



## INSTITUTE INSTRUCTIONS

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**PLEASE NOTE** Awarding of the degree is based on satisfactory completion of institute requirements and on satisfactory completion of all courses listed and the registrar's approval of any transfer credits.

### GENERAL

You must submit the Plan of Study during your first academic year in an RPI graduate program. In the top portion of the form, indicate your degree, curriculum, advisor, and expected graduation date. Also list any previous graduate level degrees that you have received. Dual degree students, please list both degrees.

You must list all courses that will be applied toward the degree. For every course you list, indicate:

- Course subject;
- Course number;
- Course title;
- Credit hours received for the course;
- Semester in which the course has or will be completed; and
- Whether the course is required, elective, transfer or waived.

### TRANSFER CREDITS

If a course is listed as a transfer, the transfer credits **must be approved by the Registrar's Office** before they can be applied toward the degree. You should verify that the Transfer Credit Approval Form and an official transcript showing the completion of the course are on file with the Registrar's Office. Because the residence requirement for the master's degree is 24 credit hours, not more than six credits may be transferred toward the master's degree. A student may not transfer more than 24 credit hours toward a 72 credit hour doctoral degree and no more than 42 credits toward a 90 credit hour doctoral degree.

### WAIVERS

If a course is listed as waived, it must be replaced by another course to total the appropriate number of credits required for the degree. This does not apply for the *part-time* MBA degree in Management where up to 12 credits are allowed to be waived.

### DUAL MASTER'S DEGREES

If you're receiving a dual degree, please list your other degree in the "Dual Degree" field. A Plan of Study must be filed simultaneously for both degrees. Please be aware that not more than six credit hours used for a master's degree in one area can be applied to a second master's degree.

### DOCTORAL DEGREE

The Plan of Study must contain 72 credit hours beyond the bachelor's degree, of which 48 must be earned at Rensselaer with satisfactory grades.\* Some programs require 90 credits, of which 48 must be earned at Rensselaer with satisfactory grades; please check individual departmental policies. Students should list these credits in chronological order of registration, and should stop listing credits once they have listed the number required for the degree. In satisfying degree requirements, at least two-thirds of the total credit hours, excluding thesis, must contain the suffix numbers 6000–7999, with the further limitation that no more than 15 credit hours of 4000-4990 courses are to be allowed for a 72 credit hour doctorate or no more than 21 credit hours of 4000-4999 courses for a 90 credit doctorate. The degree must be completed within seven years (five years if entering with a Master's degree) of the first course applied to the degree. 2000 level courses cannot be applied towards a doctoral degree.

### MASTER'S DEGREES

The Plan of Study must contain at least 30 credit hours (60 for the MBA and MFA) beyond the bachelor's degree with satisfactory grades.\* At least half of the total credit hours presented toward the degree must have the suffix numbers 6000-6999. The master's degree must be completed within two and one-half years. Please be aware that 2000 level courses cannot be applied towards a master's degree.

### NOTE

In addition to meeting the institute requirements, the plan must adhere to all departmental regulations.

After you complete the plan, sign it and meet with your adviser for his/her signed approval. After your adviser approves the plan, forward it to the appropriate person in your department for approval.

When the plan receives departmental approval, submit the original to the Registrar. Send a copy to the Graduate School, the department, and the advisor.

### \*SATISFACTORY GRADES

The average of all grades used for credit toward an advanced degree must be B or better.