

Plan of Study Instructions

1. Go to <https://forms.latech.edu> and select “Plan of Study”.
2. Underneath the instructions listed on the webpage, there is a green box that says “New Form”. Click on it.
3. Fill out the grey row at the top: determine whether the POS is the original or a revision (the first time you create a plan of study, it is an original, and any time afterwards it’s a revision), pick the version accordingly, fill out the expected graduation date, and make sure to choose the right college.
4. Fill out the “Personal Information” section.
5. In section 1.1, list only core courses, and all of core courses. If a core course is being substituted with another course, list the course taken in section 1.1 and list both courses in section 4 (see instruction #9).
6. In section 1.2, list concentration courses, qualifying examinations, seminar courses, independent study courses, special topic courses, and electives.
7. In section 2, list any transfer courses that have been approved by Graduate School. If it hasn’t been approved by Graduate School, you cannot list it.
8. In section 3, list any courses taken to meet a deficiency.
9. In section 4, list the required courses that were substituted, along with the courses taken in substitution for the required courses.
10. In the “Requested Signatures” section: enter the email of your advisor, pick the correct Department Head/Graduate Coordinator of your program (the “[?] Current List” link shows the current list of Graduate Coordinators for each of the COES programs), and make sure to select Collin Wick as the Associate Dean.
11. Click on “Edit & Preview”
12. Review the Plan of Study to make sure everything looks correct.
13. Click on “Proceed to Sign”
14. Sign the Plan of Study

Note: Try to complete the POS as efficiently as possible: if too much time passes while creating it, everything will delete after clicking “Edit & Preview”. You could also try “saving as draft” a couple times in between making it.