Plan of Study Checklist

About the Program

- A short paragraph or two with general information about the program (what students should expect to study, future careers, etc.).

Degree Information

- Total # of credits required for degree (departmental, other departmental, and electives should equal 120 in most cases; some degrees are approved for additional credits)

Departmental Requirements

- Courses required for major
- Notate any courses that fulfill UCC requirements.
- Variable title courses should be avoided as much as possible. If a variable title course must be used, all available titles for the course should be accepted. If not possible, the exact (character for character) section (CRN) title from Banner must be listed; that is the only way the course will fill the student’s degree audit.
- Variable credit courses should notate how many credits are required for the course.
- Are any of these courses taken (by default) as P/NP or S/U grade mode? They should be notated as such, especially if it is an exception to the college or department P/NP policy.
- **Courses that have been “hidden” within MyPurduePlan previously now must be clearly stated on the plan of study. (contact Kim Watley) The courses will not be removed from mPP until we meet with you to discuss them.**

Concentrations:

- **Required Concentrations** - included, if applicable (Links will be put in by Catalog Team)
- **Required Minor or Certificate** – included, if applicable (Links will be put in by Catalog Team)
- **Optional Concentration** – included, if applicable (Links will be put in by Catalog Team)

Other Departmental Requirements

- Required courses that supplement major, but are not a part of the major
- Notate courses that fulfill remaining UCC requirements not fulfilled in departmental requirements section.

Electives

- All leftover credit – any subject, any course. No stipulations can be placed on electives.

Supplemental Lists - These are on separate Curriculog proposals.

- Links will be added to selective/supplemental lists associated with departmental or other departmental areas

Grade Requirements

- Notate any/all specific grade requirements.

GPA Requirements

- Notate any/all specific GPA requirements: graduation, major, content, etc.
Course Requirements and Notes

• Double-counting policy – where is it allowed and not allowed?
• Specific notes or requirements about courses; repeatable limits, study abroad, etc.

Non-Credit Requirements

• Portfolio review, ServSafe certification, etc.

Pass/NP Policy

• College, department, major P/NP policy. Any exceptions to the rule should also be included.

Transfer Credit Policy

• College, department, major transfer credit (including any/all undistributed credit, TR graded courses, AP/IB credit, etc.) should be clearly stated. Can transfer credit be applied to the major? If yes, how and where?

University Requirements

• UCC - This section is informational only for students. Pathways to complete the UCC FLOs should be clearly outlined within the departmental and other departmental areas of the plan of study.
• Civics Literacy - Required course or non-course university requirement for students.
• 32-upper Policy & fulfillment - Resident study at Purdue University for at least two semesters and the enrollment in and completion of at least 32 semester hours of coursework required and approved for the completion of the degree. These courses are expected to be at least junior-level courses.
• Students should be able to fulfill most, if not all, of these credits within their major requirements; there should be a clear pathway for students to complete any credits not completed within their major.

Sample 4-Year plan

• A 4-Year plan guide from a first-time freshman point of view. Understanding that each student will have a different experience, the 8-semester plan is simply for guidance for a student to understand how their degree can be completed within 4 years.
• Each academic year should include at least 30 semester hours completed (30/60/90/120).

Additional Information (old “Notes”)

Other items to note:

• Identify critical courses with ♦ (ALT 4 keys) a. A “Critical Course” is one that a student must be able to pass to persist and succeed in a particular major. The critical course indicator is no longer being used for registration purposes.
• The term “elective” is solely for the elective area; anywhere else is a Selective.
• Do not use the phrase “free elective.” This phrase will be replaced with just “elective” if used.
• Identify how many credits are required for any variable credit courses.
• Pre-requisite courses must be embedded within the plan of study; they cannot be excluded or listed separately.
• No Study Abroad (SA) courses should be listed on the plan of study.
• Ranges or lists of courses “except” certain courses will not be accepted. Either all courses within a list (e.g. a UCC list) or range (e.g. AD 20000:39999) must be accepted or a separate list of what courses will be accepted must be provided.
• If ALL UCC approved courses are not allowed to fulfill a specific requirement, then a list needs to be provided. We cannot accept a subset of the UCC approved list. Example: 3 credits (or 1 class) in Quantitative Reasoning (except MA 13800, 15200, 15800).
• For requirements from a list - are you requiring a COURSE or a number of CREDITS for a requirement? Saying “1 course” required does not automatically = 3 credits.
• If there are multiple majors under the same program code, can students double/triple major?
• Lists and selective areas should be named.
• No count list
  o If there are courses that the major/department/college will not accept toward the major, they should be clearly, visibly noted.