MASTERS OF SCIENCE
NON-THESIS

PROGRAM GUIDE

PURDUE UNIVERSITY

School of Industrial Engineering

INTRODUCTION

The Master of Science program (non-thesis) is designed to educate technical experts in industrial engineering, as well as leaders across a variety of industries and a breadth of domains. The material presented in this guide is intended to serve as supplemental information to the document, titled "Policies and Procedures for Administering Graduate Student Programs (henceforth referred to as Graduate School Policy)."[1]

NON-THESIS DEGREE OPTIONS

The 30-credit hour curriculum is flexibly designed and is offered in three formats. The Non-Thesis Master of Science in Industrial Engineering (MSIE) can be earned in a fully residential (on-campus) format, or in a fully online format. In addition, there is a fully-residential Professional Master (Professional MS) degree option.

CURRICULUM DETAILS

Courses are offered in the following topic areas:

- Human Factors
- Manufacturing
- Optimization
- Production Systems

The MSIE program offers a wide range of flexibility in course options to meet each student's unique developmental needs. An academic advisor will assist each student in creating a Plan of Study (POS) to best fit their educational needs and career goals. Every POS varies based on student interest, time, and course load.

1. DEGREE REQUIREMENTS

1.1 GENERAL UNIVERSITY REQUIREMENTS

To receive a Master's degree, students are required to:

- Have an approved plan of study filed with the Graduate School (see Graduate School Policy)
- Have at least 30 total graduate credit hours on the plan of study (see Graduate School Policy)
- Obtain a graduation index (cumulative GPA for 500- & 600-level courses with exception of foreign languages and if applicable, any 300- & 400-level courses that appear on a Plan of Study with a B- or better grade) of 3.0 or better.

1.2 DEGREE REQUIREMENTS

Coursework selected beyond these requirements will vary from student to student, and should be selected to support overall development as a scholar of industrial engineering.

---

[1] The most recent version of this document can be found at https://catalog.purdue.edu/ using the search function for "Policies and Procedures for Administering Graduate Student Programs".

- If conditionally admitted, complete prerequisites equivalent to;
    - Mathematics through multivariate calculus, differential equations, and linear algebra (MA 26100, MA 26500, & MA 26600)
    - Applied probability and engineering statistics (IE 23000 & IE 33000 or STAT 51100)
    - Basic techniques of operations research (IE 33500 & IE 33600)
    - Proficiency in computer programming (CS 15800 or CS 15900)

    If students were missing any of the course requirements for admission, then the student may be admitted on the condition that they take these courses during the first semester. The student can meet this requirement by taking the prerequisites as Pass-Fail.
- Obtain a C or better in every course listed on the plan of study.
- Obtain a 3.0 or better graduation index (cumulative GPA).

In addition, all Master's students (both non-thesis and professional) are required to register in IE Professional Development Seminar (0 cr.) in every fall and spring semester except their final semester.

1.2.1 MASTER'S NON-THESIS (RESIDENTIAL AND ONLINE) REQUIREMENTS

Successfully complete at least 30 credit hours as follows;

- At least 21 credit hours of graduate coursework from industrial engineering (i.e., IE 5XXXX or IE 6XXXX)
- At least 9 credit hours of additional graduate-level coursework from either industrial engineering or a related discipline. Please see section 1.4.1 for additional information on related areas.

1.2.2 PROFESSIONAL MASTER'S PROGRAM REQUIREMENTS

Successfully complete at least 30 credit hours as follows;

- At least 21 credit hours of graduate coursework from industrial engineering (i.e., IE 5XXXX or IE 6XXXX)
- 9 credit hours of Industry Capstone Project coursework

1.3 PLAN OF STUDY

A plan of study (POS) is a summary of the coursework plan that defines each student's academic program and serves as a contract between the student, the student's graduate program, and Purdue University's Graduate School. The coursework must be selected to form a unified program of study.

The POS should be worked out under the supervision of the Academic Advisor or Purdue IE Graduate Programs Office. The formal Plan of Study should be submitted to the Graduate School as early as possible and at least one week prior to the start of the final term. Ideally, students will file a POS late in their first semester (please note, the POS system is not available until approximately 2 months following matriculation, e.g. an August matriculant would have access to the system in October, and a January matriculant would have access in March). See Appendix B for a step-by-step guide to creating a Plan of Study.

1.3.1 MS NON-THESIS (RESIDENTIAL AND ONLINE) PLAN OF STUDY REQUIREMENTS

- Minimum of 30 credit hours of coursework
    - A grade of C or better on every course listed in the plan of study and an overall GPA of 3.0 or better

on all courses listed in the plan of study
- o At least 21 credit hours of IE courses
- o At least 9 credit hours of additional graduate-level coursework from either industrial engineering or a related area. Pre-approved related areas include:
    - • other engineering disciplines
    - • mathematics, statistics, computer sciences, biology
    - • psychology, sociology
    - • economics, management
- o Pre-approval is required for non-IE 1-credit courses and courses from areas not in the pre-approved list.
    - • All courses must be 500 or 600 level graduate courses with the exception of up to one 400-level course from pre-approved areas.
    - • Please obtain a syllabus from the course and send it to the grad office to request approval.
- ● Courses NOT allowed on the Plan of Study
    - o Professional Master's (PMP) Industry Capstone Project courses; or
    - o P/NP or S grade courses[2]; or
    - o Audited courses; or
    - o Zero credit courses; or
    - o Individual Study (these are listed as "variable title courses" in the registration assistant)[3]
    - o STAT 50100, 50200, 50300, 51100, 51300 ; or
    - o Polytechnic courses (AVTH, CNIT, CGT, BCM, ECET, ENGT, MET, TLI, TECH, etc.)[4] ; or
    - o Courses irrelevant to the degree

1.3.2   PROFESSIONAL MS PLAN OF STUDY REQUIREMENTS

- ● Minimum of 30 credit hours of coursework
    - o A grade of C or better on every course listed in the plan of study and an overall GPA of 3.0 or better on all courses listed in the plan of study;
    - o At least 21 credit hours of IE courses;
    - o 9 credits of IE Professional Master's (PMP) Industry Capstone Project courses.
    - o All courses must be 500 or 600 level graduate courses with the exception of up to one 400-level course
- ● Courses NOT allowed on the Plan of Study
    - o P/NP or S grade courses[5]; or
    - o Audited courses; or
    - o Zero credit courses; or
    - o Research credit hours (IE 69800); or
    - o Individual Study (these are listed as "variable title courses" in the registration assistant)[6]

---

[2] P/NP and S courses within Industrial Engineering will be allowed only if that is the only grade mode offered for the course; if a graded mode is offered then it must be taken.

[3] While independent study courses cannot be used on a plan of study, students may participate in them if they wish. Please contact the graduate office to initiate the process.

[4] While Polytechnic courses are not traditionally allowed on a plan of study, see appendix B section 11 for information on waiving that policy.

[5] P/NP and S courses within Industrial Engineering will be allowed only if that is the only grade mode offered for the course; if a graded mode is offered then it must be taken.

[6] While independent study courses cannot be used on a plan of study, students may participate in them if they wish.

- o   STAT 50100, 50200, 50300, 51100, 51300 ; or
- o   Polytechnic courses (AVTH, CNIT, CGT, BCM, ECET, ENGT, MET, TLI, TECH, etc.)[7] ; or
- o   Courses irrelevant to the degree

1.3.3   PROCESS FOR REQUESTING TRANSFERRED COURSE CONSIDERATION

Subject to the restrictions stated below, credits earned for graduate study at either Purdue or another university (both domestic and international) may be applied toward the degree:

- Transfer courses must be regular status, graduate-level engineering courses taken for graduate credit at an accredited institution of higher learning.
- A maximum of 12 credit hours as transfer will be considered.
- Coursework must have a grade of "B-" (2.7/4.0) or higher.
- Credit must have been earned within the last five years.
- Credit hours must not have been previously used towards a degree.
- Must fit into a cohesive plan of study and are approved by members of the Advisory Committee.
- Transfer of excess undergraduate credits from Purdue University can be completed using a form 350.

To have a transfer course reviewed, provide the following to the IE Graduate Office:

- Official Transcript
- Complete Graduate Transfer Credit Request Form
- Detailed Course Description/direct URL from school catalog
- Course Syllabi
- Major Professor/Advisor name and email

Completed requests should be submitted to IE Graduate Office at iego@purdue.edu. The information will be verified and forwarded to the Assistant Department Head for review. If approved for use on the degree, the course still needs to be approved for use on a student's plan of study by the Purdue Graduate School. The student will be notified of the outcome.

1.3.4   FILING CHANGE TO PLAN OF STUDY

The official POS may be changed at a later date to make minor updates such as courses and concentration by filing a Change to Plan of Study (CPOS). Please note that each iteration requires the approval of the IE Graduate Programs Office and the Graduate School. CPOSs are not subject to the Plan of Study Deadline, but must be submitted and approved before the end of the semester of expected graduation.The graduate program office requests students update their POS in their second to last semester using a CPOS form as necessary. See Appendix C for a step-by-step guide.

1.3.5   ADVISORY COMMITTEE

IE Graduate Programs Office serves as the academic advisor to all MSIE non-thesis and Professional Master's students and requires students to list two Co-Chairs on the student's Plan of Study – Chair of the IE Graduate Committee and Assistant Department Head.

Please contact the graduate office to initiate the process.

[7] While Polytechnic courses are not traditionally allowed on a plan of study, see appendix B section 11 for information on waiving that policy.

2. REGISTRATION

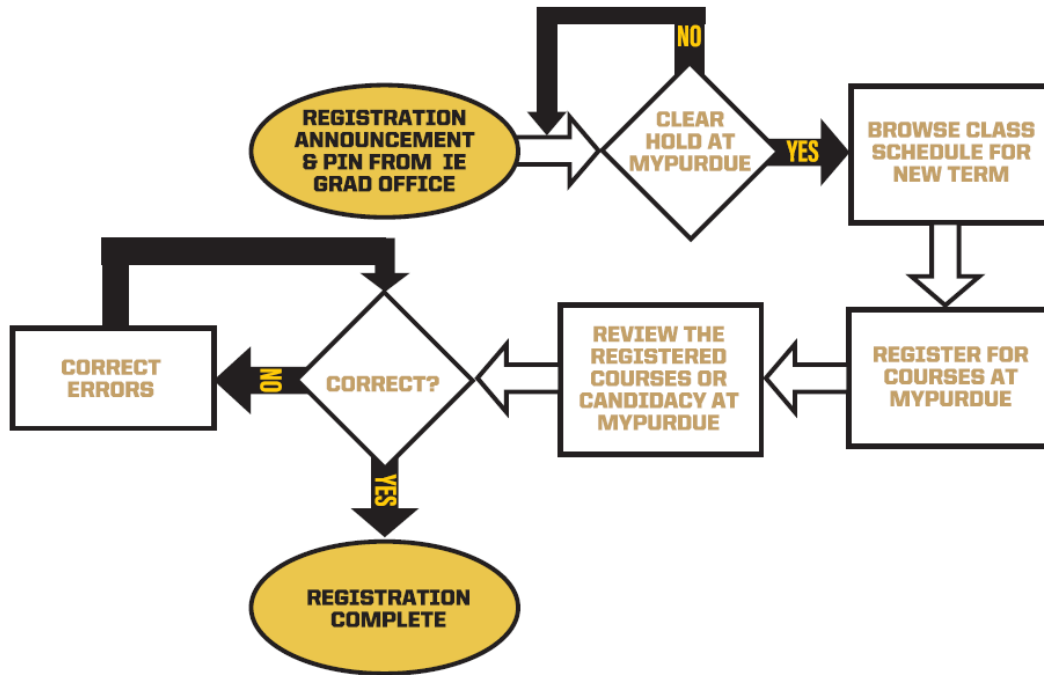### 2.1   STUDENT'S RESPONSIBILITIES

- Students are expected to take proactive action to ensure successful completion of their graduate degree by registering for courses satisfying their degree requirements and making satisfactory progress toward degree completion.
- Register for the necessary prerequisite courses in the first year if admitted conditionally(See Section 2.3 & 2.5)
- Complete registration each semester, and if applicable, summer term, with the IE Graduate Programs Office by following the school registration process(Appendix D). Exact dates can be found under "Graduate Registration Time Ticket Groups" on the registrar's website.
     - o   The registration period for *Fall* terms opens in mid-March.
     - o   The registration period for *Spring* opens in mid-October.
     - o   The registration period for *Summer* opens in mid-January.

- Comply with registration requirements established by the Graduate School, Bursar, and Registrar, including maintaining appropriate registration status (full or part-time). See Section 2.3. International students must also comply with requirements from the Office of International Students and Scholars. See table 2 for detailed information on full and part time student status.

2.2   GRADUATE OFFICE/ACADEMIC ADVISOR RESPONSIBILITIES

- Establish and communicate clear expectations regarding student commitment and effort dedicated to the student's graduate program.
- Review students' course registration requests. The registration of a graduate student should reflect the nature and amount of the student's study as accurately as possible.

GRADUATE REGISTRATION STEPS

```
REGISTRATION                          NO
ANNOUNCEMENT  →  CLEAR HOLD AT  → YES → BROWSE CLASS
& PIN FROM IE        MYPURDUE              SCHEDULE FOR
GRAD OFFICE                                 NEW TERM
                                               ↓
CORRECT  ← NO ← CORRECT?  ←  REVIEW THE       REGISTER FOR
ERRORS                       REGISTERED   ←   COURSES AT
                             COURSES OR         MYPURDUE
               ↓ YES         CANDIDACY AT
                             MYPURDUE
         REGISTRATION
          COMPLETE
```

2.3   FULL TIME AND PART TIME ENROLLMENT

Table 2: Full versus Part-Time Enrollment

	To maintain full-time (enrollment) status…				
	1. I have a/an…	Assistantship		No Funding//Self-funded	
	2. I *need* to register for…	Fall/Spring	Summer	Fall/Spring	Summer
3. **I am a(n)…**	Domestic Student	3	3	8	0
	Int'l Student	6	3	8	0**

*Need signifies that the status of having an assistantship/ that will be *used* in the term specified requires some form of registration.

**Note: international students may need additional registration if using Curricular Practical Training (CPT).

2.4   REGISTRATION FOR CANDIDACY

Candidacy registration is required for students in the term they intend to graduate. These are not courses, but are

registration placeholders used by university offices to plan for commencement and degree awarding processes. See detailed steps on How to Apply to Graduate.

For MSIE non-thesis programs (including the Professional Master's Program), students register for **CAND 99100 using the scheduling assistant before the end of the first week of classes in the term they plan to graduate. Note, you must have an approved plan of study on file in order to register, and you must clear all holds from your account that affect registration.**

International graduate students in their final semester needing less than full time registration to complete their degree must request approval for a reduced course load using the Reduced Course Load for Academic Reason (further details are provided on the ISS website).

After registering for candidacy, a student will receive notice from the registrar when the Commencement tab opens in their final term. Further action required of candidates includes:
- Complete Purdue's Center for Career Opportunities survey or contact CCO at askcco@purdue.edu or in Young 132.
- Ensure they have applied to graduate with any certificates or dual degree programs as necessary.
- Should the intention to graduate change for any reason, a student must notify both the IE Graduate Office and commencement@purdue.edu.
- Ensure all holds are cleared that may prevent an application to graduate.
- Complete the graduate school exit survey in the candidate's Plan of Study portal during the semester in which they intend to graduate.
- If candidates do not fulfill their degree requirements, it may be necessary to register for a subsequent semester in order to complete degree requirements. Please contact the IE Graduate Office for further information.

3. COMMENCEMENT

In order to be eligible to receive a degree at the end of the current academic session, you should have a candidate course (CAND) in your registration. Check with your academic advisor if you are not registered in a CAND course in the semester you plan to graduate (See Section 2.3).

- If candidates do not fulfill their degree requirements, it may be necessary to register for a subsequent semester in order to complete degree requirements. Please contact the IE Graduate Office for further information.
- Candidates for degree should expect to receive numerous communications from the Commencement team in the Office of the Registrar.
- When the Commencement tab is open in myPurdue during your final term, complete the Commencement Task List.
- Navigate to the Commencement page during your final graduation term for specific Key Dates and Commencement Schedule.

More information pertaining to commencement, please visit the Commencement website.

3.1   DIPLOMAS

If requirements are complete, the diploma will be released by mail four-six weeks following the end of term. Please provide a diploma address through the commencement task list by the posted date. If a diploma address is not provided, diplomas are mailed to the permanent address on file. Typical time to receive a diploma is 2-3 weeks after order submission and approval, with international address shipment taking longer if opting out of expedited shipping.

For more information on adding a diploma address in myPurdue, diplomas being held for mailing address, certified electronic diplomas and duplicate/resissued diplomas, or other diploma information, see the Diploma Information on the commencement website.

After ample time has passed, if a student has not received their diploma, they may email commencement@purdue.edu with their PUID to start an investigation.

3.2   OBTAINING TRANSCRIPTS

Alumni and former students from West Lafayette may use the online Transcript Request System. Alumni and former students will need to register a new account to access the online transcript request system. Current students may submit their request directly on myPurdue under the Academic tab.

For questions, contact the Office of the Registrar.

APPENDIX A: GRADUATE STUDENT RESPONSIBLE CONDUCT OF RESEARCH (RCR)

A.1   WHAT IS THE REQUIRED RCR TRAINING?

Purdue University requires **all degree-seeking graduate students** to complete training in Responsible Conduct of Research within 60 days This training provides important guidance to all graduate students who will benefit from an understanding of how research is conducted. Students on certain research grants (NSF, NIH, etc.) may have additional requirements or earlier deadlines; check with your research advisor. Please also see resources at the end of this handout.

All Graduate Students: Complete the CITI online course on Responsible Conduct of Research Training – Faculty, Postdoctoral, and Graduate Course (CITI-RCR) within 60 days of starting your graduate study. The CITI-RCR online course includes 10 required modules. Each module takes approximately 30-60 minutes to complete and ends with a short multiple-choice quiz. Students can enter, leave, and re-enter the course and each module as many times as they would like prior to taking the quiz. Students must achieve an average score of at least 80% on all quizzes in the required modules. When students have completed all the quizzes, they can print out a certificate of completion.

In addition, *mandatory for on-campus* graduate students and *optional for fully online students*: Attend a follow-up seminar or workshop within the first year. The seminar or workshop may be given by the graduate program or the Graduate School either in-person or online. The seminar should be at least 60-90 minutes in length and allow students to ask questions and discuss RCR-related issues with the speaker.

A.2   HOW DO STUDENTS COMPLETE THE CITI ONLINE TRAINING REQUIREMENT?

Once you have your **BoilerKey/Career Account login and password**, you can use the following steps as a guide to complete the online training:

o   Visit www.citiprogram.org and select "Log In" and then "Log In Through My Institution."
o   Click on Purdue University. Log in with your BoilerKey and complete the registration process.
o   Once logged in, click to add courses and select the **Responsible Conduct of Research (RCR) Training – Basic Course – For Faculty, Postdoctoral, and Graduate Students.**

- o   Complete all modules (810 models/1 session of online CITI and 1 session with Purdue). This will meet the CoE online training requirement.
- o   Your School or research project may require additional courses. If unsure, check with your Major Professor. IE students should also complete the CITI Human Subjects Research Basic Course, which is required if students will conduct research involving human participants as part of the IRB process (https://www.irb.purdue.edu/).

At the completion of the CITI course, a certificate of completion will be displayed. Please email a copy of this completion certificate to the IE Graduate Office.

A.3   Does the CITI-RCR Training ever expire?

Graduate students working on active grants from certain federal agencies must recertify every 4 years. See the EVPRP RCR website linked at the end of this handout for details. Other graduate students need to complete the certification only once.

A.4   Do students who have taken the CITI online training at a previous institution need to take it again?

Students may be able to transfer the online training credits and should follow the instructions at the bottom of the quick reference card here: https://www.purdue.edu/research/docs/pdf/RCR%20Quick%20Reference%20Card.pdf.

Transferred credits for training completed at other Institutions may or may not match the required credits/modules for Purdue RCR training requirements. You may need to complete additional modules to get full credit for the training required by Purdue. Even if the online training credits are transferred, on-campus students will still need to attend the follow-up workshop.

A.5   Resources

Please note that any changes in university guidelines will supersede information presented in this handout.

For more information on CITI or Researcher Training, visit https://www.purdue.edu/research/regulatory-affairs. Questions on the College of Engineering requirements may be directed to Janet Beagle, Ph.D., Senior Director of Graduate Programs, jbeagle@purdue.edu.

Appendix B: How to create a new Plan of Study (POS)

B.1   Plan of Study Log-in

- Log in to your myPurdue.
- Click "Graduate School Plan of Study" under the "Graduate Students" bar (see supplemental Figure 1.)
- When prompted, log-in again with your Purdue account at the POS website.
- Click "Plan of Study Generator" (see supplemental Figure 2.)

Supplemental Figure 1

Supplemental Figure 2

- Click on "Plan of Study Generator".

Welcome GRADUATE

The pages below provide access to your personal academic information. This system does not h
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
internal student submission deadline has been established for any of the forms below. Early subr

Plan of Study Generator

Every degree-seeking graduate student must submit a plan of study and obtain all re
session of anticipated graduation. The Graduate School recommends submitting tl
allow sufficient time for department review.

Form 8 (Request for Appointment of Examining Committee)

Students requesting a preliminary (doctoral only) or final examination are encourage
exam date. The form must be submitted and receive all departmental approvals **at le
master's students are not required to use the Form 8 unless directed to do so by the d

Supplemental Figure 3

- Click "Create New Plan of Study".

Create New Plan of Study

This option allows you to create a new plan of study for Mast
page.

Supplemental Figure 4

- Use only a Purdue email for the e-mail address.
- To save, click "Process and Continue" before you leave the page.

To fill out this form:

-Indicate Department that is granting the degree.
-Indicate the first semester of **graduate** study at **any Purdue campus**.
-Indicate your email address.

For more detailed instructions click on the Help button at the bottom of the page.

INDUSTRIAL ENGINEERING

Most recent registration in: West Lafayette (Main Campus)
Campus:
-Campus granting degree.   INDUSTRIAL ENGINEERING ▼
Department:
-Department granting degree.
First semester of graduate study at Purdue:
-Use academic year (1998-99).
-Transfer or Re-entry students indicate the first semester of graduate study at any Purdue ca
Email Address:

Process and Continue will process this page, any errors detected will be dis   that time.
Cancel will return you to the menu for your plan of study but will not retain an   ta entered on this page.

Help   Process and Continue   Cancel

Supplemental Figure 5

- The following three sections are mandatory:

- o Student and Degree Information,
- o Research Area and Concentration,
- o Coursework, and
- o Advisory Committee
- When each section is complete, a checkmark will appear in the box.

Supplemental Figure 6

- **Degree Title** - Select the degree, (MSIE) MASTER OF SCIENCE IN INDUSTRIAL ENGINEERING.
- **Non-Thesis or Thesis Option** – Select the NON-THESIS option.
- **Date Degree Expected** - enter your graduation term using the drop-down box.

Supplemental Figure 7

B.5   RESEARCH AREA AND CONCENTRATION

- Leave the remaining fields blank.
- The concentration field should **not** be filled except:
  - ○ **Students who are in the Computational Science & Engineering (CS&E) program**: Select "CMEN" for the first concentration.
  - ○ **PMP Student**s: Choose "Professional Program in IE (PPIE)" for the first concentration and leave the rest of the fields blank.
  - ○ Everyone else: Leave the concentration blank.

Selecting incorrect information in the concentration may create incorrect charges to your tuition bill.

For detailed instructions click on the Help button at the bottom of the page.

Research Area: (* required for Ph.D., optional for Master's)
- Indicate a short title of the research area chosen.

Concentration: (* optional)
- Select the concentration to include on your plan of study.
- If the concentration you intend to select is not listed in the drop down menu, please contact your Plan of Study Coordinator.
NOTE: If a concentration ends in -IGP, it should only be selected if you are officially registered in the associated Interdisciplinary Graduate Program curriculum.

First Concentration
Second Concentration

Language Requirement:
- Designate specific language requirements and the method to be used to satisfy the requirements.
- This information is required by some departments. Refer to your department's Guidelines and Requirements link.
LANGUAGE Requirement   METHOD to be used to meet requirement

"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

Figure B.8

B.6   Coursework

- Enter your courses using the four course entry links below (see Figure 9) and review the POS curriculum requirements in the MSIE policy manual, Section 2, or on the IE website.

Indicate the courses to be used on your plan of study using the following links. Click on the Process and C
For more detailed instructions, click on the Help button at the bottom of the page.

Courses currently being taken or those previously completed at Purdue University (as a gradu

Transfer courses and courses taken as excess undergraduate credit.

Courses to be taken in the future at Purdue.

Purdue Combined Degree Courses (THIS SECTION IS ONLY FOR STUDENTS IN APPROV

Open a new browser window containing the Graduate School's Policies and Procedures Manual, Secti

"Process and Continue" will process this page and display any errors. If no errors are detected then the ne

Help Process and Continue

Supplemental Figure 9

B.6.1   Courses Currently Enrolled or Completed in Purdue Graduate Program

- Enrolled or completed courses are displayed.
- Check the "Use" box to select the courses that you want to add.
- In the "Area" column, identify the course as **"Primary"** for all IE courses and **"Related"** for non-IE courses.
- For column, "B or Better Required", click the box for all the core courses and leave it blank for the rest of the courses.
- The system may not let you enter current courses due to delayed server updates. If you experience this problem, enter your current courses at "Courses to be taken in the future at Purdue."

Note: The Graduate School Plan of Study Generator is not the official repository for grades; if a grade is missing, contact the Graduate School at gradinfo@purdue.edu

B.6.2   Transfer Credits and Courses Taken as Excess Undergraduate Credit

- Leave the page blank unless you have a course to transfer (See Section 2.3.3).
- For more information, contact the IE Graduate Programs Office.

B.6.3   Future Course Enrollment Plan

- Enter all courses with a proper subject, course title, and five-digit course number (e.g., IE 53000). Do not enter the CRN#.
- Enter the future courses to the best of your knowledge. If your future courses are outdated, you will have an opportunity to update it later by initiating a change form (See Appendix C).
- Ensure the course timeline matches your degree completion timeline.
- Enter the correct academic year and term for the course. (e.g., A spring course offered in January 2024 falls under the academic year of 2023-2024.)

B.6.4   Purdue Combined Degree Courses

- Applies to dual degree students only and may be skipped if it does not apply.
- Pursuing multiple degrees/certificates is not considered a Purdue combined degree.
- If you are struggling with this section, please contact the IE Graduate Programs Office for more information.

B.7   ADVISORY COMMITTEE

- Please find the "Faculty Identifier" by searching the name of the Chair of the Graduate Committee and Assistant Head as Co-Advisors.
- Choose "Chair" and "Co-Chair" and enter the code# "IE" and [faculty identifier #]. Do not enter "+".
- Do not enter additional committee members.

The action buttons for each row (Add, Modify, Delete) are the right most column. You must fill in each row, then click on the Add button to add the row. After a m

For more detailed instructions, click on the Help button at the bottom of this section.

Participation of Member	Dept. Code and Faculty Identifier retrieved from search	Certification Level	Advisor Name	Area of Advisor (*optional)	Action
○ Chair ○ Co-Chair ○ Member					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

Supplemental Figure 10

B.8   COMMENTS AND SUPPLEMENTAL NOTES

Leave the "Comments" and "Supplemental Notes" sections blank unless instructed by the IE Graduate Office.

B.9   PREVIEW AND CHECKLIST BEFORE SUBMITTING THE DRAFT

When you complete the five sections, click "Preview Plan of Study" and review your entries. See the important checklist below before submitting it as a draft.

- Mark all IE courses as **"Primary"** and all non-IE courses as **"Related"**.
- All courses for your degree completion must have a grade of C or better to be listed on the Plan of Study.
- Students must obtain a graduation index (500- & 600-level courses with exception of foreign languages AND any 300- & 400-level courses that appear on a Plan of Study with a B- or better grade) of 3.0 or better.

B.10   OTHER INFORMATION

- There are three types of Plan of Study submission:
    - o *Saved* is for your own draft, which triggers no alert to the administrator.
    - o *Draft* submission sends an email notification to department administrators for the review. You can easily correct errors on your own.
    - o *Submit as Final* is the only status that counts as official submission.
- Status of Plan of Study (POS)
    - o "Outstanding" POS means your POS has been filed officially, and it is under review.
    - o POS status updates to "Approved" when the Graduate School approves your Outstanding POS.
- You can log-in back to the POS and check the status.

Graduate student course credit requirements are minimums and not maximums, and so nothing in this policy should be interpreted as precluding students from taking courses offered by Purdue's Polytechnic Institute (PPI). However, courses offered by Purdue's Polytechnic Institute cannot count toward the required course credits for graduate students.

Requests for waivers to this policy should be directed to an IE Graduate Program Administrator. Requests for such waivers must be accompanied by the following:

- the course syllabus;

- the full draft plan of study;

- the expected date of graduation; and

- A statement on the reason why courses other than Polytechnic courses could not be taken. *Please note this is not a reason why the Polytechnic Institute course <u>should </u>count toward the minimum graduate course requirement, since any such courses can be taken over and above the minimum course requirements. Rather, this is a reason why the student cannot populate the plan of study with minimum course credits in non-Polytechnic Institute courses and therefore <u>must </u>use Polytechnic Institute courses toward the minimums.*

Requests without this information will be rejected.

The IE Graduate Program Administrator will forward the student's information with a recommendation to either the Chair of the IE Graduate Committee or the Assistant Head for consideration. The Chair of the IE Graduate Committee and the Assistant Head are both authorized to provide a waiver. If a waiver is granted, the Chair of the IE Graduate Committee or the Assistant Head will make an appropriate annotation in the student's electronic plan of study.

APPENDIX C: HOW TO FILE CHANGE TO PLAN OF STUDY (CPOS)

C.1   LOG-IN AND UPDATE

- Return to the same "Plan of Study" general page.
- Click "Change to Plan of Study".
- To update the course, use "Replace" or "Add/Delete".
    - When you update your courses, your course term must match the timeline of your graduation term.

Supplemental Figure 12

C.2   PREVIEW AND CHECKLIST

- Before submitting your CPOS, click "Preview Change to Plan of Study" and review your entries.
- Submit the CPOS as final.
- File only one CPOS at a time. You can file another CPOS when the previous CPOS is approved or denied.
- You can log back into CPOS and check the status; a confirmation email will be sent by the Graduate School once fully approved.
- The "Change to Plan of Study" link will not appear until your initial POS is approved.
- If you don't see this link, you must wait until your POS is approved.

APPENDIX D. REGISTRATION PROCESS GUIDE

- Take note of registration dates for the semester on the registrar calendar.
- Remove any holds listed on myPurdue. For specific information, contact the office that placed the hold.
- Meet with your major professor and determine your courses and/or research hours. All courses are accessed within myPurdue by clicking on "View the schedule of classes" or "Lookup Classes" (after the schedule is posted for the term). Take note of the Course Reference Number (CRN) for use in self-registration.
- Some courses are offered in multiple modalities, please ensure you have the correct CRN for your program type (e.g. online vs in person).
- At the graduate level, it is the student's responsibility to ensure they are properly prepared to be successful for a course. To do this, we recommend the following:
  - Click on the course name for detailed course information such as registration availability, restrictions, and recommended prerequisite courses (please note, if you have taken a similar course to the prerequisite at another institution, this should suffice).
  - View the catalog entry in the Schedule of Classes for a course description.
  - View course materials for textbook information.
  - If you are uncertain about your preparedness for a course, we recommend reaching out to the instructor.
- Register for courses in myPurdue using the Scheduling Assistant with your PIN provided by your registration

advisor. In the scheduling assistant, you can look up the course using the CRN you noted above.

- Register in the IE Seminar - IE69700 in all terms except your final term.

International Students Only:

- Ensure you comply with all [International Student Services (ISS) Office rules and policies](#) relevant to your visa.
- Maintain legal status by:
  - Registering for 8 credit hours per semester ([an exception can be granted for your final semester with an approved Reduced Course Load (RCL) form](#)).
  - Summer registration is not required to maintain full-time status
  - Auditing courses does not count toward full-time student status
  - No internships are allowed in the first or final term
- For all other questions, including information on reduced course load (RCL), program extension, change of education level (COEL), curricular practical training (CPT), and optional practical training (OPT) [please contact ISS](#).