

OSU *Center for Health Sciences*

GRADUATE DEGREE PLAN OF STUDY CHECKLIST

TO THE ACADEMIC ADVISOR: A Plan of Study (POS) serves as a contract between a student and the university; it is a key element in assisting a student to identify and successfully complete degree requirements. The Biomedical Sciences Graduate Committee has designed this checklist to serve as a guide in ensuring that a student's POS meets Program, Graduate College, and University requirements. Please use this form to check the various elements of a student's POS prior to submission to the Biomedical Sciences Graduate Committee.

In cases where the POS deviates from Biomedical Sciences Program (but not Graduate College) requirements (e.g., number of credits in zero-ending courses), the signature of the Program Director signifies a waiver of those requirements. Nevertheless, to clearly indicate intent we ask that any variation of Biomedical Sciences Program requirements be initialed by the Program Director in the right margin, next to the course(s) concerned.

TO THE GRADUATE STUDENT: The POS ensures that you complete the degree requirements in a timely manner. The POS may be changed, as long as it follows the guidelines of the Biomedical Sciences Graduate Program. A final POS must be submitted to the Biomedical Sciences Graduate Committee in the first week of the final semester.

The plan of study must be submitted before the **17th credit hour** for Master's students and before the **28th credit hour** for Ph.D. students. Students who have not submitted their Plan of Study will not be allowed to enroll, with all the continuous enrollment, financial aid, and stipend consequences.

General Graduate Plan of Study Checklist

- _____ All signatures are on the form (committee members, student, department head, etc.).
When a committee member is also Program Director, s/he should sign as a committee member AND as the Program Director (two signatures).
- _____ The Regulatory Approvals section has been addressed and is completed.
Older forms including only the research/human subjects section are not acceptable
OSU Graduate College states that no credit will be given to any graduate student research, carried out without the required regulatory approvals.
- _____ All coursework reflects grades that will be less than 10 years old at the time of expected degree completion
This (including meeting thesis/dissertation deadlines).
- _____ The anticipated graduation date is within 7 years (MS) or 9 years (Ph.D) of the date of admission to the program
If not, a petition for an extension of time must be made with the Graduate College.
- _____ All courses are accurate in prefix, course number, title, credit hours, and semester offered.
- _____ All courses are eligible for graduate credit
Check SIS to verify graduate credit for 3000* and 4000* level courses).
- _____ Transfer courses are identified and are noted on the student's OSU transcript
The Graduate College does not accept correspondence courses for graduate credit.
- _____ All transfer courses have a grade of B or better.
- _____ Any variations in Program requirements have been initialed in the margin next to the applicable course(s).

-Turn page for Specific Degree Requirements-



Master's Degree Plan of Study Checklist

- _____ POS chooses between a thesis or a non-thesis option
 - _____ Thesis option has at least 24 hours of coursework and 6 hours of thesis/research listed
 - _____ Non-Thesis has at least 32 hours listed
 - Report option, 2 hours of research are listed
 - Creative component option, the associated course is identified with an asterisk
- _____ At least 21 hours of coursework are at the 5000 level or higher.
- _____ Two of the following required courses are included:
 - BIOM 5117 Gross and Developmental Anatomy, BIOM 5124 Histology, BIOM 5134 Neuroanatomy, BIOM 5215 Medical Biochemistry, BIOM 5316 Medical Microbiology and Immunology, BIOM 5415 & 5425 General Pathology I & II, BIOM 5513 & 5523 Pharmacology I & II, or BIOM 5616 Medical Physiology
 - At least one of the required courses must be outside the student's major discipline
- _____ Statistics course (Graduate level course of 3 or more credits)
- _____ No more than 3 hours maximum of Special Topics
- _____ At least 1 hour minimum but no more than 2 hours maximum of Seminar
- _____ At least 1 semester in full-time residence

Ph. D. Plan of Study Checklist

- _____ The outside member is from outside the student's home department.
 - Must be a member of the OSU Graduate Faculty
 - Must be "'Outside of the [student's] area of study", Dr. Debra Jordan, Associate Dean, OSU Graduate College
 - Better definition in under consideration at OSU Graduate College
- _____ At least 30 hours of coursework from OSU.
- _____ Student shows 90 hours of credit, (at least 45 coursework)
- _____ Master's degree is listed along with 30 hours credit
 - Master's degree in a related field
- _____ No more than 9 transfer hours from non-doctoral granting institution(s).
- _____ At least 75% of the coursework is at the 5000 level or above.
- _____ At least 1 of last 2 years in continuous enrollment
- _____ Required Courses are on POS
 - BIOM 5215, Medical Biochemistry and BIOM 6175 Molecular & Cellular Biology
- _____ Two of the following additional Biomedical Courses are on Plan of Study:
 - BIOM 5117 Gross and Developmental Anatomy, BIOM 5124 Histology, BIOM 5134 Neuroanatomy, BIOM 5316 Medical Microbiology and Immunology, BIOM 5415 & 5425 General Pathology I & II, BIOM 5513 & 5523 Pharmacology I & II, or BIOM 5616 Medical Physiology
- _____ Statistics course (Graduate level course of 3 or more credits)
- _____ No more than 9 hours maximum of Special Topics
- _____ At least 1 hour minimum but no more than 4 hours maximum of Seminar
- _____ At least 1 of the last 2 years must be spent in continuous residence at OSU-CHS

Dual Degree (D.O./Ph. D.) Plan of Study Checklist

- _____ The outside member is from outside the student's home department.
 - _____ Must be a member of the OSU Graduate Faculty
 - _____ Must be ""Outside of the [student's] area of study", Dr. Debra Jordan, Associate Dean, OSU Graduate College
 - _____ Better definition in under consideration at OSU Graduate College
- _____ Student shows 90 hours of credit
 - _____ At least 60 hours beyond the DO
 - _____ 30 hours DO credit
- _____ No additional 30 hours credit for Master's
- _____ No more than 9 transfer hours from previous Graduate Work
 - _____ All of the coursework is at the 5000 level or above.
 - _____ No credit can come from a non-doctoral granting institution(s).
- _____ At least 75% of the coursework is at the 5000 level or above.
- _____ At least 1 of last 2 years in continuous enrollment
- _____ Required Course is on POS
 - _____ BIOM 6175 Molecular & Cellular Biology
- _____ Statistics course (Graduate level course of 3 or more credits)
- _____ No more than 9 hours maximum of Special Topics
- _____ At least 1 hour minimum but no more than 4 hours maximum of Seminar
- _____ At least 1 of the last 2 years must be spent in continuous residence at OSU-CHS
- _____ Three year research period included in Ph.D. program