

Department of Agricultural Education & Studies The Plan of Study (POS)

Procedures for Ph.D. and Masters of Science Degree Programs

1. Download a Recommendation for Committee Appointment form from the Graduate College website. Carefully read the directions which explain the minimum requirements for POS committee membership.
2. Identify a major professor and other committee members.
3. Fill out the recommendation for committee appointment form and have your temporary advisor or major professor proofread the form.
4. Obtain appropriate signature and submit the form to the DOGE (Greg Miller by way of Cheryl Abrams).
5. Once your graduate committee has been formed and approved by the Graduate College, a POS meeting may be conducted.
6. Download a POS form from the graduate college website. Carefully follow the directions that accompany the form.
7. Review the proposed POS form with your major professor and make changes that they recommend.
8. At the POS committee meeting the POS is reviewed by the committee, changes suggested and overall approval is granted if the committee agrees with the plan. Preliminary plans for a research study are also discussed at this meeting. Approximately one hour is suggested for the meeting.
9. Make changes to the POS form as recommended by the POS committee.
10. Obtain all committee member signatures, submit the form and any required attachments to the Director of Graduate Education in the department (Dr. Greg Miller) for review, approval and further processing.
11. A copy will be made for the student's file. Originals will be sent to the Graduate College for approval.
12. The Graduate College will review the POS and either return it for corrections or approve it. If it is approved, copies of the stamped and signed approved POS will be sent to the graduate student, committee members, and department.
13. If during the graduate program the student makes changes to the original plan, the student must submit a "change form". The POS is the guide for the student's graduate program. No graduate student can graduate without completing the agreed upon plan of study. All changes to the plan of study need to be approved by each committee member and the Director of Graduate Education.