School of Industrial Engineering and Management

Plan of Study and Enrollment[1]

Full-Time Enrollment. To be considered enrolled full time, a graduate student must be enrolled in at least nine hours in either fall or spring semester and at least four hours during the summer sessions. Fulltime enrollment for Graduate Teaching/Research Associate/Assistants (GTAs/GRAs) with a 0.50 FTE appointment is at least six hours in either fall or spring semester and at least two hours during a summer session. International students on F-1 or J-1 visas must maintain full-time status during the first semester of enrollment, and during each fall and spring semester thereafter.

Enrollment Procedure. Students are strongly encouraged to review the course offerings for the upcoming semester prior to attempting to enroll. For more information about enrollment and classes go to http://my.okstate.edu. First semester graduate students must first obtain the approval of the Graduate Program Director prior to attempting to enroll. In subsequent semesters, enrollment must first be approved by the advisor in writing. IEM uses trial study forms and add-drop cards for approving enrollments. A copy of every enrollment approval action must be in the student file, and the actual enrollment must match the courses approved by the advisor. Students who have active academic, financial, or advising holds must clear these holds prior to attempting to enroll. Students can view any holds by logging into the Self Service portal at http://my.okstate.edu.

Plan of Study. The Plan of Study (POS) for the degree must be submitted online to the Graduate College prior to the beginning of pre-enrollment for the second semester of a master's program. The student should develop the POS with the advisor using the online POS application (http://planofstudy.okstate.edu). Your POS must meet the Graduate College and School of IEM requirements. The online POS submission request requires approval by the advisory committee and the graduate program director with final approval by the Graduate College. The Plan of Study is subject to modification. All changes must have the approval of the advisory committee and the graduate program director, and a final Plan of Study incorporating all changes should be submitted to the Graduate College by the posted deadline. The revised POS must continue to meet the Graduate College and the School of IEM requirements. In order to facilitate the verification of IEM requirements and for departmental recordkeeping, IEM requires all MS students to also submit a POS worksheet that lists the same courses as your planned online Graduate College POS, and requires the approval of your committee. IEM POS worksheet forms are available online at: https://iem.okstate.edu/content/ms-and-phd-program-information under the Forms menu. A completed and signed POS worksheet must be on file before the Graduate College POS is submitted online for advisory committee's approval. Doctoral students go through a "Plan of Study Meeting" with the advisory committee prior to submitting their POS for online approvals. This process will be discussed in the IEM 6903 Doctoral Seminar course that PhD students are required to take.

Responsible Conduct of Research. All IEM graduate students must complete Responsible Conduct of Research (RCR) training requirements prior to the submission of a Plan of Study. IEM requires the successful completion of the "Physical Science" RCR course and the "Plagiarism" course through the online RCR training system. A Plan of Study will not be approved by the Graduate College until the graduate program has certified RCR completion. Information and University policies regarding RCR can be found at https://research.okstate.edu/compliance/rcr/index.html.

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[1] Review the OSU catalog for more information: http://catalog.okstate.edu/

Last updated: August 9, 2018

Plan of Study Process

1. Use the IEM POS Worksheet to prepare a draft plan with the assistance of your advisor and identify potential committee members. Make sure that your plan meets all departmental requirements.

2. Contact potential committee members to determine their willingness to serve on your committee.

3. If you have not completed the mandatory RCR training, be sure to complete it and then email your completion report/certification to iem-grad@okstate.edu. Your Plan of Study will not be approved by the Graduate College until the program has certified RCR completion. Please go to the following website for information about RCR training and scroll to the bottom for links to instructions on how to complete the RCR training:
    https://research.okstate.edu/compliance/rcr/training.html
    You must complete the "Physical Science" and "Plagiarism" modules.

4. Finalize your plan of study. Do not include departmental program prerequisites (IEM 3503, IEM 3103/STAT 5013/STAT 4033, and IEM 5010 Intro. to IE), or ITA-related courses (GRAD 5082/5092) in your plan. However, if you were required to complete ENGL 0003 or ENGL 4893, you must include these courses in your plan.

5. Complete the IEM POS Worksheet, obtain your committee's signature, and submit it to Valerie Quirey in EN 354.

6. Go to http://planofstudy.okstate.edu/, complete and submit the online plan of study. The plan submitted must match the POS worksheet approved by your advisor and meet all IEM/Graduate College requirements in order to be approved.