

INSTRUCTIONS for SUBMITTING the PLAN OF STUDY
(Ph.D. DEGREE)

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

The plan of study should be submitted to the Purdue Graduate School by each student preparing for Ph.D. candidacy within one semester after passing the Advanced Topics Examination.

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. It is **not** your IUPUI student ID number.
- 2) The Department is "Mathematical Sciences," and the Dept. Code is MATH.
- 3) List your primary research area in Research Area.
- 4) You may describe your research area in more detail in Area of Specialization.
- 5) AOS code may be left blank.
- 6) The bulk of the plan of study consists of the 42+ credit hours you will use to satisfy the coursework requirement. 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 they were taken. Please make sure you leave off any courses completed as a part of a Master's degree program. If including a certain number of Master's courses as a part of your 90 credit hour requirement for the Ph.D. degree, indicate this by listing "[number of credit hours, up to 30] Master's credits to be applied to this Ph.D. degree" and have it signed/initialed by your faculty advisor. See the Example Plan of Study on page 3 of this document for an example.
- 7) 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 [Purdue Course Catalog](#). 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 "C*-Algebras" rather than "Topics in Mathematics."
- 8) Subject abbr. is either MATH or STAT (or other), and Course no. and Cr. hours as expected.

9) Under Method of Establishing Credit, you will chose, for each course, one of the four 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 none of the above three applies. If you have transferred the course from another university, you will list the name of that university on the line. Avoid listing any M.A./M.S. coursework, but instead, indicate the number of Master’s credits to be applied (if any) to the Ph.D. degree using the Example Plan of Study on page 3.

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

11) For Box 7, Language Requirements, list the language in which you were examined in the first box and the method of establishing credit in the second. The method is most often “Written Examination.”

12) In Box 8, Names of Advisory Committee Members, you will list the three to four members of your committee. The Chair is your Ph.D. Advisor. The committee will also consist of two to three other faculty members from the Math Department. One of these members must be from the Purdue (West Lafayette) Math Department. Please list the members by using their full names.

13) 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.

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

15) For Box 11, Advisor in Area Of: can be kept rather general, usually limited to “Math” or “Mathematical Statistics.” You may, however, list more specialized areas, such as “Operatory Theory” or “Mathematical Physics.”

16) 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.

17) 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 the 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**PURDUE UNIVERSITY
GRADUATE SCHOOL****Request for Ph.D. Degree Advisory Committee and Plan of Study Approval***(Please read instructions on reverse side.)*Pg. 1 of 1 Pgs.Date Degree Expected May 20161. NAME OF STUDENT Jane Doe PUID No. 00123456782. DEPARTMENT Mathematical Sciences Dept. Math Code Research Area Pure Mathematics3. AREA OF SPECIALIZATION (if any) Functional Analysis and Operator Theory 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.	M.A. M.S.	Other or Transfer From +	
P	FOUNDATIONS OF ANALYSIS I	MATH	54400	3	X				12/12
P	INTRO TO ABSTRACT ALGEBRA	MATH	55300	3	X				12/12
P	ELEMENTARY TOPOLOGY	MATH	57100	3	X				12/12
P	LINEAR ALGEBRA	MATH	55400	3	X				05/13
P	FUNCTIONS OF A COMPLEX VARIABLE I	MATH	53000	3	X				05/13
P	INTRO TO DIFF. GEOMETRY AND TOPOLOGY	MATH	56200	3	X				05/13
P	NUMERICAL ANALYSIS	MATH	59800	3	X				12/13
P	MATHEMATICAL PHYSICS I	MATH	57400	3	X				12/13
P	FUNCTIONAL ANALYSIS METHODS	MATH	59800	3	X				12/13
P	DISTRIBUTION THEORY I	MATH	59800	3	X				05/14
P	MATHEMATICAL PHYSICS II	MATH	67400	3	X				05/14
P	FUNCTIONAL ANALYSIS METHODS II	MATH	59800	3	X				05/14
P	DISTRIBUTION THEORY II	MATH	59800	3	X				12/14
P	SPECIAL FUNCTIONS/ INTEGRABLE SYSTEMS	MATH	59800	3	X				12/14
	30 Master's credits to be applied to this Ph.D. degree.	Faculty initials go here.							
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. French		a. Written Examination							
b.		b.							
8. NAMES OF ADVISORY COMMITTEE MEMBERS (Please type full name.)		9. GRADUATE FACULTY IDENTIFIER	APPROVED BY ADVISORY COMMITTEE MEMBERS (Signature)			10. DEPARTMENT Abbr. Code		11. ADVISOR IN AREA OF:	
Ph.D. Advisor (insert name) Chair		---	Chair			MA MATH		Math	
Committee Member 1 (insert name)		---				MA MATH		Math	
Committee Member 2 (insert name)		---				MA MATH		Math	
Committee Member 3 from PUWL (insert name)		---				MA MATH		Math	
<input type="checkbox"/> Check here if supplemental notes or other requirements are attached.				13. APPROVED BY:					Graduate School Dean
				Head of the Graduate Program			Date		
12. SIGNATURE OF STUDENT				Academic Dean (if required)			Date		

Submit original plus one copy to the Graduate School.