



Effective:	August 26, 2016 (revised)
Responsible Executive:	Dean of the Graduate School
Applicability:	All Graduate Students
Review By:	August 2022

Early in the graduate program, each student should confer with the appropriate departmental advisor or major professor to select courses and discuss research interests. Then a Plan of Study should be prepared and submitted to the Graduate School. The Plan of Study form is completed using [DegreeWorks](#). The Plan of Study must be submitted at least one term prior to the term in which the student plans to Graduate. No student will be permitted to graduate who fails to submit a Plan of Study. Revisions to existing Plans of Study are also completed in [DegreeWorks](#).

Notification of all changes must be provided before the beginning of the final semester. The student is responsible for carrying out the planned program and for asking the major professor to make necessary changes.