

**Plan of Study “Primer” (Cheat Sheet of Dos and Don’ts)**

**IN GENERAL:**

- A) Keep all credit hours to the **minimums** required for the degrees. The more you put on the plan, the greater the chance that all of it will not get done (or be the same) by the time you graduate. Then you have a problem!!!
- B) **MS degree:** **minimum total** hours is **30**, therefore –
  - a. plan your courses to equal either 21 or 24 credits, then subtract from 30 and your research hours will be either 9 or 6 (Grad school doesn’t allow more than 10 anyway for an MS).

**NOTE: You can register for more hours, but they don’t all have to go on the plan.**
- C) **PhD degree:** **minimum total** hours is **90**, therefore ---
  - a. Plan your courses to equal 35 credits → then subtract from 90 to get the Research minimum.
- D) **ROUGH DRAFT:** Make sure I see a rough draft **before** you gather any signatures.
- E) **COMMITTEE:** Follow committee composition rules in handbook – Check with me about graduate school approvals for ‘outside’, non-faculty folks. **This is particularly true for WFU students.**

**RESEARCH AREA of the plan:**

- 1) **ALL** research hours go on ONE line (even though the form has more than one) -- and the date you use is the (future) year and term that you THINK you’re going to graduate. What you’re saying is .... By (Spring) of (2016) I will have accumulated **at least** XX number of research credits.

**COURSEWORK AREAS of the plan:**

- 1) **ALL** courses **MUST** be 5000-level (VT) or 600-level (WF) and above. If a VT course is taught as both a senior (4000-level) and a graduate course, you **must** sign up for it under the GRADUATE level number.
- 2) Make sure the information you enter is accurate (course number, when you took it, etc) – USE YOUR TRANSCRIPT as a guide for courses already taken.
- 3) Please do NOT label all of the courses with Subject Area Requirement acronyms – just label the ones being counted for the minimum category requirements.
- 4) **DO NOT LIST Clinical Rotation on an MS plan.**
- 5) List MATH courses in the Math area ONLY – Do not repeat them up in the main courses area.
- 6) **TRANSFER COURSES:** Name the university courses are coming from. Make SURE the grad school has a transcript of those courses. **Type the grade earned** after the course title. Must be a B or better.

**NEW!!!! Ethics Requirement: Record it in the “Supporting Courses” section, page 2.**

\*\*Different instructions for each campus

**VT Campus → Record Yr/Term you began – if you began before Fall 2013, use “Fall 2013” as your ‘beginning year’.**  
Type the following on the first line:

**2013 Fall BMES 5944 Ethics requirement met through Seminar course 1**

**WFU Campus → List the three mandatory courses you took from the WFU grad school:**

**2012 Fall GRAD 701 Seminars in Professional & Career Development 1**  
**2012 Fall GRAD 713 Scientific Professionalism & Integrity 1**  
**2013 Spring GRAD 714 Scientific Professionalism & Integrity 1**

**NEW!!!! SEMINAR credits: how to report**

Semester/Yr Begin	Semester/Yr Complete	Est. # Semesters	Dept/Crse #	Course Title	Credits	Subj. Area Requirement
			BMES 5944 / 708	Seminar / Topics in BME		SEM

1) Put **Fall 2013** (or when you began) in first box – put when you hope to graduate next – count the # of semesters, record in Estimated # Semesters and Credits box.

**SIGNATURES: PLEASE type out committee member names below the signature lines!!!!**

**Type Dr. Gabler’s name next to the “GPC Chairman” designation.**