

**Plan of Study Form for Semesters:
Master of Science Degree in Industrial and Systems Engineering (ISE)**

Student Name (please print): _____

Thesis Option: Minimum of 30 hours required, including at least 22 hours of course work and at least 4 hours of thesis research credit hours. A Primary Sub-discipline requirement (6 hour minimum), Secondary Sub-discipline requirement (3 hour minimum), Math/Stat/Numerical Methods requirement (3 hour minimum), and 2 credit hours of graduate seminar are required. All other courses taken to fulfill the 30 hour requirement are considered electives.

Non-Thesis Option: Minimum of 30 course work hours required. A Primary Sub-discipline requirement (6 hour minimum), Secondary Sub-discipline requirement (3 hour minimum), Math/Stat/Numerical Methods requirement (3 hour minimum), and 2 credit hours of graduate seminar are required. All other courses taken to fulfill the 30 hour requirement are considered electives. A written exit examination, or equivalent demonstration of competency, is also required.

Primary Sub-discipline Requirement: A minimum of 6 course hours from one of the following three ISE sub-disciplines; Operations Research, Manufacturing, or Human Systems Integration.

Primary Sub-discipline	Courses (number, title and credit hours)
Total Credit Hours:	

Secondary Sub-discipline Requirement: A minimum of 3 course hours is required from a second sub-discipline within ISE (must be a different than the Primary Sub-discipline; Operations Research, Manufacturing, or Human Systems Integration).

Secondary Sub-discipline	Course (number, title and credit hours)

Mathematical, Statistical, or Numerical Methods Requirement: A minimum of 3 course hours focused on Mathematical, Statistical, or Numerical Methods is required.

Math/Stat/Numerical Methods Course (number, title and credit hours)

Graduate Seminar: List the course(s) taken to fulfill the 2 hour minimum requirement.

Graduate Seminar Course(s) Completed	
Total Graduate Seminar Credit Hours:	

Electives: List the courses completed to fulfill the 22 (thesis) or 30 (non-thesis) minimum course hour requirement.

Completed Elective Courses (include credit hours for each course)		
Total Elective Credit Hours:		

Research: For the thesis option, record the number of Thesis Research hours to be completed (4 hours minimum) _____

	Approval Signatures	Date
Student:		
Advisor:		
ISE Graduate Chair:		

INSTRUCTIONS FOR STUDENT

The first step to complete this form is to arrange a meeting with your faculty advisor. You and your advisor will discuss a viable plan of study, complete the ISE MS Plan of Study form, and obtain your faculty advisor's signature. You should also sign the form, and then seek an approval signature from the ISE Graduate Chair. A copy of this form should be provided to the ISE Graduate Coordinator to be placed in your graduate file in the ISE main office (210 Baker Systems). It is also your responsibility to provide a copy of the ISE MS Plan of Study form to your faculty advisor. The Plan of Study must be approved prior to registration for your second semester of study.

If any significant changes to your Plan of Study are made as you progress through your program (e.g. substitute courses, change in Primary or Secondary Sub-disciplines, etc.), it is your responsibility to seek formal approval of those changes from your faculty advisor. This can be done by writing-in the changes on the originally submitted ISE MS Plan of Study form, and obtaining the faculty advisor's initials and date next to the changes.

This form also serves as a convenient checklist for you, your faculty advisor, and the ISE Graduate Studies Chair to verify that all ISE MS program requirements have been met at the completion of your academic program.

You should submit your application to graduate through GradForms.osu.edu using your OSU username to submit an *Application to Graduate*. The deadline to approve graduation is the third Friday of the term (the application to graduate deadline includes both regular term and those planning to use the End-of-Semester deadline); students should apply far enough in advance to allow time for both the Faculty Advisor and the Graduate Studies Chair or Graduate Program Coordinator to approve the application. You are responsible for submitting the Application to Graduate before the close of business on the second Friday of the semester in which you intend to graduate. **This is an OSU Graduate School deadline.**

Finally, this form serves an archival record of what courses/credits you used to fulfill ISE MS program requirements. Extraneous courses can be identified by comparing the courses listed on this form with the full list of courses shown on your official transcript. Extraneous courses have the potential to be transferred to your doctoral program of study, if you decide to pursue that degree.