

**INSTRUCTIONS FOR  
Masters Plan of Study (generic) and page 2 self-check guide**

To be used by masters students whose school/department do not have their own Plan of Study form. Students must check with their adviser to be sure they are using the correct Plan of Study form.

Use page 2 self-check guide to avoid errors.



**TO AVOID ERRORS  
USE SELF-CHECK LIST PRIOR TO SUBMISSION  
TO GRADUATE SCHOOL**

After admittance to a degree program, each student should consult with their adviser to develop a Plan of Study. A copy of the plan is kept in the student's department/school. The student has the responsibility of meeting with their adviser on an on-going basis to keep the Plan of Study updated as needed. All requirements on the Plan of Study must comply with degree and graduation requirements established by the Graduate School and department/school.

**SELF-CHECK LIST---AVOID COMMON ERRORS**

- Degree status (cannot be Provisional or below 3.0 cum. GPA)
- Catalog year - may be either the catalog year you entered program or the catalog year you graduate.
- Any deficiency courses are noted in the deficiency area.
- Only graduate level courses with a grade of A, B, or C, may be used on a plan of study.
- A maximum of twelve (12) hours of Student-at-Large course work may be used.
- 400 level course requirement: at least 15 hrs. for 30-33 hr. option or 18 hrs. for 34 hr. option or higher. (Thesis hours are excluded.) Some departments require more.
- All 300 level courses were taken for graduate credit.
- The following courses cannot be used on the plan: 398's, 429's, 489.50 and 489.51.
- General Courses: Maximum of nine hours total, of any combination 393, 397, 400 max of 6, 493, 498 max of 6 for 30-38 hr. program and 8 for 39 hrs. or over program.
- Contact your adviser for information on courses offered under the same number but with different content (e.g. Workshops, Topic courses, Seminars, Studies). Show course title as well as course number on Plan and attach syllabi for each.
- Substitutions for required courses can only be made with the approval of your department/school coordinator.
- Substitution(s), with coordinator rationale must be noted on plan of study.
- Time Limit: 6 years to complete degree
- Transfer courses: Limit 9 hours. Include in transfer area on Plan of Study. A Request for Transfer of Credit form and transcript verifying course work has previously been submitted to the Graduate School or is attached.
- If the Master of Arts degree is an option in your program, you must attach a transcript showing a minimum of 4 semesters of one foreign language at the university level (equivalent to ISU's FOR 116) OR a satisfactory score on a University administered language examination (available in German, French, or Spanish). See Graduate Catalog for guidelines.
- Simultaneous masters degrees - see Graduate Catalog for guidelines.
- If choosing thesis option, thesis hours (499.00) must be minimum of 4, maximum of 6.

**WHEN TO SUBMIT YOUR MASTER'S PLAN OF STUDY TO GRADUATE SCHOOL:**

Students hold final responsibility for knowing and completing all requirements for the degree and insuring that the Plan of Study is filed with the Graduate School **early in the semester of anticipated graduation** and by a date established by the Graduate School.