Plan of Work (POW) Checklist

Coursework
- Make sure you have the required number of credit hours as follows planned:
  - 72 credit hours for PhD students
  - 36 credit hours for CBS MS Students
  - 36 credit hours for SVM MR Students
- Include all courses that you have taken and plan to take except CBS 890-Doctoral Preliminary Examination - this is not allowed on your POW
- Only mark classes as “major” that match your Program
  - Example: If your Program is CBS and your Degree Plan is 19CBSPhD then your POW should be as follows:
    Major: CBS 893
    Other: ST 511
    Other: IM 751
- Only mark classes as “minor” if you have declared a minor
  - Example: If your Program is CBS and your Degree Plan is 19CBSPhD and you have declared Biotechnology (BIT) as your minor then your POW should be as follows:
    Major: CBS 893
    Minor: BIT 700

Committee
You should be able to answer “yes” to the following questions:
- Does your chair have full faculty status in your program?
- If not do you have a faculty member with full graduate faculty status listed as the vice-chair?
- If you declared a minor do you have a faculty member from your minor listed on your committee?
- Do you have interinstitutional or external members on your committee? If so then have you completed the paperwork to have them approved to be on your committee?
- For PhD students do you have a minimum of 4 members on your committee?
- For PhD students have you added your tentative thesis title in the POW comments section to facilitate the Graduate School in assigning a Graduate Student Representative?
- For MS students do you have a minimum of 3 members on your committee?

Review
You should be able to answer “yes” to the following questions:
- Have you discussed your POW with your Chair?
- Have you discussed your POW with the Graduate Programs Coordinator?