

Plan of Study Collection (Undergraduate and Professional POS)

1. Degree Works team send email to associate deans and head academic advisors yearly in October reminding them of the deadline for submitting plans of study for the upcoming fall term in Curriculog.
2. Departmental contact and/or proxy will update plan of study (POS) within Curriculog
3. Questions:
 - a. Is this an existing POS?
 1. No – Go to Step 4 Plan of Study Workflow to enter data
 - Is this a Major, Minor, or Pre-program?
 - Are there changes?
 - If no changes, then review changes for final submission
 - If changes, go to step 4 (Plan of Study Workflow)

4. Plan of Study workflow for Program

a. Form 1: Degree Requirement Form

1. Program – Major/degree
 - Ex: PIALMO-BS, HISTORY-BA, AGECON-BS
2. Major – Short code which represents major
 - Ex: ALMO, HIST, AGECON
3. Credit Hours - Total number of credits required for degree
 - Ex: Credit Hours: 120

Degree Requirement Form consists of three categories

Category 1: Required Major Courses

Courses that are associated to the department within the major of the plan of study. (Ex 1: English major block includes ENGL; Ex 2: Airline Management and Operations major block includes AT and MGMT courses)

Non-Course Requirements: Degree requirements which are not associated to a course. (Ex: Globalization, Portfolio, International Experience)

Category 2: Other Departmental/Program Course Requirements

Courses that are associated to departments outside the major of the plan of study. (Ex: Airline Management and Operations other departmental block includes everything except AT and MGMT courses and does not include electives.)

Category 3: Electives

Electives are courses consisting of any course subject and any course number. These courses cannot be defined in the plan of study; they can literally be any course.

Category 1: Required Major Courses

1. Enter text with narrative:

“Enter GPA or grade requirement for Required Major Courses:”

Students must earn a "C-" or better in all required major courses.

2. Indicate each course under this category

- a. FORMAT SHOULD BE AS INDICATED:

- i. Course subject (up to 4 characters available)/number (5 digits required)

Should pull from approved courses:

Format should be:

(1)	AT 10000	Introduction To Aviation Technology
(3)	AT 10200	Aviation Business

- ii. *Non-Course Requirements may be included: Degree requirements which are not associated to a course. (For example, Globalization, Portfolio, Work Experience)*

3. When fatal error displays (if the course is not active):

- a. “This is not an active course, contact curriculum@purdue.edu for assistance.”

4. Ask user to add up credits for this category and annotate beside category heading (Use text area for a range xx – xx next to Category title) (56 credits) or (55-59 credits)

Required Major Courses (59 credits)

Category 2: Other Departmental/Program Course Requirements

1. “Enter GPA or grade requirement for Departmental/Program Course ”

Students must earn a "C-" or better in all required major courses.

2. Indicate each course under this category

3. Credit hours, course subject/number, and course title

(1)	AT 10000	Introduction To Aviation Technology
(3)	AT 10200	Aviation Business

4. Need to be able to add text or use a title of list with upload

5. Satisfies Core - Is a fixed field that should be shown below – free flowing text to go after the on how they meet the UCC.

6. When fatal error (if the course is not active) when you go to save shows in red

“This is not an active course, contact catalog@purdue.edu for assistance.”

7. Add up credits for this category and annotate beside category heading (text box needs to be a range xx – xx)

Error message will appear if field is left blank when saving credit amounts:

Other Departmental /Program Course Requirements (52 credits)
 (3) Humanities Foundational (satisfies Human Cultures Humanities for core)
 (3) Behavioral/Social Science Foundational (satisfies Human Culture Behavioral/Social Science for core)
 (3) TECH 12000 (satisfies Information Literacy Selective for core & STS for Core)
 (4) PHYS 21800 (satisfies Science Selective for core)
 (3) Science Foundational (satisfies Science Selective for core)
 (3) ENGL 10600 or ENGL 10800 (satisfies Written Communication for core)
 (3) COM 11400 (satisfies Oral Communication for core)
 (3) MA 15800 (satisfies Quantitative Reasoning Selective for core)
 (3) MA 22100 or MA 16010
 (3) Economics Selective
 (3) Advanced English Selective
 (3) Technical Communications Selective
 (3) STAT 30100
 (12) Any University-approved minor or departmentally approved thematic area of study

Category 3 – Electives

Electives (9 credits)

Ask user to add up credits for this category and annotate beside category heading (Use text area for a range xx – xx next to Category title) (56 credits) or (55-59 credits)

Error message will appear if field is left blank when saving:

AFTER Category 3:

All three categories **must add** up to the overall credits required for the degree

“All three categories listed on the degree requirements form should have the total credit hours must sum to 120 unless the program has been approved by the State to exceed the 120 credit hour requirement.” If you do not add up to 120, you need to contact my Purdue plan@purdue.edu.

If more than 120 credits entered:

View programs approved to exceed the 120 credits by the Indiana Commission of Higher Education.

[S:\share\Degree Works\PU Rules and Regulations](#)

****University Core requirements are listed at bottom of page**

University Core Requirements

- Human Cultures Humanities
- Human Cultures Behavioral/Social Science
- Information Literacy
- Science #1
- Science #2
- Science, Technology, and Society
- Written Communication
- Oral Communication
- Quantitative Reasoning
- For a complete listing of course selectives, visit the [Provost's Website](#).

1. "Enter minimum GPA requirement or minimum grade requirement for program"

Students must earn a "C-" or better in all required major courses.
120 semester credits required for Bachelor of Science degree.
2.0 Graduation GPA required for Bachelor of Science degree.

*The student is ultimately responsible for knowing and completing all degree requirements.
 The myPurduePlan powered by DegreeWorks is the knowledge source for specific requirements and completion.*

Program Requirements

Ask "Is this a 4 year program: Use 8 Semester Plan or 3 year program (use 6 semester plan)?"
 (Below is the template for a 4 year program. A 3 year program will be provided instead if they choose this.)

1. Prepopulate major, school, program, major code etc.
2. Courses should be placed in chronological order term-by-term in which students would register.
 - a. Courses from Degree Requirement Form (PAGE 1) drives the Program Requirement Form (PAGE 2) courses
 - b. All courses from page 1 should be included in Page 2 somewhere.

FIRST SEMESTER	Prerequisite	CR	SECOND SEMESTER	Prerequisite	CR
AT 10000 - Introduction to Aviation Technology		1	AT 10200 - Aviation Business		3
AT 10600 - Basic Aircraft Science		3	AT 10300 - Aerospace Vehicle Propulsion		3
AT 14400 - Private Pilot Lectures		4	TECH 12000 - Design Thinking in Technology		3
MA 15800 - Precalculus		3	PHYS 21800 - General Physics		4
English Composition Selective		3	Calculus Selective		3
Total		14	Total		16

THIRD SEMESTER	Prerequisite	CR	FOURTH SEMESTER	Prerequisite	CR
AT 20300 - Aviation Operations Management	AT 20200	3	AT 20200 - Aerospace Vehicle Systems	AT 10600 or AT 14400	3
AT 25200 - Aviation Projects	AT 20200	3	AT 36201 - Aviation Operations	AT 20300	3
MGMT 20000 - Introductory Accounting		3	MGMT 20100 - Management Accounting I	MGMT 20000	3
COM 11400 - Fundamentals of Speech Communication		3	Economics Selective		3
Humanities Foundational Selective		3	Science Foundational Selective		3
Total		15	Total		15

FIFTH SEMESTER	Prerequisite	CR	SIXTH SEMESTER	Prerequisite	CR
AT 33800 - Airline Management	MGMT 20000	3	AT 42301 - Managerial Economics in Aviation	AT 20300, [MA 22300 or MA 18010]	3
Aviation Management Selective		3	AT 47500 - Aviation Law	AT 20300	3
STAT 30100 - Elementary Statistical Methods		3	Thematic Area Selective		3
Thematic Area Selective		3	Advanced English Selective		3
Behavioral / Social Science Selective		3	Free Elective		3
Total		15	Total		15

SEVENTH SEMESTER	Prerequisite	CR	EIGHTH SEMESTER	Prerequisite	CR
AT 41200 - Aviation Finance	MGMT 20100	3	AT 49501 - Applied Capstone Research Project	Senior Standing	1
AT 48100 - Aviation Safety Problems	AT 20300	3	Thematic Area Selective		3
AT 43800 - Airline Operations	AT 33800	3	Aviation Management Selective		3
Thematic Area Selective		3	Technical Communication Selective		3
Free Elective		3	Free Elective		3
AT 49401 - Capstone Project Proposal		2	Globalization		0
			Internship		0
			Cornerstone Certificate		0
Total		17	Total		13

3. Identify critical courses with diamond symbol

The **◆** course is considered critical.

Critical Course: A course that a student must be able to pass to persist and succeed in a particular major. A course that is required to ensure progress towards degree in four years.

4. Need to add the course credits per semester.

5. Ensure the four years are broken down into 30/60/90/120 credits per year (Financial Aid requirement).

If not this does not meet Financial Aid requirement for 30/60/90/120 credit hours per semester, please email myPurduePlan@purdue.edu

6. Supporting documents (add by link or PDF upload – provided to OTR to upload or) –

See Example below:

- A list of courses to identify selectives or a large group of courses
- Identify any remedial courses or courses that cannot be used for degree requirement
- Indicate any limits on pass/no pass courses

Supporting Document Example:

AVIATION TECHNOLOGY CURRICULUM DETAILS		
Fall 2016		
English Composition Selectives	Advanced English Selectives	Technical Communication Selectives COM
ENGL 10600	ENGL 42000	COM 31600
ENGL 10600	ENGL 42100	COM 32000
Calculus Selectives	Economics Selectives	COM 32400
MA 16010	ECN 34200	COM 33000
MA 16100	ECON 20200	COM 41500
MA 16500	ECON 25100	
MA 22100	ECON 25200	
MA 22300	Science, Humanities, and Behavioral/Social Science Selectives per UCC listing	
<p>Thematic Area Selective Requirement (Can be fulfilled by any of the following):</p> <ul style="list-style-type: none"> Any University-approved minor 6 credit hours of 20000- or higher-level courses AND 6 credit hours of 30000 or higher-level courses from any of the following departments: AT, APT, EAS, ECON, ENTR, HTM, IT, MGMT, OLS, or POL 12 consecutive credit hours in a Foreign Language 		
<p>Aviation Selectives</p> <p>Aviation Management selectives may consist of any 30000, 40000, or 50000 level AT prefixed courses. In addition, APT 35100 and 36100 may be used as selectives.</p>		
<p>Airport Management</p> <p>Recommended courses for the Airport Management focus area are AT 35200, AT 45100, and AT 45900.</p>		
<p>Airline Management</p> <p>Recommended courses for the Airline Management focus area are AT 33500 and AT 43500.</p>		
<p>Airframe & Component Certificate</p> <p>AENT students are highly encouraged to enroll in the following courses in order to receive the FAA A&P certificate. These courses can be utilized to meet the Thematic Area graduation requirements.</p> <ul style="list-style-type: none"> AT 36302 AT 37200 AT 40200 AT 47200 		
<p>Seeking A&P certificate (Please indicate by initialing): Yes _____ No _____</p>		
<p>Globalization Requirement</p> <p>Due to the international nature of the aviation industry, all B.S. degree students must meet the department's globalization requirement through one of the following options:</p> <ul style="list-style-type: none"> Complete any university-sponsored study abroad program lasting at least 7 days Complete an internship or approved international research project that involves at least 7 days of international travel <p>Provide documentation of having lived/traveled outside the U.S. for at least 16 days after a student's 12th birthday.</p> <ul style="list-style-type: none"> Complete or place out of the Level IV (12 credit hours) course in any 1 foreign language. 		
<p>AT Leadership Requirement consists of one of the following options:</p> <ul style="list-style-type: none"> Complete the capstone course in an AABI- or ABET-accredited program. Complete an approved internship experience. Complete an FAA-issued certification. 		

- Submit for Review to Office of the Registrar
- Final Submission Button (hide this until review is finished)
- Click Submit

Minors: (examples)

MINOR IN COMMUNICATION		(M)COMU
15 Hours		
A grade of "C-" or better must be earned in any course used to fulfill a minor requirement. At least 50% of credit for a minor must come from Purdue University West Lafayette.		
REQUIREMENTS FOR MINOR IN COMMUNICATION		
		Cr.Hrs.
A. ONE of the following courses in Communication.....		3
3 ___ COM 11400 Fundamentals of Speech Communication OR		
3 ___ COM 21700 Science Writing and Presentation		
Note: If a student has undistributed transfer credit that was approved for the university core curriculum requirement in oral communication, that course may be substituted for COM 11400/21700.		
B. The following course in Communication.....		3
3 ___ COM 10200 Introduction to Communication Theory		
C. ONE Communication course at the 20000-level or higher.....		3
3 _____		
D. TWO additional communication courses at 30000 or 40000-level.....		6
3 _____		
3 _____		
TOTAL.....		15
NOTE: Communication majors have priority in all classes.		
Students must be officially coded as communication minors to register for many classes.		

Pre-Program:

Pre-ABE (Agricultural Biological Engineering)							
https://ag.purdue.edu/oap/Pages/major.aspx							
Credits	Course number	Course Title	Prerequisites	Credits	Course number	Course Title	Prerequisites
Fall 1st Year				Spring 1st Year			
4	CHM 11500	General Chemistry	pre/co: calculus	4 or 3	CHM 11600 or CS 15900	General Chemistry or Programming Applications for Engineers	CHM 11500
4	ENGL 10600	English Composition		3	COM 11400 or COM 21700	Fundamentals of Speech or Science Writing and Presentation	
2	ENGR 13100	Transforming Ideas to Innovation I		3	ENGR 13200	Transforming Ideas to Innovation II	ENGR 13100
4	MA 16500	Plane Analytic Geometry and Calculus I	ALEKS 85+	4	MA 16600	Plane Analytic Geometry and Calculus II	MA 16500
3	-----	UCC Approved Humanities Selective		3	PHYS 17200	Modern Mechanics	MA 16500
17				17 or 16			
<p>Upon successful completion of one year of pre-engineering curriculum, students can apply for admission to an undergraduate program of study. Details regarding the application process are available from the Agricultural and Biological Engineering Academic Programs office. Available specializations include:</p> <ul style="list-style-type: none"> * Agricultural Engineering * Environmental and Natural Resource Engineering * Food and Biological Process Engineering * Cellular and Biomolecular Engineering * Pharmaceutical Process Engineering <p>MA 16100 and MA 16200 are alternatives to MA 16500 and 16600, respectively.</p> <p>Students pursuing the Agricultural Engineering major may take CHM 11600 or CS 15900. All others should take CHM 11600.</p>							
Official and complete prerequisite lists are in the course catalog; the incomplete listing presented here regards this program and course sequencing.							