

Name:

4000 Level Courses

Year	Term	Course Subject	Course Number	Course Title	Grade	Hours
Maximum 6 credit hours						Total 4000 Level Hours: <input type="text"/>

Supporting Courses

Year	Term	Course Subject	Course Number	Course Title	Grade	Hours
Do not count toward minimum number of credit hours required for degree						Total Supporting Hours: <input type="text"/>

Transfer Courses – 13 Hrs. Maximum (< 50%)

Name of Transfer Institution:

Attach official transcript – courses older than 5 years require justification and documentation by committee chair

Year	Term	Course Subject	Course Number	Course Title	Grade	Hours
No more than 50% of required graded credits allowed as transfer						Total Transfer Hours: <input type="text"/>

Total Research Hours (30 hrs. Minimum)::

Total Graded Credit Hours (27 hrs. Minimum)::

Total Plan of Study Hours (90 hrs. Minimum)::

Name:

Committee Notes

Please add any relevant notes regarding any exceptions such as approvals for substitutions or older course work

Committee Members

Role	Dept	VT ID	Name	Signature	Date

Only 3 members required in addition to committee chair. If non-VT, see Graduate Program Coordinator
 Roles: C = Chair; CC = Co-Chair; M = Member

Ethics Requirement

<input type="checkbox"/>	Ethics requirement met by attending new student orientation and passing CNST 5074
<input type="checkbox"/>	Ethics requirement met by alternative documentation

Department Approvals

Graduate Program Coordinator Signature		Date:	
Graduate Program Chair Signature		Date:	

For Department Use Only

Date Received:		Date Entered:		Date Approved:	
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Plan of Study Form Instructions

What is this form? The Plan of Study form is used as a “contract” between a student and the student’s advisory committee that meets at least the minimum Graduate School requirements for the designated degree. The Plan of Study must also be approved by the Graduate Program Director or Department Head, and the Graduate School.

What should I do with it? After approval by the student's Advisory Committee and the Graduate Program Director or Department Head, the Plan of Study must be submitted to the Graduate Program Coordinator, either as a hard copy or electronically as a single pdf file, who will then enter the plan into the banner system and sent electronically to the Graduate School for approval.

When is it due? Ph.D. students are encouraged to consult first with their academic advisors and committee members and second with the Graduate Chair and/or Graduate Coordinator to answer questions regarding courses and requirements for the Plan of Study. A DRAFT is due to the Graduate Coordinator no later than the semester break of their third semester, an APPROVED Plan of Study is due no later than the end of their third academic semester.

Plan of Study Sections

Enrollment Policies: Graduate students are permitted to take a maximum of 18 credit hours per semester. Students who have a fellowship, scholarship, or graduate assistantship, including GAs, GTAs, and GRAs, must take a minimum of 12 credit hours per semester during the academic year. Unfunded students must take a minimum of 9 credit hours per semester. All courses on the Plan of Study, including supporting courses, must be taken on a letter grade (A/F) basis except for those courses approved to be graded on a pass-fail (P/F) basis only. Audit courses cannot be included on the Plan of Study.

Research and Dissertation Courses: A minimum of 30 credit hours of Doctoral Research (7994) must be filed.

4000 Level Courses: No more than six (6) hours of 4xxx-level courses may be included. The 6 credits of course work may include Special Study (4984) courses but may not include Undergraduate Independent Study (4974) or Undergraduate Research (4994) courses. No course less than a 4xxx-level may be included on the Plan of Study.

5000 and 6000 Level Courses: The plan of study requires a total of 27 credit hours of graded credits, where any other of the above stated 4000 level allowance must be at the 5000 level or higher (i.e., graduate course work). The 5000-level course work may include a maximum 18 credits total in 5974, 5984, and 6984 courses and 4 credits of seminar.

Transfer Courses: No more than 50% of the graded credit hours needed to satisfy the requirements for a Virginia Tech graduate degree may be transferred in from a regionally accredited university. All such credits must have earned grades of "B" or better, have been earned while in good standing in graduate status, and must have been graduate courses (numbered 5000 or higher) at the institution where the student took the courses. Grades of "S" or "P" are not acceptable for transfer credit. All transfer courses must be acceptable to the student’s Advisory Committee and the Graduate Program Director or Department Head. For transfer course work more than five years old, a [Justification of 'Old' Course Work form](#) must be filed with the Plan of Study.

Supporting Courses: Supporting courses are those the student's Advisory Committee considers **necessary** to provide missing background for taking the key courses required for the student's degree program. Courses numbered lower than 4000 can only be used on the Plan of Study as Supporting Courses. All courses listed on the Plan of Study, including Supporting Courses are requirements for the degree and must be completed with a grade of "C" or better. However, supporting courses do not count toward the minimum number of credit hours required for the degree.

Committee Notes: Any special approvals, such as related to transfer credits from other institutions and justifications of old course work should be referenced in here and list the respective attachments for further documentation.

Committee Members: Doctoral students must have an advisory committee of at least four Virginia Tech faculty members who have 1) earned the appropriate terminal degree (or gained equivalent professional experience), 2) maintain a record of scholarly productivity, and 3) show evidence of successful involvement with graduate education within the previous five years. Virginia Tech faculty members who meet the first two criteria but have not previously had the opportunity to advise or supervise graduate students can, if paired with or mentored by an experienced Virginia Tech faculty member, qualify as Graduate Program faculty and serve as Chair, Co-Chair, or Member. For additional information on specific faculty and possible exceptions consult the [graduate school policy](#).

Ethics Requirement: The Graduate School requires specific ethics training for each graduate student, regardless of degree program. All of the ethics training requirements can be met through attendance at the required new student orientation and passing CNST 5074 - Construction Professional Competencies. If the student did not attend the orientation and/or pass CNST 5074, then the student must provide documentation of how the ethics requirement is met in the Committee Comments section and/or in a separate attachment to the Plan of Study. This documentation can include supplemental material such as syllabi from other courses that the student may have taken at Virginia Tech during graduate school that also cover content that meets the ethics requirement.

Department Approvals: The Graduate Program Coordinator and Chair signatures will only be provided after all committee members have approved the plan of study by signing the form.