

Doctoral Degree Plan of Study

Department of Curriculum & Instruction

A student should discuss the plan of study with the faculty advisor/chair. To create a plan of study, access *myPurdue* at <http://www.mypurdue.purdue.edu>. On the *Academic* tab there is a link to the *Graduate School Plan of Study* which takes you to the *Graduate Student Database*.

The plan of study may be submitted as a “Draft.” An e-mail notification is sent to the advisory committee who may review, if desired, and indicate any changes to be made. When the plan has been completed, the student should submit it as “Final.” At that time, electronic approval is required of the manager of the Office of Graduate Studies, advisory committee members, department head, Graduate School authorization, and Graduate School processor.

Please keep in mind the following policies regarding the plan of study:

- ❖ Students must be registered (enrolled in classes) or have eligibility to enroll during the semester that the plan of study is submitted. {GS}
- ❖ The plan of study must be approved by the Graduate School before scheduling the Preliminary Examination. {GS}
- ❖ A minimum of 15 hours of graduate work in Education earned at Purdue and one-third (30 hours) of all course work used to satisfy degree requirements must be earned (while registered for PhD study) in continuous residency (registering during fall and spring semesters) on the Purdue campus where the degree is to be awarded. {C}
- ❖ Hours of course work with an Education prefix on the plan of study must be equal to or greater than those hours completed in other departments. {C}
- ❖ PhD plan of study must list any master’s degree course work (up to 30 credit hours from only one master’s degree) that is to be used toward the 90 credit hours required for the doctoral degree program. {GS}
- ❖ Purdue University courses taken while in regular graduate status must be “C” or above in order to meet degree requirements. {GS}
- ❖ Only transfer courses taken at another accredited university for a grade of A or B may appear on a Plan of Study. {GS}
- ❖ Courses taken as non-degree, excess undergraduate credit, or transfer credit must be “B” or above. {GS}
- ❖ Up to 12 credits taken while in post-baccalaureate or teacher license status (including any undergraduate excess credits) with a grade of “B” or better, may be considered for use on a plan of study for an advanced degree. If requesting more than 12 credit hours, a waiver request* must be submitted for approval. {GS}
- ❖ Courses taken, as Pass/Fail or audited may **NOT** be used on a Plan of Study. Departmental credit for a course cannot be used. {GS}

- ❖ A maximum of 18 credits will be allowed from any one semester (9 credit hours for the summer session) on a plan of study. {GS}
- ❖ Course work used in completing an educational specialist program from Purdue University or any other university may not be applied to the doctoral plan of study. {GS}
- ❖ Courses must be less than 5 years old to be considered for use on a plan of study for an advanced degree {D} If using courses over 5 years of age {D} or having a lapse of five years of graduate study {GS}, a waiver request* must be submitted.
- ❖ Courses taken as 590/591 are limited to 15 credit hours. {D} If requesting to use more than 15 hours, a waiver request* must be submitted for approval.
- ❖ A waiver request* to use 300 and 400 level course work on a plan of study may be considered by the department's graduate committee. {C} With an approved waiver, 300 and 400 level course work may not exceed six credit hours. {GS}
- ❖ Thesis research hours (699) should be noted by the student in the comments section and will apply toward the number of hours needed for the degree. {GS}
- ❖ Committee must have a minimum of 3 members of whom 51% must be regular Purdue Faculty with Graduate School certification. {GS}
- ❖ The committee chair or at least one co-chair must be from the C&I program area where the student is admitted. It is strongly recommended that at least 1 committee member be selected from the C&I faculty. {D}
- ❖ One related area must be in another program area or department. {D}

GS=Graduate School Policy C=College Policy D=Department Policy

*Waiver Request Form— <http://www.education.purdue.edu/gradoffice/currentSt/pos.html>

Office of Graduate Studies
Purdue University
education-gradoffice@purdue.edu, 765-494-2345