Plan of Study Instructions: https://gradplan.engr.ku.edu/

New students should meet with their adviser or graduate director to develop a Plan of Study before completing the online form. Details on how students access the online form, the committee's electronic approval process, and how changes are made to a plan are listed below. Students enrolled in the Engineering Management program should contact Engineering Management Program personnel to set up a Plan of Study, but have the option of using the online plan.

1. Students meet with adviser or graduate director to develop a Plan of Study (list of courses that meet graduation requirements)
2. Access the online Plan of Study at: https://gradplan.engr.ku.edu/, and make sure that Cookies are enabled
3. Select degree - students will be asked to fill in their KUID, major, contact information, KU employment, thesis/dissertation topic (or type non-thesis), previous degrees, admit term, and number of hours needed to complete their degree
4. Select committee - master's students (with the exception of master of civil engineering majors) are required to enter in at least three committee members, and doctoral students are required to enter at least five committee members including one outside member. More information about committees can be found at http://catalog.ku.edu/201314/schools/gs/programs. Students who have members on their committee outside of KU will need to:
   1. Search for the individual within the database
   2. Add the individual to the committee or click 'Propose New Committee Member' to add in this person's information.
   Committee members outside of KU will be sent information about how to log in to the online Plan of Study system. It is important that students meet with their adviser or graduate director to determine who will be on the committee before completing this step.
5. Enter courses - enter the planned courses required to complete a degree; students should enter this information to the best of their ability after meeting with their adviser or graduate director and update information as it changes.
6. Submit plan - this option will only appear after steps 3-5 are completed. If major changes are made to your plan after your plan was initially approved, it will need to be re-submitted for approval in your last year of graduate study or prior to any milestone.

Note: If your personal information (phone or address) is listed incorrectly, we may be unable to contact you with important enrollment or graduation information. Be sure this information is kept up to date in both your plan and in Enroll & Pay.

Electronic Approval Process

Departmental graduate advisers and personnel will be notified via e-mail when a student has submitted a Plan of Study. A link to the student’s Plan of Study will be provided in the e-mail, which is automatically sent to each member of the committee (in order to comply with FERPA rules, this link is not published on the website). Committee members will be required to log in to the Plan of Study system to access the student's records. Committee members will use their KU ID and password to log in to view, approve, deny, or suggest changes to a student's Plan of Study. Committee members outside of KU will be provided with a username and password to log in to the system.

E-mails, which contain a link to a student's Plan of Study, will be sent to the following individuals in numerical order:

1. Committee Chair
2. Committee members - The committee chair receives an e-mail before notification is sent to each committee member.
   Committee members will only receive e-mail notifications once the chair has approved the student's plan.
3. Departmental graduate adviser/director
4. Departmental graduate personnel

Students will receive e-mail notification after their plan has been approved by all members of the committee. If you do not receive an email within two weeks of submitting your plan, please contact those instructors by email to remind them to review and sign off on your plan.

Changes to a Student's Plan of Study

Students are responsible for updating their Plan of Study when modifications are needed. Committee members who desire to make changes to a student's plan should notify the student, who will update the online plan. The Committee Chair will be notified when major changes to a student's plan have been submitted for approval. For full committee members to approve a modified plan, students will need to resubmit to the entire committee to approve (or not approve) the updated plan.

Step by step instructions are provided at http://www.engr.ku.edu/graduate/resources/.
Plan of Study

School of Engineering*

*All graduate students except for engineering management majors are required to have a Plan of Study on file by their second semester of study.

Plan of Study Steps

1. Create New Plan
2. Update Personal Information
3. Select Degree
4. Add/Modify Students
5. Update PhD Dates
6. Select Committee Members
7. Update Courses
8. Submit Plan

Before Starting

1. Students should meet with their advisor or their department advisor to develop a plan by their 2nd semester of graduate study.
2. Students should develop a formal committee* by their 2nd semester of graduate study.

Note: Advisors and committee members can be changed if students find faculty members with more similar research or professional interests – keep in mind that new committee members may recommend additional coursework other than what was originally approved by the committee.

*Note that some non-thesis MS majors may only need their committee chair approval for Plan of Study purposes. All MS students must have at least three committee members on their final examination.

Table of Contents

- Overview: Plan of Study Steps
- Important Enrollment Information
- Plan of Study Steps
- Personal Information
- Degree Selection
- Previous Degrees
- Additional Steps for Doctoral Students
- Committee Selection
- Changing Committee Members
- Adding Coursework
- Submission/Process
- Plan Approved
- Changes to Approved Plan
- Graduation Check
- Frequently Asked Questions

Important Enrollment Information!

Engineering graduate students who have not completed the Plan of Study tutorial in Blackboard will not be able to enroll after their second semester until the tutorial is completed. This applies to summer enrollment and after students who begin in the fall term. The Blackboard tutorial will be available in students' accounts after the 20th day of class during their first semester. Note that many departments also place a hold on students' enrollment until they've submitted a Plan of Study for approval.

Plan of Study Steps

Go to the Plan of Study Website at https://gradplan.ksu.edu (Cookies must be enabled).

1. Choose > Create a New Plan

2. Update Personal Information:

   All personal information should be kept up to date in both the plan and in EKU's Payroll. Students will need to update information in both places to ensure they receive proper information on graduate program changes, fee payments, and graduate study policies pertaining to their current status. Personal information in the plan includes:

   Name: First and Last
   HUID
   Email: Preferred Email
   Phone: (999) 123-4567
   Home Address: Current Mailing Address
### Personal Information

A Doctor of Engineering in Bio Reactors - Personal Information

**Name:** [Name]

**Date:** [Date]

**Email:** [Email]

**Phone:** [Phone]

**Address:** [Address]

**New Address:** [New Address]

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### Degree Selection

3. **Select Degree** - Select Major (Students who are completing a project should select a non-thesis option)
   - Select Admit Term
   - Select KU Employment Information
   - Enter in a Topic of Interest (thesis, project, or dissertation title)
   - Enter in an Estimated Graduation Date
   - Enter in any relevant Notes that committee members should be aware of
   - Enter in information about the last degree received prior to entering the current graduate program in the Previous Degree section

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### Degree Selection, Cont'd.

**Name:** [Name]

**Admit Term:** [Term]

**Employment Information:** [Information]

**Topic of Interest:** [Topic]

**Estimated Graduation Date:** [Date]

**Previous Degrees:**

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### Previous Degrees

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### Additional Steps for Doctoral Students

1. PED and DPF students are required to complete additional information when they start and update their plan.
2. Click on 'Save' at the bottom of the form to 'Update PED/DPF' to ensure all the fields are complete.

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### Additional Steps for Doctoral Students, Cont'd.

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Committee Selection

4. Select Committee Members
It is important that students meet with their advisor or graduate director/Advisor to determine who will be on the committee before completing this step.

- **Master's Coursework or Project Students**: All students will be required to have at least three committee members, including the student's advisor plus two additional faculty members. Although some coursework-only programs only require students to have their departmental advisor committee chair approve their plan, all students must have at least three committee members for their final examination.

- **Master's Thesis Students**: Students are required to have at least three committee members in place by the beginning of their second semester of graduate study. The committee will consist of an advisor and two additional committee members. The members will be made up of one advisor or chair and at least two committee members. Students can add additional members from KU, the Medical Center, or other institutions, as long as all members have the appropriate graduate faculty status.

Committee Selection, Cont'd.

**Doctoral Students**: Students are required to have at least five committee members, which includes the student's main advisor or chair. At least one member must be from a department other than the major department. The member represents the Graduate Studies Office and must be a regular member of the graduate faculty.

- If a non-KU committee member is included on a student's committee, students must ensure that the committee member has the appropriate graduate faculty status. Students should check with their departmental advisor to request such an appointment and to verify this information.

- If the student's main advisor is not a member of the graduate faculty at KU, he or she cannot be the sole chair of a committee. In this case, the faculty member would need to be a co-chair and a faculty member with regular graduate faculty status would also need to be a co-chair.

Committee Selection, Cont'd.

**Doctor of Philosophy in Civil Engineering**

Committee Search

Name:

Results:

- Propose a committee member
- Add a Member: Add Member

"It is suggested to enter only the first few letters of a person's last name, in order to avoid possible mispellings & duplication of members in the system.

Committee Selection, Cont'd.

Click on "Propose a committee member" on the next slide for instructions if a committee member is not found.

A Doctor of Engineering in Bio Reactors

Propose a member:

- First name:
- Last name:
- Email:

Make sure to enter this information accurately.

Changing Committee Members

**Committee Signoff Information**

- Committee Chair
- Graduate Committee Chair
- Graduate Advisor
- Graduate Member
- Graduate Member

**Add Member**: Add Member

To change a committee member, click "Remove," and then add a new member by clicking "Add Member."
Adding Coursework, Cont’d.

Submission Process

Once a plan is complete, students should submit it for final approval. Note: This should be done early in the student’s graduate career — by the 2nd semester of study. The purpose of this timeline is to prevent students from having to add or change courses at the end of their graduate career, which could vary if the approved plan is not on file early in a student’s graduate career.

Students are able to make changes to a plan after it’s approved; these changes may require full committee approval or chair approval only.

Students MUST have an approved plan before they are approved for graduation — this is called a “degree check” by most departments.

An approved Plan of Study is a graduation requirement for all engineering students.

Submission

A Doctor of Engineering in Bio Reactors

Submission Process, Cont’d.

Master of Science in Bioengineering (Non-Thesis)

Submit Plan

Students must click “Continue” to complete the submission process. Students will receive an e-mail once the plan is approved.

Submission Process Incomplete

Submission Complete

This warning means that not enough hours were entered to complete a degree. To fix this, add courses to reach the minimum number of hours required for that degree.
Plan Approved

- Once a plan has been approved by a committee, it will be signed with the date that the member signed off. Students will receive an e-mail with this notification.

- Students who are awaiting a signature from one or more committee members are encouraged to contact members to remind them to review the plan for approval.

- No one but the student can make changes to individual plans; faculty and staff members are not able to make changes on behalf of a student.

Remember: It is the student's responsibility to create, update, and submit a plan for approval. Keep in mind that an approved plan must be on file in order to graduate (no exceptions).

Changes to Approved Plan

- If an advisor or committee member requires changes to a plan, he or she will comment on the plan and may or may not sign off until the change is made or discussed. Once a change is made, the student will have to re-submit the plan for approval either to the entire committee or just the chair. The departmental graduate director must also approve all changes.

- If a student makes a major change to his or her plan after it has been approved, the plan will need to be re-submitted for final approval to meet graduation requirements.

- Major changes include: changing degree, adding or removing courses (not grade changes), and changing committee members.

- A student who completes both a master's and doctoral degree at KU should have a separate plan for each degree.

Changes Requested

Change Requests

- Students should work with their committee to schedule a date for their final examination during their final semester of study. Once this date is determined, students should work with their departmental graduate supervisor to schedule the final examination and request a degree check from the Graduate Division (Research and Graduate Programs - (RGP) Office). Students should also "Apply to Graduate" in Enroll & Pay. Both of these actions must be completed at least two weeks before the final examination.

- Change requests will appear here.

Graduation Check

- Students should work with their committee to schedule a date for their final examination during their final semester of study. Once this date is determined, students should work with their departmental graduate supervisor to schedule the final examination and request a degree check from the Graduate Division (Research and Graduate Programs - (RGP) Office). Students should also "Apply to Graduate" in Enroll & Pay. Both of these actions must be completed at least two weeks before the final examination.

- Once the Graduate Division (RGP) receives notification of an upcoming examination, the Division will complete a graduation check. This process involves reviewing the approved Plan of Study, along with the student's transcript to verify that all required courses (approved by the committee) have been completed with at least a 3.0 cumulative graduate GPA.

- No courses graded C minus or below should be included on a Plan of Study and will not count toward a degree (note that these classes will, however, count towards the overall graduate GPA).
Frequently Asked Questions

- When should I create a plan?
  By the second semester of graduate study.

- When should I have a committee in place?
  By the beginning of your second semester as a graduate student.

- Can I change a committee member or my advisor, and how do I make those changes?
  Yes. To change members, see slide 17. To change advisors, speak to the departmental graduate advisor first, and be sure to meet with your new advisor to be sure he or she can accept the responsibility. Students regularly change committee members or advisors as their research interests and goals change or if advisors retire or leave KU.

- Can I have more than the required number of committee members?
  Yes, but they will need to have committee eligibility to serve on a student's committee. Check with the departmental advisor to see if the committee member is eligible to serve on your committee.

Questions about these instructions should be directed to:

Anna Paradis
aparadis@ku.edu
(785) 864-1952

Amanda Ostreko
amandao@ku.edu
(785) 864-2932

Frequently Asked Questions, Cont'd.

- What happens if I am in my last semester and I do not have a Plan of Study?
  You will not graduate if you do not have a completed and approved Plan of Study on file by the graduation deadline.

- Why do I have to complete a plan if I discussed course requirements with my advisor?
  It is important to have a contract of required courses on record, especially since this is what the Graduate Division uses to review course requirements for graduation checks. This is also to protect students from being required to add unexpected courses at the end of their graduate career.

- Why hasn't my committee signed off, and what do I need to do?
  The members may need to be reminded to review the plan. Note that committee members only receive a notification to review a plan once the chair has approved it.

- How long does it take for a plan to be approved?
  It should take 2-3 weeks or less for all committee members to review and sign off on or make recommendations.

- Who do I contact with questions?
  Research & Graduate Programs (RGP) staff, the advisor, or departmental advisor or assistant.