Please MAKE SURE your Plan of Work has been checked for the following issues BEFORE you submit it for approval:

1. A sufficient number of hours are listed to satisfy the requirements for your particular program/plan.

2. A Patent Agreement with an original, hardcopy signature has already been submitted to your department prior to submission of the Plan of Work.

3. If you wish to use transfer courses from another institution toward a master's degree here, please do not submit the Plan of Work for approval at the Graduate School level unless/until you have sent us the Transfer Credit Request form and supporting transcript for the courses.

4. Every master's plan of work submitted for students who entered in Fall 2009 must have 18 hours of LETTER GRADED courses (500 and 700-level) unless a justification/comment is entered as to why it does not.

5. If a minor is declared, then (1) a minor representative from the minor area must be designated on the committee and (2) some -at least two and preferably three or more- of the courses must be designated as minor courses. For interdisciplinary minors, the minor representative can be from one of the areas in the minor coursework.

6. Courses numbered 690 and 699 and 890 and 899 cannot be entered on a Plan of Work. The student should use 695 or 895 instead.

This is not an exclusive list, but represents the most frequent causes for a plan of work to be denied. Please contact your adviser/chair for further assistance.

If your plan of work is denied by The Graduate School, a liaison will enter a comment on the "Comments" Tab explaining the problem and set the status to DENIED, which will return the Plan of Work to the student to resolve the issue.

If necessary, contact the advisor or graduate secretary for assistance. When the problem(s) is/are resolved, the plan of work will need to be resubmitted (by the student or the department) for re-approval by the DGP, and then to the Graduate School again for final approval. It will not need to go through the Committee members again for their re-approval.