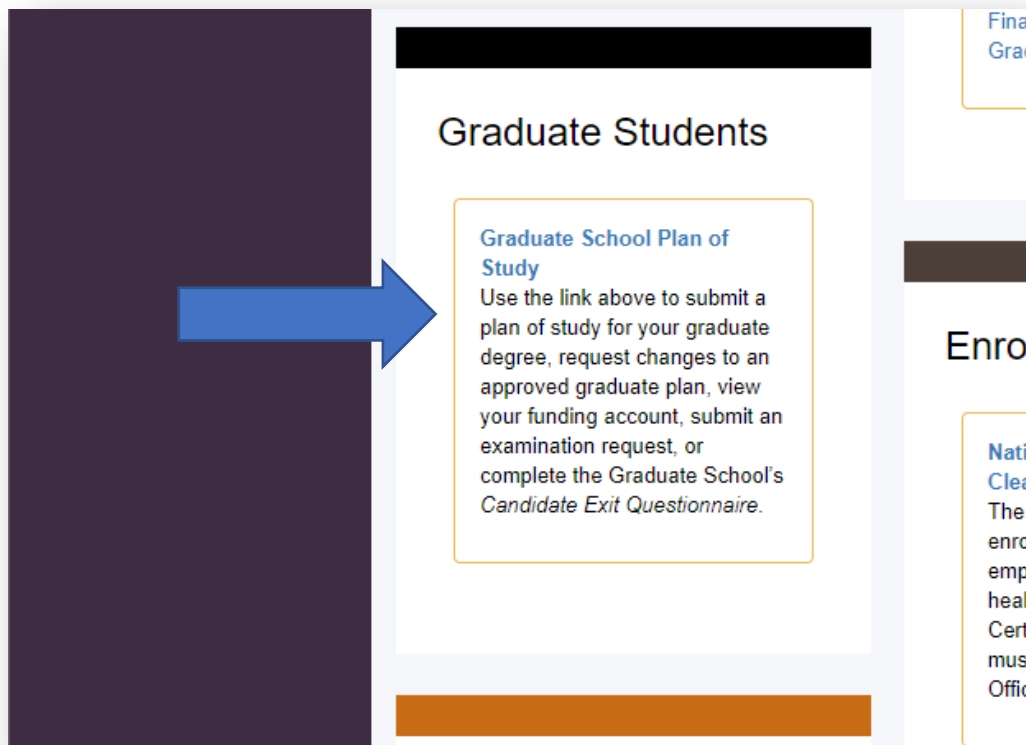If the icon is not visible, type Student Portal in the Search box, as seen below.

If you have not already logged in with your Purdue Boilerkey authentication, do so now.

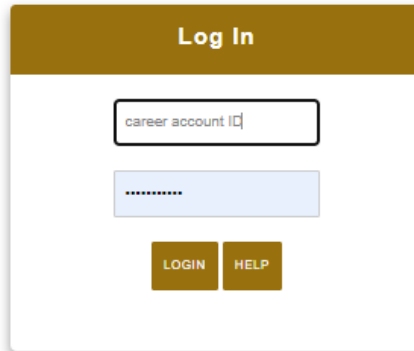After logging in you will see this screen:

Scroll down to "Graduate Students"
Click on Graduate School Plan of study, as shown below.

Log in with the Career Account User ID (alias) and password that you set up when you initiated your Purdue Career Account. (See page 1)

Log In

career account ID

••••••••••

LOGIN   HELP

This is the login page for the Graduate School Plan of Study Generator.

BoilerKey will not work for this system. Students trying to access this area must use 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

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

This page will open:

PURDUE UNIVERSITY | Graduate School Database

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.

MGMT-MS Audit: Removed as a candidate for Summer 2020 Graduation
MGMT-MS Audit: Removed as a candidate for Fall 2019 Graduation

Please work with the Graduate Contact of your department to be added as a candidate for this degree for a future session if this degree is still being pursued. As a reminder, students who appear on the candidate list for the same degree for three or more consecutive sessions will be assessed a Late Graduation Deadline Fee for each consecutive session, starting with the third session.

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.

Form 8 (Request for Appointment of Examining Committee)

Students requesting a preliminary (doctoral only) or final examination are encouraged to submit the Form 8 at least three weeks in advance of the exam date. The form must be submitted and receive all departmental approvals at **least two weeks prior to the exam.** Non-thesis option master's students are not required to use the Form 8 unless directed to do so by the department.

Form 7: Report of Masters Examining Committee (view only)

Form 10: Report of Preliminary Examining Committee (view only)

Form 11: Report of Final Examining Committee (view only)

Form 9: Electronic Thesis Acceptance Form (ETAF)

Students depositing a thesis or dissertation can initiate this form any time after the final defense has been completed. **Students will need to submit the form and obtain all departmental signatures before submitting the thesis to HammerRR.** For more information, visit the Thesis/Dissertation Requirements webpage.

Form 14: Thesis Deposit Extension Form (TDEF)

This optional form is to request and extension to the CAND 99100 Thesis Deposit deadline. Requesting an extension to this deadline will result in a $200 Late Graduation Deadline Fee. Extensions are only granted up to 2 weeks past the original Thesis Deposit deadline date. Please note that 99200/99300 candidates are not eligible for a deposit extension. This optional form is to request and extension to the CAND 99100 Thesis Deposit deadline. Requesting an extension to this deadline will result in a $200 Late Graduation Deadline Fee. Extensions are only granted up to 2 weeks past the original Thesis Deposit deadline date. Please note that 99200/99300 candidates are not eligible for a deposit extension.

Doctoral Candidate Exit Questionnaire
Survey of Earned Doctorates (SED)

Doctoral students must complete the Exit Questionnaire and SED prior to depositing their dissertation with the Graduate School.

Arrows show the areas you may use before you graduate:

➤ Plan of study generator
➤ Exam Committee Appointment (Thesis MS, PhD, and a few non-thesis MS programs)
➤ Electronic Thesis Acceptance Form (Thesis MS and PhD only)
➤ Survey of Earned Doctorates (PhD only)

Creating the Plan of Study
Note for students earning two degrees: If you have started a plan of study, you cannot start another one until the first plan is fully approved (or deleted).

Click on "Create New Plan of Study" in this screen

The screen that appears should automatically list your department.

NOTE: If you see "DEPARTMENT NAME NOT FOUND" for "Most recent registration", email pugrad@iupui.edu to have this issue resolved

Fill in the month and date when you began your graduate program.

Place your **IU** e-mail address in the appropriate box.

For more specific help with this page, click on the "Help" button.
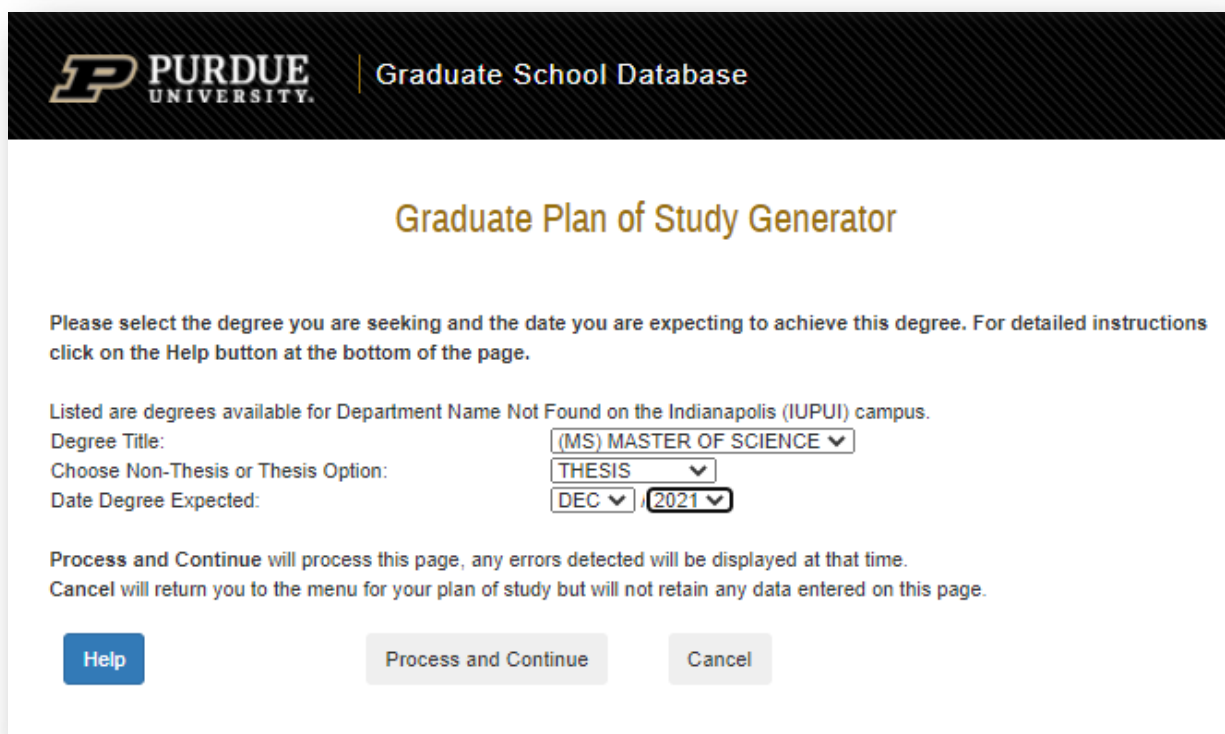
Click on "Cancel" to erase this plan of study draft entirely.

To proceed, click on "Process and Continue."
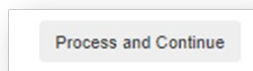
NOTE: Warning message(s) may appear if information is missing. If so, make the appropriate correction(s) and click on "Process and Continue" again.

You will see a page that asks for your degree title (Master's, PhD, etc.), non-thesis/thesis track, and the date you anticipate receiving your degree.

For "Degree Date Expected," although all months are listed, graduations only occur in May (Spring), August (Summer), and December (Fall).

After completing all information, click "Process and Continue."

Purdue University | Graduate School Database

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

Click to open a new browser window that contains Psychology 's Plan of Study Guidelines and Requirements.

☑ **Student and Degree Information**
> List: degree title, campus, department, expected graduate date, email address.

☐ **Research Area and Concentration**
> 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 Submi | Submit as Draft | Submit as Final | Delete this Plan |

Adding Student and Degree Information: You have already entered this information in previous screens, but you can use this link to go back and make edits.

If you encounter an error here, such as campus or department being incorrect, email pugrad@iupui.edu.

Adding Research Area and Concentration.

Enter information related to your research area and concentration(s).

If your concentration is not available, enter it in the research area. Not everyone has a concentration or research area; if you do not, leave it blank.

PhD students must include a Research Area

If your program has a language requirement, complete that section. Otherwise leave it blank

Adding Courses to your Plan of Study.

Note: This system was designed primarily for Purdue students in West Lafayette where enrollment data is real time and up to date. IUPUI students using this system will not see current courses and most likely the prior semester's courses in the list of courses taken.

If a course that you are currently taking or have already taken does not show up automatically, you will add it in the Future Courses section (3rd option below.) Do not use the transfer courses section for such courses.

1. Click

The following screen will appear

If you want to include in your Plan of Study a course that appears in this list, click the "Use" box by each course. Do not check the B or Better box *unless your degree requirements state that the grade must be B or better to count*. Check with your academic advisor if you are unsure about course grade requirements.

If you have an "I" or "NS" grade showing, this will be corrected later in the IUPUI Graduate Office – go ahead and use that course. You do not need to add a comment about the grade needing to be changed.

Purdue Banner reads only 1 line of the course title that is displayed in the IU system. If you have more than one variable-title course with the same grade and same course number in a semester, Banner will read that as a duplicate and not bring in the second course automatically. You will add the second unseen course manually in the Future Courses section.

Because IUPUI student enrollment is usually 1-2 semesters behind being added to Banner, next you will add completed courses and current enrollment which do not show in the completed courses section in the Future Courses section.

2. Click the third option on the list:

Courses to be taken in the future at Purdue.

The following screen will appear where you will type in courses not already on the list shown in the previous section.

When listing variable title courses, add the course subject and number (i.e., ME 59700, not 23456, which is the class offering number) and the variable title (i.e., Big Data Analytics instead of Topics in Computer Science).

When entering the session, follow this format for "academic year":
2019-2020 = Fall 19, Spring 20, Summer 20

If the session year list does not go back far enough to add your completed courses, add an available term and add a comment in the comments section later to instruct the Graduate Office to change it to the correct term during the approval process.

Some IU program courses can be entered here (i.e., BIOL-K 345 is entered without the hyphen – BIOL in the Subject Abbreviation field and K 345 in the Course Number field – add a space between the letter and the 3-digit number).

If you cannot enter the subject from an IU course, email pugrad@iupui.edu to have that abbreviation added to the Database.

Process and Continue

3. If you have Transfer, Non-Degree, and/or Undergraduate Excess courses, click the second option for adding those classes:

Transfer courses and courses taken as excess undergraduate credit.

If you are part of an accelerated BS/MS program, do not use the transfer list for courses that count toward both degrees. (See the instructions on the next page)

Complete the Transfer Courses section only for:
- Transfer courses from an outside university, which will need to be added to your IUPUI transcript – make sure your department has the transcript.
- IUPUI undergraduate excess courses which can be proven to not have been applied towards the undergraduate degree (check with your undergraduate advisor to make sure the course was not included to meet BS requirements)
- IUPUI graduate non-degree courses taken prior to your degree admission – Selecting Non-Degree is currently not an option – just add the course as transfer and make a note in the comments so it can be manually changed at time of approval.

4. To enter Combined courses (taken as undergraduate) in an approved BS/MS program click this link:

Purdue Combined Degree Courses (THIS SECTION IS ONLY FOR STUDENTS IN APPROVED COMBINED DEGREE PROGRAMS)

On the screen that appears, enter the courses that count toward both degrees.

The system defaults to Purdue University as the institution name, and IUPUI students will not be able to change this information – it will not interfere with having an approved Plan of Study.

If you are not able to choose "Related," add the course and include a comment in the plan of study comments section later about which course needs to be changed to Related. It can be corrected manually by the Graduate Office.

5. Click "Preview Plan of Study" to see how it will look and to make sure your courses appear the way they should.

Entering Committee Requests

Work with your department to determine your advisory committee make-up. If you need to add a committee member who does not come up after searching, work with your department graduate coordinator to have a graduate faculty appointment made. Some Master's degree programs allow you to include only a Chair if you are not completing a thesis. Check with your advisor.

To add Advisory Committee members to your plan:

In the top frame, scroll downwards and use the "Add" button for adding a faculty member.

NOTE: The "Faculty 4+5 Code" is unique for each faculty member; you can look it up using the search function in the bottom frame.

In the bottom frame, you can search for a faculty member based on their department.
- Select a department.
- Click "Search"
- Use the Faculty 4+5 code from the top frame.
- Use the department search drop down box in the bottom frame
- Type their Faculty 4+5 Code in the top frame.
- Click "Chair," "Co-Chair," or "Member" as appropriate for each faculty member.
- Click "Add"

The "Advisor Name" should then be automatically populated, indicating your faculty member was successfully added.

NOTE: Error messages (if any) will be displayed after you click the "Add" button.

NOTE: For multi-person committees, you can have 1 Chair and Members, or 2 Co-Chairs and Members. You cannot have 2 Chairs, more than 2 Co-Chairs, or a Chair and a Co-Chair.

NOTE: More than 50% of your advisors must be Regular Faculty (R#) as opposed to Special (S#) non-faculty members. If you wish to appoint a Special advisor as a chair, they must be a co-chair with a Regular Faculty as co-chair.

NOTE: A Special appointed advisory member must be specifically appointed for the department of your Plan of Study. For example, a special advisory member with a BIOL appointment cannot be on a TECH Plan unless they have a TECH special appointment in addition to the BIOL appointment.

If entering a faculty member is creating an error (and it is not caused by any issue noted above), save your Plan and check with your department graduate advisor.

Adding comments or special notes

☐ Comments and Special Notes
List any special notes or comments.
No information on this page is required

PURDUE UNIVERSITY | Graduate School Database

Request for Ph.D. Degree Advisory Committee and Plan of Study Approval

The following are notes associated with this plan of study.

All notes are made available to Purdue faculty and staff.
To add a note, fill in the Subject and Text boxes and click "Add".
To delete a note, click "Delete" next to the note to be deleted.
To modify a note, edit the Subject or Text boxes and click "Modify".

Refer to the Help button, at the bottom of the page, for more information when an "Exception" is denoted in the Subject line.

Subject:

Text:

Action: Add

"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

Sample comments are shown below:

Comments Regarding Exceptions or Requirements:

Can't make course Related in Combined	My graduate Math course taken during my BS for my BS/MS degree can only be entered as Primary but needs to be Related. Please change that. Thank you.	This note last updated by STUDENT,GRADUATE on 04/09/2021
Research credits	I am taking research as follows 3 credits Spring 2020, 3 credits Summer 2020 and 3 credits Fall 2020.	This note last updated by STUDENT,GRADUATE on 04/09/2021
Variable Topic Courses	I had two CSCI 59000 courses in my course list. The one taken Spring 2020 was DATA SCIENCE and the one taken Fall 2020 was BIG DATA ANALYTICS	This note last updated by STUDENT,GRADUATE on 04/09/2021

To see a preview of your Plan, click the **Preview Plan of Study** and click **Return** to exit preview.

Request for Ph.D. Degree Advisory Committee and Plan of Study Approval

Status	SAVED	
Student	STUDENT,GRADUATE	0023510378
Student Email	pugrad@iupui.edu	
Degree Campus	West Lafayette (Main Campus)	PWL
Admitted Program	CIVIL ENGINEERING	CIVL
Degree Title	DOCTOR OF PHILOSOPHY	PHD
Program	Civil Engr-PHD	CIVENG-PHD
Date Degree Expected	MAY 2021	
Concentration	TRANSFORMATIONAL INNOV & DESGN	TRID
Research Area	STUDYING HOW TO CREATE A PLAN OF STUDY	

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	HIST WOMEN'S EDUCATION	EDST	50600	3	RE	A	-	-	Fall 2008
PRIMARY	WORKSHOP IN TECHNOLOGY	TECH	58100	3	RE	A	-	INDIANAPOLIS (IUPUI)	Spring 2017
PRIMARY	WORKSHOP IN OLS	OLS	58100	3	RE	A	-	INDIANAPOLIS (IUPUI)	Summer 2017
PRIMARY	MODERN CONTROL THEORY	BIOL	59500	3	RE		-	-	Spring 2021

Graduate course tallies:
Purdue POS GPA: 4
Primary Area Credit Hours : 12
Related Area Credit Hours : 0
Total Master's Credits Allowed on this Ph.D. Plan:

Language Requirement : None

Comments Regarding Exceptions or Requirements:

Can't make course Related in Combined	My graduate Math course taken during my BS for my BS/MS degree can only be entered as Primary but needs to be Related. Please change that. Thank you.	This note last updated by STUDENT,GRADUATE on 04/09/2021
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Supplemental Notes:

Pass/No Pass Courses: None

Advisory Committee Information and Approval Status

Names of Advisory Committee Members	Cert	Faculty Identifier	Department Code	Advisor in Area of
EDWARD J. BERBARI (CHAIR)	R1	X0295	BMEP	
LAUREN A. CHRISTOPHER	R1	X0565	ECEN	
MANGILAL AGARWAL	R1	X0615	MECH	

Return

Options to Save and Submit Plan:

- **Save without Submitting** - Use "Save without Submitting" if you are not done with the rough draft of your plan of study and want to come back later to make changes. Your saved plan of study can be reviewed by the appropriate staff before your final submission. You will be able to make changes more easily later if you wish.

- **Submit as Draft** – Not Required Step for Some Programs – Use "Submit as Draft" to show the rough draft of your plan of study to the designated faculty or staff before your final submission. This option will not finalize your plan of study, so you will be able to make changes later if needed.

- **Submit as Final** - "Submit as Final" will submit your plan of study to all relevant faculty or staff and begin the process of approval. You will not be able to make any changes after this point, apart from submitting a Change to the Plan of Study request.

- **Delete this Plan** - will delete this plan of study draft entirely; it will no longer exist in your record and cannot be accessed again.

After you click on either "Save without Submitting," "Submit as Draft," "Submit as Final," or "Delete this Plan," you will be taken back to a page showing all plans of study created on your account, as shown below.

You will see the word "Edit" next to any SAVED or DRAFT plans of study (i.e. plans of study that you have yet to submit) and "View" will appear next to any OUTSTANDING or APPROVED plans of study (i.e. plans of study that are awaiting signatures or have completed processing).

If you have issues not covered in this guide, please contact your department plan of study coordinator first. They can elevate the issue to the Graduate Office if necessary to find a solution.

If you need to change courses or committee members in an approved plan of study, click "Create Change" link next to the approved plan of study. For more information see the **Change to Approved Plan of Study** Instructions