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 choose, 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 “Operator 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.)

Date Degree Expected: May 2016

1. NAME OF STUDENT: Jane Doe
   PUID No.: 0012345678

2. DEPARTMENT: Mathematical Sciences
   Dept. Code: Math
   Research Area: Pure Mathematics

3. AREA OF SPECIALIZATION (if any): Functional Analysis and Operator Theory
   AOS Code:

4. COURSES

<table>
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<th>Area</th>
<th>OFFICIAL TITLE ABBREVIATION</th>
<th>ABBR.</th>
<th>COURSE NO.</th>
<th>Cr.</th>
<th>Regular Reg.</th>
<th>M.A. M.S.</th>
<th>Other or Transfer From +</th>
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30 Master's credits to be applied to this Ph.D. degree. Faculty initials go here.

5. METHOD OF ESTABLISHING CREDIT

6. DATE COMPLETED OR TO BE COMPLETED

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. 

8. NAMES OF ADVISORY COMMITTEE MEMBERS
   (Please type full name.)

<table>
<thead>
<tr>
<th>Ph.D. Advisor (insert name)</th>
<th>Committee Member 1 (insert name)</th>
<th>Committee Member 2 (insert name)</th>
<th>Committee Member 3 from PUWL (insert name)</th>
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<tbody>
<tr>
<td>Chair</td>
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9. GRADUATE FACULTY IDENTIFIER

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<tr>
<th>APPROVED BY ADVISORY COMMITTEE MEMBERS (Signature)</th>
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<td>Chair MA MATH Math</td>
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10. DEPARTMENT

<table>
<thead>
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<th>11. ADVISOR IN AREA OF:</th>
</tr>
</thead>
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12. SIGNATURE OF STUDENT
   Date
   Academic Dean (if required) Date
   Graduate School Dean

Submit original plus one copy to the Graduate School.