

# PLAN OF STUDY CHECKLIST

## FOR GRADUATE STUDENTS

**TO THE ACADEMIC ADVISOR and STUDENT:** A Plan of Study (POS) serves as a contract between a student and the university; it is a key element in assisting a student to identify and successfully complete degree requirements. The Graduate College has designed this checklist to serve as a guide in ensuring that a student's POS meets departmental, Graduate College, and university requirements. Please use this form to check the various elements of a student's POS prior to submission to the Graduate College.

In cases where the POS deviates from departmental (but not Graduate College) requirements (e.g., number of credits in zero-ending courses), the signature of the department head signifies a waiver of those requirements. Nevertheless, to clearly indicate intent we ask that any variation of departmental requirements be initialed by the department head in the margin, next to the course(s) concerned.

GENERAL PLAN OF STUDY CHECKS	
	All committee members are members of the OSU Graduate Faculty.
	The committee chair and research advisor hold the appropriate level of graduate faculty status at OSU.
	All signatures are on the form ( <i>committee members, student, department head, etc.</i> ). When a committee member is also the department head, s/he should sign as a committee member AND as the department head ( <i>two signatures</i> ).
	I have read the information regarding Research Compliance for Graduate Students at the Graduate College website.
	All coursework on the POS reflects grades that will be less than 10 years old at the time of expected degree completion ( <i>including meeting thesis/dissertation deadlines</i> ).
	The anticipated graduation date is within 7 years (MS) or 9 years (Ed.S., Ed.D., Ph.D) of the date of admission to the program (if not, a petition for an extension of time must be made with the Graduate College).
	All courses are accurate in course number, title, credit hours, and semester taken ( <i>check SIS</i> ).
	All courses are eligible for graduate credit ( <i>check SIS to verify graduate credit for .3000* and 4000* level courses</i> ).
	The number of credit hours from courses with a number ending in a zero is within departmental limits.
	Transfer courses are identified ( <i>NOTE: The Graduate College does not accept correspondence courses for graduate credit</i> ) and are noted on the student's OSU transcript ( <i>check SIS</i> ).
	All transfer courses have a grade of B or better.

MASTERS DEGREE PLAN OF STUDY	
	POS shows a thesis option and has at least 24 hours of coursework and 6 hours of thesis/research listed, <b>OR</b> POS shows a non-thesis option and has at least 32 hours listed. If POS shows a Report option, 2 hours of research are listed; if it includes a creative component, the associated course is identified with an asterisk.
	No more than 9 hours of transfer credits are listed.
	At least 21 hours of coursework on the POS are at the 5000 level or higher.

SPECIALIST DEGREE PLAN OF STUDY	
	The POS lists at least 33 hours beyond the master's degree <b>OR</b> at least 60 hours beyond the bachelor's degree.
	The POS has no more than 10 hours of practicum listed.

DOCTORAL PLAN OF STUDY	
	The <i>outside member</i> is from outside the student's home department.
	The POS lists the correct number of dissertation hours for this program—exactly 10 hours for an Ed.D. / at least 15 hours for a Ph.D. ( <i>check program for additional dissertation requirements</i> ).
	The POS lists at least 30 hours of coursework from OSU.
	If applicable, the POS lists at least 30 hours beyond the Ed.S. degree.
	Student is in a 90 hour doctoral program ( <i>student does not hold a master's degree in a related field</i> ); at least 90 hours are listed on the POS, <b>OR</b> the student is in a 60 hour doctoral program; at least 60 hours are listed on the POS.
	The POS lists no more than 9 transfer hours from non-doctoral granting institution(s).
	At least 75% of the coursework on the POS is at the 5000 level or above.