Plan of Study Review Checklist

□ No 589s – P/F coursework on POS NOTE: All classes on POS must have a letter grade. No P/F or S, I, etc. will be accepted.
□ No audited courses
□ Research credits (course number 699, 698) listed under “Comments/Notes”
□ No coursework over 5 years old on POS
□ Professors on committee have one of the following appointments: R- Regular Appointment, S- Special Appointment in YDAE (B12)
□ Degree title included
□ Area of specialization included
□ Committee must be 51% Purdue faculty (If 2 committee members are non Purdue faculty/staff, the student would need to include 3 Purdue faculty members on their committee)
□ Master’s thesis must have at least six hours of research
□ PhD requires minimum of 15 hours of graduate work in education earned at Purdue and 30 hours of all course work used to satisfy degree requirements must be earned (while registered for PhD study) in continuous residence on the Purdue campus where the degree is to be awarded
□ No 300 or 400 level course on the Plan of Study without consent from the advisor
□ The POS must contain no grade lower than a C
□ Transfer credits from other universities and courses taken as undergraduate excess must have grades of B or better
□ 590 & 591 coursework – only 9 credit hours for Masters and 15 cr. Hrs. for PhD
□ EDPS 533 for Masters Thesis – Only for thesis option
□ EDPS 533 + foundation requirements for PhD
□ “Advisor in Area of” filled in

General
□ Make sure course titles and the session indicated match transcripts
□ All courses on POS with grades have a corresponding transcript grade.
□ 9 credit limit in summer
□ 18 credit limit in fall/spring
• All admission conditions must be satisfied
• A minimum of 30 hours are required for the master's nonthesis degree. Non-thesis option programs must list those 30 hours on the plan of study. A minimum of 33 hours are required for the master’s thesis option. However the research hours do not need to be listed on the plan of study. If they are listed, they must be listed as a note.
• Coursework used to satisfy the requirements of one master’s degree may not be used on the plan of study for another master’s degree
Plan of Study Checklist
Continued

- One chair **OR** two co-chairs

**Committee Guidelines**

**MASTERS**

1. Committee member selection must adhere to the following guidelines:
   - Three persons holding a PhD (this can include non faculty PhD)
   - A fourth person may hold a BS or MS degree
   - At least one YDAE faculty member
   - Maximum of one non-faculty PhD person on committee
   - A chair or co-chair from YDAE faculty
   - Co-chair serving with a YDAE faculty may consist of: YDAE non faculty PhD persons or a PhD from another department

**PH.D.**

1. Committee member selection must adhere to the following guidelines:
   - Four persons holding a PhD (this can include non faculty PhD)
   - A fifth person may hold a BS or MS degree
   - At least two YDAE faculty members
   - A chair or co-chair from YDAE faculty
   - Co-chair serving with a YDAE faculty member may consist of: PhD faculty member from another department
   - Maximum of one non-faculty PhD person on committee

**12 Hour Rule**

Credits earned in post baccalaureate status, teacher license status or undergraduate excess credits are limited to 12 credit hours.

**5 Year Rule**

Course credits earned by a student whose graduate study and/or professional activity have been inactive for five years or more cannot be used on a plan of study. A plan of study approved prior to such a period of inactivity is invalid.