

**INSTRUCTIONS FOR  
Masters Plan of Study (generic) and page 2 self-check guide (IPDF)**

To be used by masters students whose school/department do not have a pre-made Plan of Study. Students must check with their adviser to be sure they are using the correct Plan of Study form.

Use page 2 self-check guide to avoid errors.



GRADUATE SCHOOL  
PLAN OF STUDY FOR MASTER'S DEGREE

NAMES	UNIVERSITY I.D.	DATE DEGREE EXPECTED
ADDRESS	EMAIL	WORK PHONE HOME PHONE
MAJOR Master Business Administration	SEQUENCE	
CHECK ONE: <input type="checkbox"/> M.S. <input type="checkbox"/> M.A. <input type="checkbox"/> M.S. in Ed. <input type="checkbox"/> M.M. <input type="checkbox"/> M.M. Ed. <input type="checkbox"/> M.S.W. <input checked="" type="checkbox"/> M.B.A. <input type="checkbox"/> M.P.A.		
CHECK ONE: <input type="checkbox"/> 39 hour option <input type="checkbox"/> with thesis <input type="checkbox"/> Project <input type="checkbox"/> with comprehensive <input type="checkbox"/> 36 hour option (MBA only) <input type="checkbox"/> 30 hour option (MPA only)		

**TRANSFER COURSES**  
(will be equivalent to 300 level only \*.)

University	Course number and Title	Sem. Credit Hours	Grade	When taken

ISU GRADUATE COURSES				
Dept. No. and Course No.	Course Title	Sem. Hrs.	Grade	Sem/Yr
557 412	Cont. Bus. Pers. & Ldr Skills	3		
552 468	Management Info. Systems	3		
552 450	Management Accounting	3		
548 440	Financial Management	3		
558 427	Oper. and Qual. Mgnt.	3		
558 421	Organization Behavior	3		
559 430	Adv. Marketing Mgnt.	3		
558 485	Adv. Org. Strategy	3		
558 497	Intro to Research Methods	3		

DEFICIENCY COURSES			
Dept. No. and Course No.	Course Title	Sem. Hrs.	Grade

Total Hours Transferred \_\_\_\_\_

Total Graduate Hours \_\_\_\_\_

Signed \_\_\_\_\_  
Candidate

The above plan of study is approved.

Signed \_\_\_\_\_  
Candidate's Adviser

Signed \_\_\_\_\_  
Department/School Designee

Signed \_\_\_\_\_  
Graduate School

Date Approved \_\_\_\_\_

Submit the original and three copies to your adviser and then to the Graduate School, Hovey 309. One copy will be sent to the student at the above address and two copies will be returned to the department/school. (If additional space is needed, please use a second Plan of Study form.)

**TO AVOID ERRORS  
USE SELF-CHECK LIST PRIOR TO SUBMISSION  
TO GRADUATE SCHOOL**

After admittance to a degree program, each student should consult with their adviser to develop a Plan of Study. A copy of the plan is kept in the student's department/school. The student has the responsibility of meeting with their adviser on an on-going basis to keep the Plan of Study updated as needed. All requirements on the Plan of Study must comply with degree and graduation requirements established by the Graduate School and department/school.

**SELF-CHECK LIST---AVOID COMMON ERRORS**

- Degree status (cannot be Provisional or below 3.0 cum. GPA)
- Catalog year - may be either the catalog year you entered program or the year you graduate.
- Any deficiency courses are noted in the deficiency area.
- Only graduate level courses with a grade of A, B, or C, may be used on a plan of study.
- A maximum of twelve (12) hours of Student-at-Large course work may be used.
- 400 level course requirement: at least 15 hrs. for 32 hr. option or 18 hrs. for 39 hr. option.  
Some departments require more.
- All 300 level courses were taken for graduate credit.
- The following courses cannot be used on the plan: 398's, 429's, 489.50 and 489.51.
- General Courses: Maximum of nine hours total, of any combination 393, 397, 400 max of 6, 493, 498 max of 6 for 32 hr. program and 8 for 39 hr. program.
- Contact your adviser for information on courses offered under the same number but with different content (e.g. Workshops, Topic courses, Seminars, Studies). Show course title as well as course number on Plan and attach syllabi for each.
- Substitutions for required courses can only be made with the approval of your department/school coordinator.
- Substitution(s), with coordinator rationale must be noted on plan of study.
- Time Limit: 6 years to complete degree
- Transfer courses: Limit 9 hours. Include in transfer area on Plan of Study. A Request for Transfer of Credit form and transcript verifying course work has previously been submitted to the Graduate School or is attached.
- If the Master of Arts degree is an option in your program, you must attach a transcript showing a minimum of 4 semesters of one foreign language at the university level (equivalent to ISU's FOR 116) OR a satisfactory score on a University administered language examination (available in German, French, or Spanish). See Graduate Catalog for guidelines.
- Simultaneous masters degrees - see Graduate Catalog for guidelines.
- If choosing thesis option, thesis hours (499.00) must be minimum of 4, maximum of 6.

**WHEN TO SUBMIT YOUR MASTER'S PLAN OF STUDY TO GRADUATE SCHOOL:**

**Students hold final responsibility for knowing and completing all requirements for the degree and insuring that the Plan of Study is filed with the Graduate School early in the semester of anticipated graduation and by a date established by the Graduate School.**