

## INSTRUCTIONS FOR COMPLETING THE MASTER'S PLAN OF STUDY (POS) FORM

1. Review the POS Checklist [see <http://gradcollege.okstate.edu/download/plansforms.htm>] for advisement on the required elements of a Plan of Study. For Master's students, POS are due before completion of the 17<sup>th</sup> credit hour.
2. Please type all information. Additional forms may be downloaded from the Graduate College website at <http://gradcollege.okstate.edu/download/plansforms.htm>. Please staple multiple pages with the first page of the Plan of Study (student information is on the top) as the first page.
3. Check if this is the original (first time submission) POS you are submitting for this degree or if this is a revised POS (you had a POS approved earlier and have made changes to your Plan).
4. Complete all student information as requested. Indicate the type of master's degree you are seeking.
5. Please be sure that you *accurately* identify the name of your major area of study and the department in which you are studying. Accurately identify any option or specialization you are seeking.
6. Type the names of all committee members, with the name of your Committee Chair on the first line.
7. Check whether you intend to complete a thesis, creative component, or report as the culminating project for your master's degree (you may change your mind prior to completing your studies).
8. Please go to <http://compliance.vpr.okstate.edu/conducting%20research%20responsibly.pdf> to determine if your research requires approval through the Office for University Research Compliance. By checking the box on the POS you confirm that you will follow all compliance procedures as necessary for your study.
9. List courses in chronological order. List the course prefix (3 to 4 letters) and course number (4 digits) in the first column and the course title in the second column. [Note: all 3000 and 4000-level courses included on the POS must be offered for graduate credit—an asterisk (\*) must appear next to the course number in the OSU catalog.] If a course is taken at an institution other than OSU, in the third column name the institution where the course will be taken (see OSU Catalog for requirements for transfer courses). Give the semester and year the course will be taken in the fourth column. Finally, indicate the number of credit hours to be received for each course in the fifth column. At the end of this table, indicate the total number of credits to be used for this degree.
10. Print the form.
11. Read the university requirements for coursework to be listed on a POS. Indicate the semester and year you anticipate graduating and *sign and date the form*.
12. Obtain approval signatures from *ALL* committee members as well as the department head or graduate coordinator (check with your major department for the correct signature).
13. Submit **ONE** copy of the completed and signed form to the Graduate College. Students should retain a copy for their own use and information. Once the Graduate College has approved the POS, a copy will be sent to the Graduate Coordinator of the major department—check with that individual to get a copy of the approved POS.

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### INSTRUCTIONS FOR MAKING REVISIONS TO THE ORIGINAL PLAN OF STUDY

1. To revise the plan of study, obtain a copy of the approved original POS from the graduate coordinator or graduate records office in your department.
2. Check the “Final Revised Plan” box at the top of the POS.
3. For a small number of changes, simply handwrite any changes **directly on** the original POS. For example, cross off any unused courses and hand-write any new courses you intend to use for your degree (indicating course substitutions). Do the same with any changes in your committee and other updates to your POS. For a large number of changes (i.e., more than ½ of the POS) create a fresh Plan and mark the “Final Revised Plan” box at the top.
4. Initial and date next to your original signature, indicating that you agree with the changes.
5. Have your Committee Chair initial any changes made to this POS in the margin where the change is noted.
6. Have the department head (or graduate coordinator, if appropriate to your department) initial and date his/her original signature line, indicating concurrence with the changes.
7. Submit the revised POS to the Graduate College for approval. The plan should be revised and resubmitted only once, at the beginning of the intended semester of graduation.



