

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 MS Students
- Include all courses that you have taken and plan to take **except CBS 890-Doctoral Preliminary Examination or Veterinary Medicine courses above the 800 level-** these are 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: IMM 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
- List all credits together from previous NCSU degree as TR 999
 - TR 999 - 26 units
- Once you hit 72 credit hours, you are only required to take 3 credit hours a semester to remain full-time. Tuition and Fees will be decreased accordingly.
- To declare a concentration (ie; Cell biology, Neurosciences, Pathology, etc.), contact the CVM Coordinator.

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 co-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, have you completed the paperwork to have them approved to be on your committee? (paperwork must be approved before PoW submission)

- For PhD students do you have a minimum of 4 members on your committee (Excluding external members)?
- For PhD students have you added your tentative thesis title in the POW comments?
- For MS students do you have a minimum of 3 members on your committee (Excluding external members)?

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?

Notes:

- You are full time as long as you are enrolled for 9 credit hours in a given semester. As a PhD student, once you’ve taken 72 credits, you are full time at 3 credit hours a semester. As a MS student, once you’ve taken 36 credits, you are full time at 3 credit hours a semester.
- Make sure to schedule your defense with your existing GSR that was assigned by the Graduate School.