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