



# GRADUATE PLAN OF STUDY INSTRUCTIONS

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## GENERAL

You must submit a Plan of Study (POS) **before the end of your second semester in your program**. Your POS is your plan for completing your entire degree. If your plans change after you submit your POS, you can submit an updated version at any time. Most graduate students revise their POS several times before they graduate. Awarding of the degree is based on satisfactory completion of Institute requirement and on satisfactory completion of all courses listed and approval of any transfer credits.

**Submit an updated and revised POS every time you change your coursework or timeline. An incomplete or inaccurate POS will not be approved by OGE. All plans should be typed.**

List all courses that will be applied toward the degree. For every course you list, indicate:

- **Course subject / number / title**
- **Credit hours received for the course** (Students should list these credits in *chronological order of registration*, and should stop listing credits once they have listed the minimum number required for the degree, even if they have earned additional credits beyond the minimum. *Please do not include 0 Credit courses* such as ADMN 6700: Orientation Seminar for Grads.)
- **Semester in which the course has or will be completed**; including the year (i.e. F 2017)
- **Whether the course is required, elective, transfer or waived**
- **Total number of credits** (which should be equal to the number of credits required for the degree: 30, 45, 60, 72, or 90 are the only possible credit totals)

## TRANSFER CREDITS

If a course is listed as a transfer, the transfer credits **must be approved by the department and OGE and on file with the Registrar's Office** before they can be applied toward a degree. You should verify that the Transfer Credit Approval Form and an official transcript showing the completion of the course are on file with the Registrar's Office. Because the residence requirement for the master's degree is 24 credit hours, no more than six credits may be transferred toward the master's degree and they cannot have been used for another degree. Students in a doctoral program not applying a full Master's degree cannot transfer more than 24 credit hours toward a 72 credit hour degree and no more than 42 credits toward a 90 credit hour degree. Students cannot transfer courses from a completed degree earned outside of the Institute to their RPI Master's/PhD program.

## WAIVERS

If a course is listed as waived, it must be replaced by another course to total the appropriate number of credits required for the degree. This does not apply for the M. Arch program.

## MASTER'S DEGREE

The Plan of Study must contain 30 credit hours (45 for the MBA and 60 for the MFA) beyond the bachelor's degree with satisfactory grades.<sup>2</sup> At least half of the total credit hours presented toward the degree must have the suffix numbers 6000-7999, with the further limitation that no more than 15 credits of 4000-4990 courses are allowed (see program for other departmental rules). The master's degree must be completed within two and one-half years. Students enrolled in part-time and Advanced Professional Studies programs must complete the degree within three and one-half years. 2000 level courses cannot be applied towards a master's degree.

## DUAL MASTER'S DEGREE

If you are receiving a dual degree, please list your other degree in the "Dual Degree" field. A POS must be filed simultaneously for both degrees. Please be aware that only six credit hours used for one master's can be applied to a second master's degree. **Courses being "shared" between the two degrees should be marked by an asterisk (\*) after the course title.**

## DOCTORAL DEGREE

The POS must contain 72 credit hours beyond the bachelor's degree (48 must be earned at Rensselaer with satisfactory grades). Some programs require 90 credits (48 must be earned at Rensselaer with satisfactory grades); please check individual departmental policies. In satisfying degree requirements, at least two-thirds of the total credit hours, excluding thesis, must contain the suffix numbers 6000-7999, with the further limitation that no more than 15 credit hours of 4000-4990 courses are to be allowed for a 72 credit hour doctorate or no more than 21 credit hours of 4000-4999 courses for a 90 credit doctorate. The degree must be completed within seven years (five years if entering with a Master's degree) of the first course applied to the degree. 2000 level courses cannot be applied towards a doctoral degree. For students entering a PhD program with a relevant Master's degree or who earn a Master's degree along the course of the PhD program: you may apply up to 24 credits toward your PhD for advanced standing. See restrictions for 4000-level courses. For Master's degrees from outside of the Institute, a copy of the transcript must be submitted to OGE with 6000-level courses and equivalent courses highlighted. Not all credits may be applicable to the two-thirds rule if not at the 6000 level.

## NOTE

In addition to meeting the institute requirements, *the plan must adhere to all departmental regulations.*

After you complete the plan, sign it and meet with your adviser for his/her signed approval. After your adviser approves the plan, forward it to the appropriate person in your department for approval.

When the plan receives departmental approval, send the original to OGE. Upon OGE approval, a copy will be filed with the registrar's office.

## <sup>2</sup>SATISFACTORY GRADES

The average of all grades used for credit toward an advanced degree must be B (3.0) or better. Courses with a D grade cannot be applied to a plan of study.