Plan of Study Policy (updated 4-29-15)

1) Purpose
The Plan of Study represents a roadmap of track-specific didactic and non-didactic graduate courses that must be successfully mastered by the student in order to meet graduation requirements for the intended degree.

2) Procedure
- Student reviews track-specific list of core and elective courses as approved by the Graduate Program Committee and formulates in consultation with the Supervisory Faculty an individualized plan of didactic and non-didactic graduate courses until anticipated term of graduation. This listing includes (a) all UC courses that must be completed before graduation, (b) advanced standing credits, (c) additional courses required to address existing deficiencies, and (d) other requirements.
- Plan of Study must be approved by the Supervisory Committee (see Supervisory Committee Policy).
- Substantial modifications to an approved Plan of Study may be requested by the student and/or Supervisory Faculty under extraordinary circumstances (e.g., core course is no longer offered or change in degree path). The Supervisory Committee will judge the merit of the proposed changes and either approve or disapprove.
- Changes in track-specific course requirements implemented by the Graduate Program Committee only apply to students without an approved Plan of Study.

3) Timeline
Approval of the Plan of Study for full-time graduate students must be obtained by the end of the 1st year of enrollment. Failure to comply with this expectation may result in dismissal from the graduate program due to insufficient progress towards the intended degree. For part-time students, the Supervisory Faculty must submit a draft Plan of Study when admission of a new part-time student is requested.

4) Reporting
- Track-specific Plan of Study form must be used to document the roadmap of didactic and non-didactic graduate courses. Full-time graduate students are responsible for completing the electronic form and for bringing a hardcopy to the meeting with the Supervisory Committee for approval.
- The completed and signed Plan of Study form must be returned to the graduate program office within one week after committee meeting for final verification and inclusion in the student’s file.
- Supervisory Faculty will submit draft Plan of Study to graduate program office when admission of a new part-time student is requested.