

Attachment D

**EASTERN ILLINOIS UNIVERSITY
The Graduate School**

Graduate Education – International Education – Research & Sponsored Programs – Study Abroad

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TO: Council of Graduate Studies
RE: Executive Action – Study Plan section of the graduate catalog
DATE: June 17, 2008

Please review the draft changes I have made to the study plan section of the catalog. The old wording stated study plans should be submitted no later than the midterm date published in the Class Schedule during the final term of study. This is no longer appropriate since the application for graduation deadlines have been moved past the mid-term date for each semester.

- Study Plan: All candidates must have a Graduate Study Plan submitted from the academic program to the certification officer in the Graduate School for each degree or certificate program the candidate seeks to complete. The Graduate Study Plan and the Certificate Study Plan are an approved list of all courses and their recommended sequence that will fulfill requirements for degrees or certificates as specified in the regulations for degrees and certificates required by the Graduate School and the academic program. Upon achieving degree candidacy or certificate admission, candidates are required to consult with program advisors to develop a Graduate Study Plan or Certificate Study Plan. The coordinator of graduate study submits the Graduate Study Plan or Certificate Study Plan electronically to the certification officer in the Graduate School within 10 working days of the graduation application deadline during the final term of study. Deadlines to apply to graduate are published in the academic calendar. Coordinators must alert the certification officer to any changes to the study plan that are made after the deadline. Candidates are responsible for securing a copy of the study plan from the coordinator.