Plan of Study Collection (Undergraduate and Professional POS)

1. Degree Works team send email to associate deans and head academic advisors yearly in October reminding them of the deadline for submitting plans of study for the upcoming fall term in Curriculog.

2. Departmental contact and/or proxy will update plan of study (POS) within Curriculog.

3. Questions:
   a. Is this an existing POS?
      1. No – Go to Step 4 Plan of Study Workflow to enter data
         • Is this a Major, Minor, or Pre-program?
         • Are there changes?
            • If no changes, then review changes for final submission
            • If changes, go to step 4 (Plan of Study Workflow)

4. Plan of Study workflow for Program
   a. Form 1: Degree Requirement Form

      1. Program – Major/degree
         • Ex: PIALMO-BS, HISTORY-BA, AGECON-BS

      2. Major – Short code which represents major
         • Ex: ALMO, HIST, AGEC

      3. Credit Hours - Total number of credits required for degree
         • Ex: Credit Hours: 120

Degree Requirement Form consists of three categories

Category 1: Required Major Courses
Courses that are associated to the department within the major of the plan of study. (Ex 1: English major block includes ENGL; Ex 2: Airline Management and Operations major block includes AT and MGMT courses)

Non-Course Requirements: Degree requirements which are not associated to a course. (Ex: Globalization, Portfolio, International Experience)

Category 2: Other Departmental/Program Course Requirements
Courses that are associated to departments outside the major of the plan of study. (Ex: Airline Management and Operations other departmental block includes everything except AT and MGMT courses and does not include electives.)

Category 3: Electives
Electives are courses consisting of any course subject and any course number. These courses cannot be defined in the plan of study; they can literally be any course.
Category 1: Required Major Courses

1. Enter text with narrative:
   “Enter GPA or grade requirement for Required Major Courses:”
   Students must earn a "C-" or better in all required major courses

2. Indicate each course under this category
   a. FORMAT SHOULD BE AS INDICATED:
      i. Course subject (up to 4 characters available)/number (5 digits required)
         Should pull from approved courses:
         Format should be:
         (1) AT 10000 Introduction To Aviation Technology
         (3) AT 10200 Aviation Business

      ii. Non-Course Requirements may be included: Degree requirements which are not
          associated to a course. (For example, Globalization, Portfolio, Work Experience)

3. When fatal error displays (if the course is not active):
   a. “This is not an active course, contact curriculum@purdue.edu for assistance.”

4. Ask user to add up credits for this category and annotate beside category heading
   (Use text area for a range xx – xx next to Category title) (56 credits) or (55-59 credits)
   Required Major Courses (59 credits)

Category 2: Other Departmental/Program Course Requirements

1. “Enter GPA or grade requirement for Departmental/Program Course”
   Students must earn a "C-" or better in all required major courses

2. Indicate each course under this category

3. Credit hours, course subject/number, and course title
   (1) AT 10000 Introduction To Aviation Technology
   (3) AT 10200 Aviation Business

4. Need to be able to add text or use a title of list with upload

5. Satisfies Core - Is a fixed field that should be shown below – free flowing text to go after
   the on how they meet the UCC.

6. When fatal error (if the course is not active) when you go to save shows in red
   “This is not an active course, contact catalog@purdue.edu for assistance.”
7. Add up credits for this category and annotate beside category heading
   (text box needs to be a range xx – xx)
   Error message will appear if field is left blank when saving credit amounts:

   Other Departmental / Program Course Requirements (52 credits)
   (3) Humanities Foundation (satisfies Human Cultures Humanities for core)
   (3) Behavioral/Social Science Foundation (satisfies Human Culture Behavioral/Social science for core)
   (3) TECH 13000 (satisfies Information Literacy Selective for core & STS for Core)
   (4) PHYS 21000 (satisfies Science Selective for core)
   (3) Science Foundation (satisfies Science Selective for core)
   (3) ENGL 10600 or ENGL 10800 (satisfies Written Communication for core)
   (3) COM 11400 (satisfies Oral Communication for core)
   (3) MA 15580 (satisfies Quantitative Reasoning Selective for core)
   (3) MA 22110 or MA 16010
   (3) Economics Selective
   (3) Advanced English Selective
   (3) Technical Communications Selective
   (3) STAT 50100
   (12) Any University-approved minor or departmentally-approved thematic area of study

Category 3 – Electives

   Electives (9 credits)
   Ask user to add up credits for this category and annotate beside category heading
   (Use text area for a range xx – xx next to Category title) (56 credits) or (55-59 credits)
   Error message will appear if field is left blank when saving:

   AFTER Category 3:

   All three categories must add up to the overall credits required for the degree

   “All three categories listed on the degree requirements form should have the total credit hours must sum to
   120 unless the program has been approved by the State to exceed the 120 credit hour requirement.” If you do
   not add up to 120, you need to contact mypurdueplan@purdue.edu.

   If more than 120 credits entered:
   View programs approved to exceed the 120 credits by the Indiana Commission of Higher Education.
   S:\share\Degree Works\PU Rules and Regulations
University Core Requirements

- Human Cultures Humanities
- Human Cultures Behavioral/Social Science
- Information Literacy
- Science #1
- Science #2
- Science, Technology, and Society
- Written Communication
- Oral Communication
- Quantitative Reasoning
- For a complete listing of course selectives, visit the Provost’s Website.

1. “Enter minimum GPA requirement or minimum grade requirement for program”

Students must earn a "C-" or better in all required major courses.
120 semester credits required for Bachelor of Science degree.
2.0 Graduation GPA required for Bachelor of Science degree.

The student is ultimately responsible for knowing and completing all degree requirements.
The myPurduePlan powered by DegreeWorks is the knowledge source for specific requirements and completion.

Program Requirements

Ask “Is this a 4 year program: Use 8 Semester Plan or 3 year program (use 6 semester plan)?”
(Below is the template for a 4 year program. A 3 year program will be provided instead if they choose this.)

1. Prepopulate major, school, program, major code etc.
2. Courses should be placed in chronological order term-by-term in which students would register.
   a. Courses from Degree Requirement Form (PAGE 1) drives the Program Requirement Form (PAGE 2) courses
   b. All courses from page 1 should be included in Page 2 somewhere.
3. Identify critical courses with diamond symbol

   The ♦ course is considered critical.

   Critical Course: A course that a student must be able to pass to persist and succeed in a particular major. A course that is required to ensure progress towards degree in four years.

4. Need to add the course credits per semester.

5. Ensure the four years are broken down into 30/60/90/120 credits per year (Financial Aid requirement).

   If not this does not meet Financial Aid requirement for 30/60/90/120 credit hours per semester, please email myPurduePlan@purdue.edu

6. Supporting documents (add by link or PDF upload – provided to OTR to upload or) –

   See Example below:
   a. A list of courses to identify selectives or a large group of courses
   b. Identify any remedial courses or courses that cannot be used for degree requirement
   c. Indicate any limits on pass/no pass courses
7. Submit for Review to Office of the Registrar

8. Final Submission Button (hide this until review is finished)

9. Click Submit
### Minors: (examples)

**MINOR IN COMMUNICATION**

15 Hours

A grade of "C-" or better must be earned in any course used to fulfill a minor requirement. At least 50% of credit for a minor must come from Purdue University West Lafayette.

**REQUIREMENTS FOR MINOR IN COMMUNICATION**

<table>
<thead>
<tr>
<th>Cr. Hrs.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>ONE of the following courses in Communication</td>
</tr>
<tr>
<td></td>
<td><strong>Pre-Program:</strong></td>
</tr>
<tr>
<td>3</td>
<td>____COM 11400 Fundamentals of Speech Communication OR</td>
</tr>
<tr>
<td></td>
<td>____COM 21700 Science Writing and Presentation</td>
</tr>
</tbody>
</table>

Note: If a student has undistributed transfer credit that was approved for the university core curriculum requirement in oral communication, that course may be substituted for COM 11400/21700.

<table>
<thead>
<tr>
<th>Cr. Hrs.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The following course in Communication</td>
</tr>
<tr>
<td></td>
<td><strong>Pre-Program:</strong></td>
</tr>
<tr>
<td>3</td>
<td>____COM 30200 Introduction to Communication Theory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cr. Hrs.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>ONE Communication course at the 20000-level or higher</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cr. Hrs.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>TWO additional communication courses at 30000 or 40000-level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cr. Hrs.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

NOTE: Communication majors have priority in all classes.

Students must be officially coded as communication minors to register for many classes.

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### Pre-Program:

**Pre-ABE (Agricultural Biological Engineering)**

https://ag.purdue.edu/oap/Pages/major.aspx

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credits</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fall 1st Year</td>
<td></td>
<td></td>
<td></td>
<td>Spring 1st Year</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td>17</td>
<td></td>
<td>General Chemistry or Programming Applications for Engineers</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CHM 11500</td>
<td>General Chemistry</td>
<td>proto. calculus</td>
<td>4</td>
<td>CHM 11500</td>
<td>CHM 11500</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>ENGL 10600</td>
<td>English Composition</td>
<td></td>
<td>3 or 3</td>
<td>CS 15900</td>
<td>CS 15900</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ENGR 31300</td>
<td>Innovation I</td>
<td></td>
<td>3</td>
<td>COM 11400</td>
<td>COM 11400</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>21700</td>
<td>Presentation</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MA 15500</td>
<td>Calculus I</td>
<td>ALEKS 85+</td>
<td>3</td>
<td>MA 16000</td>
<td>Plane Analytic Geometry and Calculus II</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Selective</td>
<td></td>
<td></td>
<td></td>
<td>PHYS 17200</td>
<td>Modern Mechanics</td>
<td></td>
</tr>
</tbody>
</table>

Upon successful completion of one year of pre-engineering curriculum, students can apply for admission to an undergraduate program of study. Details regarding the application process are available from the Agricultural and Biological Engineering Academic Programs office. Available specializations include:

- Agricultural Engineering
- Environmental and Natural Resource Engineering
- Food and Biological Process Engineering
- Cellular and Biomolecular Engineering
- Pharmaceutical Process Engineering

MA 16100 and MA 16200 are alternatives to MA 16500 and 16600, respectively.

Students pursuing the Agricultural Engineering major may take CHM 11600 or CS 15900. All others should take CHM 11600.

Official and complete prerequisite lists are in the course catalog; the incomplete listing presented here regards this program and course sequencing.