

Filing out the plan of study

You can download the new form from the Graduate School's website at:

https://www.wichita.edu/academics/graduate_school/documents/PlanOfStudy-Masters_Specialist.pdf.

On the first page, you need to mark at the top whether this is a plan of study, or a revision of an existing plan of study. Just check the appropriate box. The table below shows the Major Code and Completion Code for various options.

Degree	Major Code	Completion Code	Required Terminal Activities
MS	G34F	NAEC: Coursework Option	Other—Applied Learning Activity
		NAEP: Directed Project Option	Project—written and oral
		TAE: Thesis Option	Thesis Defense
PhD	G10C	DAE	Dissertation Defense
Comp. Certificate	G04L	ZACM	

INSTRUCTIONS

On the first page, you have to fill in your personal information. Use your WSU email address. Leave all areas pertaining to prerequisites blank, even if you have taken some prerequisite courses. However, graduate students who entered the program in fall 2013 or later must complete the Professional/Scholarly/Integrity Training. Information about this was shared with you when you entered the program. Please see the folder that you were given then.

At the bottom of the first page, you need to indicate who your advisor is and who the other committee members are unless you are taking the coursework option. For the directed project option, you need at least one other committee member from this department. For the thesis option, you need at least one other faculty member from this department and at least one faculty member from another department. In either case, your advisor will be the chair of your committee. For the coursework option, you only need to list the AE Graduate Coordinator's name as the chair of your committee unless you have already decided your advisor for your Applied Learning Activity.

On the second page, list the courses that you have taken and/or will take for your degree. Please list only what is needed for your degree. The semester/year can be approximate. If you have taken extra courses, they should NOT be listed. All courses listed on this form, if already taken, have to carry a letter grade of C or better (i.e. C-minus is not acceptable). The total credit hours have to add up 30 for the thesis option and 33 for the directed project and coursework options.

If you are filing a revision, please type only the courses that have changed, using D for deleting courses and A for adding courses. Follow the same method for changing the composition of your committee (i.e. on the second page use D to remove previous committee members and A to add new ones). The faculty members listed on the first page must be the new committee members. If you are filing the original Plan of Study, leave the column of "A/D" blank.

Once you have filled out the form, save it and print it. You need to sign the second page of the form, have your advisor sign it, and then give it to the AE Graduate Coordinator. Or, you can fill out the form electronically and email it to your advisor/AE Graduate Coordinator for approval and further process.