

INSTRUCTIONS for SUBMITTING the PLAN OF STUDY (M.S. DEGREES)

*** Please read this document carefully and address any questions
to the Graduate Programs Coordinator in the Math Department. ***

A plan of study for the master's degree should be filed as early as is feasible in the student's study. It must be filed with the Purdue University Graduate School the semester prior to the academic session of graduation (December 1 for May graduates, April 1 for August and December graduates). Students not meeting this deadline will delay their graduation by one semester. See the Purdue Graduate School's [Examination/Graduation Deadlines Calendar](#) for precise deadlines. *Note that IUPUI may have earlier deadlines than those stated on the PUWL website and students are expected to follow IUPUI deadlines.*

It is the student's responsibility to accurately complete and file this plan of study by the appropriate deadline. Plans are to be first submitted to the IUPUI Math Department's Graduate Office to ensure proper formatting and so that appropriate copies can be made. It is then the responsibility of the IUPUI Math Department's Graduate Programs Coordinator to submit the plan to the Purdue Graduate School. **Do not submit your plan directly to the Purdue Graduate School.**

INSTRUCTIONS (example Plan of Study follows)

- 1) Your PUID number can be found on the letter you received from the Dean of the Purdue Graduate School upon your official acceptance to the graduate program. If you do not know this number, please contact the Graduate Programs Coordinator, or leave the field blank. If you never received a PUID number, you are welcome to include your IUPUI student ID number in place of the PUID number.
- 2) The Department is "Mathematical Sciences," and the Dept. Code is MATH.
- 3) The Degree Title is "Master of Science," and the Degree Code is 21 for the non-thesis option and 22 for the thesis option.
- 4) Research Area may be left blank.
- 5) In the Area of Specialization, students should list their appropriate concentration (Pure Mathematics, Applied Mathematics, Applied Statistics, or Mathematics Education).
- 6) AOS code may be left blank.
- 7) The bulk of the plan of study consists of the ten courses (thirty credit hours) you will use to satisfy the degree requirements. The left-most column (Area) will usually be filled in with a "P" for each course, to indicate "primary." If you took courses that you consider to be "related" to your program and not "primary," please indicate those courses with an "R." All courses should be listed in the order you completed them.
- 8) Moving left-to-right across the columns, you will first enter the Official Title Abbreviation of the course. The official title abbreviation can be found on your unofficial transcript (using OneStart), or for courses not yet appearing on your transcript, by searching the [Registrar's](#) website. If you have completed a *topics* course (i.e. MATH 59800 or STAT 59800) please list the variable title on your plan. For example, you might list MATH 59800 as "Advanced Number Theory" instead of "Topics in Mathematics."

9) Subject abbr. is either MATH or STAT (or other), and Course no. and Cr. hours as expected.

10) Under Method of Establishing Credit, you will chose, for each course, one of the three methods. Choose Regular Regis. if you were officially a student in the graduate program during the semester in which you took the course, by placing an “X” in the box. Choose Non-degree Regis. if you were officially a non-degree student during the semester in which you took the course, by placing an “X” in the box. Choose Other or Transfer From + if neither of the above two applies. If you have transferred the course from another university, you will list the name of that university on the line.

11) For Date Completed or to be Completed, list the month and year in which you will complete the listed course.

12) Box 7, Language Requirements can be ignored, as the master’s degree programs do not have any language requirements.

13) In Box 8, Names of Advisory Committee Members, you will list the three members of your committee. The Chair is your primary faculty advisor. For students in the pure/applied math option, this is Dr. Evgeny Mukhin or the current Director of the Graduate Programs. For students in the math education option, this is Dr. Jeffrey Watt. Students in the applied statistics option had one of the statistics faculty members assigned as your advisor upon entry to the program; this person will be the chair of your committee. The committee will also consist of two other faculty members from the math department, usually professors whom you have taken a class with. Please list the members by using their full names.

14) The Graduate Faculty Identifier codes (Box 9) for your committee members will be filled in upon submission of the form to the Graduate Programs Coordinator for initial format approval.

15) For Box 10, the Department Abbr. and Department Code are “MA” and “MATH,” respectively.

16) For Box 11, Advisor in Area Of: can be kept rather general, usually limited to “Math,” “Math Education,” or “Mathematical Statistics.”

17) Once the form is complete (missing only the signatures), please email the form as an attachment to the Graduate Programs Coordinator. The form will be checked for completion and accuracy, and will then be emailed back to you. You must then print the form off and sign it at the bottom.

18) At this point, you must submit the paper copy of your plan of study, complete with your own signature, to the Graduate Programs Coordinator. The Graduate Programs Coordinator will then obtain the signatures of your committee members and the Head of the Graduate Program (Director of Graduate Programs) on your behalf and will then submit it to the Purdue Graduate School.

NOTE: It is often the case that our professors travel out of the country, particularly during the winter and summer holidays. It is therefore important to submit your plan of study during a time in which your committee members are physically available to sign the plan.

Example Plan of Study

Pg. 1 of 1 Pgs.Date Degree Expected May 2014

1. NAME OF STUDENT Jane Doe PUID No. 0001234567
2. DEPARTMENT Mathematical Sciences Dept. Code MATH Thesis Option Nonthesis Option
- Degree Title Master of Science Degree Code 21 Research Area _____
3. AREA OF SPECIALIZATION (if any) Applied Statistics AOS Code _____

Area	4. COURSES				5. METHOD OF ESTABLISHING CREDIT			6. DATE COMPLETED OR TO BE COMPLETED	
	OFFICIAL TITLE ABBREVIATION <i>Please group courses into "Primary" (P) & "Related" (R) areas.</i>	Subject Abbr.	Course No.*	Cr. Hours	Regular Regis.	Non-degree Regis.	Other or Transfer From +		
P	Regression Analysis	STA	4125	3			Univ. of Florida	05/2012	
P	Intro to Probability	STAT	51900	3		X		12/2012	
P	Modern Statistical Computing	STAT	59800	3		X		12/2012	
P	Design of Experiments	STAT	51400	3	X			05/2013	
P	Intro to Mathematical Stats	STAT	52800	3	X			05/2013	
R	Clinical Trials	GRAD	G661	3	X			05/2013	
P	Sampling & Survey Techniques	STAT	52200	3	X			12/2013	
P	Applied Multivariate Analysis	STAT	52400	3	X			12/2013	
R	Intro to Biostatistics II	GRAD	G652	3	X			12/2013	
P	Stat Consulting Problems	STAT	51500	3	X			05/2014	
P	Categorical Data Analysis	STAT	52300	3	X			05/2014	
7. LANGUAGE REQUIREMENTS		Method to be used to meet language requirements			+ Transfer course must be described as on original transcript. * Mark course number with asterisk (*) if B or better is required.				
a.		a.							
b.		b.							
8. NAMES OF ADVISORY COMMITTEE MEMBERS (Please type full name.)		9. GRADUATE FACULTY IDENTIFIER	APPROVED BY ADVISORY COMMITTEE MEMBERS (Signature)		10. DEPARTMENT		11. ADVISOR IN AREA OF:		
					Abbr.	Code			
Fei Tan Chair		---	Chair		MA	MATH	Statistics		
Jian Zou		---			MA	MATH	Statistics		
Wei Zheng		---			MA	MATH	Statistics		
<input type="checkbox"/> Check here if supplemental notes or other requirements are attached.		13. APPROVED BY:							
		Head of the Graduate Program		Date					
12. SIGNATURE OF STUDENT		Date	Academic Dean (if required)		Date	Graduate School Dean			

Submit original plus one copy to the Graduate School.