

# School of Industrial Engineering and Management

## MS Plan of Study Steps

The Plan of Study must be submitted to the Graduate College prior to the completion of 17 credit hours of graduate course work.

1. Complete a draft plan with the assistance of your advisor and identify potential committee members. Make sure that your plan meets all departmental requirements. Use the IE&M POS Worksheet to document the draft plan.
2. Contact potential committee members to determine their willingness to serve on your committee.
3. If you have not completed the mandatory RCR training, you must complete it and provide a copy of your completion report to Megan. Please go to the following website for instructions on how to complete the RCR training. You must complete the Physical Sciences module. <http://compliance.okstate.edu/rcr/training>
4. Finalize your plan of study. **Do not include departmental program prerequisites (IEM 3503, IEM 3103/STAT 5013/STAT 4033, and IEM 5010 (Intro. to IE)), summer internship courses (IEM 5020), or ITA-related courses (GRAD 5082/5092) in your plan.** However, if you were required to complete ENGL 0003 or ENGL 4893, you must include these courses in your plan.
5. Complete the IE&M POS Worksheet, obtain your advisor's signature, and submit it to Megan.
6. Go to <https://app.it.okstate.edu/pos/> and complete and submit the on-line plan of study. The plan submitted must match the plan approved by your advisor.