Department of Computer Sciences
Instructions for Filing a Plan of Study for a Master's Degree

A. Know the requirements for the degree you are pursuing:
   https://www.cs.purdue.edu/graduate/curriculum/masters.html

B. Read the relevant parts of Section VII of the Policies and Procedures Manual for Administering Graduate Student Programs:

C. You should submit your plan of study as a “draft” as early as is feasible but
   - not later than April 01 if you want to receive the degree in the following August or December
   - not later than November 01 if you want to receive the degree in the following May.

   Allow ample time for reviewing the plan, resolving problems, and obtaining the necessary approvals. Missing our deadline could delay your graduation.

D. Create the plan.
   1. The form is available through http://mypurdue.purdue.edu.
   2. If you want to transfer courses from other institutions, you would do well to initiate the process before submitting a plan as “draft”. Read the instructions here: https://www.cs.purdue.edu/graduate/docs/course_transfer.pdf and submit the material to the graduate secretary in LWSN 1137.
   3. Submit the plan as “final” within 2 days after you receive a message from the CS grad office asking you to do so.
   4. The final plan will be routed electronically for the necessary approvals in the department and finally for the approval of the Graduate School.
   5. Do not submit a new plan in lieu of revising an approved plan.

E. After your plan has been approved by the Graduate School, you should check the plan every semester until you have completed all the requirements listed on it.

F. On the form:
   1. Department = Computer Science
      Degree Title = Master of Science
2. Concentration: Leave blank unless you are in an organized interdisciplinary program such as Computational Science and Engineering, Computational Life Sciences, or Statistics-Computer Science Joint Masters.

3. Research Area: Need not be specified but is appropriate if you have chosen the thesis option.

4. Courses:
   a. For the area of courses, select "Primary" for CS 50200, 50300, 53600, 56500, and 58000 and nothing (leave as is) for other courses.

   b. Course titles should agree with those on your grade reports and transcripts. "VT", "Topics in Computer Sciences", "Seminar on Topics in Computer Sciences", or the like, used by the registrar when the student and instructor fail to submit a title for an independent study course (or other variable-title course), are unacceptable.

   c. Do not list:
      - CS 69800,
      - CS 69900,
      - undergraduate courses,
      - graduate courses used to fulfill undergraduate degree requirements (anywhere), except for the three courses permitted in the Five-Year BS-MS program,
      - courses used to fulfill requirements for another master's degree (anywhere),
      - courses that will cause you to have courses from more than one master's program on a doctoral plan of study,
      - courses graded on an S/U or P/N basis

   d. Courses from other departments must be materially related to computer science. After you submit the plan to the Graduate Committee will decide which are acceptable in the context of the whole plan.

      Approved Courses list: https://www.cs.purdue.edu/graduate/curriculum/approved_courses.html

   e. For each independent study course (at most two), you must hand a detailed one page course description approved and signed by the instructor to the CS graduate secretary before you are given permission to submit the plan as “final”. Independent study courses are not acceptable under the thesis option.

   f. Do not select "B or better" unless you are asked to do so.

5. Language requirements: Leave blank. The department has no English or foreign language requirement for the master's degree.

6. Committee:
a. If you are in the Statistics-Computer Science Joint Masters, you must form an advisory committee consisting of three faculty members, including at least one with a primary appointment in Statistics and at least one with a primary appointment in CS. The CS graduate committee must approve the advisory committee.

b. If you are in any other non-thesis master's program, the role of the advisory committee will be fulfilled by the chair of the Graduate Committee.

c. If you are in the regular master's program with the thesis option, the advisory committee should consist of the supervisor of the research plus two (or more) other faculty members, agreed upon by you and the supervisor, who are willing to serve. Qualified faculty from other departments may serve on the committee but may not form a majority of it. Committee members from outside Purdue may be approved but must be supernumerary.

G. Approved plans of study can usually be changed easily even as late as a few weeks after the beginning of the term of graduation. A typical reason for changing a plan is to replace a course by a more interesting or more beneficial course. Sometimes a course must be replaced because it is not available or is scheduled in conflict with another course on the plan. Replacing a course because of a bad grade is not normally permitted.

August 6, 2014 rm