Instructions for Preparing the Program of Study (POS) Form

1. Page 1, Student Information

    a. Your Name and eID – Enter your name and eID.

    b. Student Number (WID) – Also called "Campus ID" in KSIS, this is a nine-digit number that begins with "8."

    c. Degree Program – Enter only the words "Food Science" here (NOT "Masters of Food Science or Ph.D. in Food Science")

    d. College – Check "AG" for Agriculture

    e. Degree Option – Check the option appropriate for you.

2. Page 1, Course Information

    a. Course Number – List courses in alpha-numeric order by course number. (For example, ENGL 758 listed before all FDSCI courses, FDSCI courses listed together and in numerical order, etc.). Include a space between the alpha and numeric parts of the course number (i.e., enter "FDSCI 600," not "FDSCI600").

    b. Course Title – Course titles (and all other course information) should be listed as they appear on the transcript(s). For K-State courses, list titles as they appear in KSIS.

    c. Credit Hours – Use whole numbers only with no decimal places (e.g., enter "3," not "3.0").

    d. Semester Taken – Enter the semester and year you enrolled (or plan to enroll) in each course using the abbreviations: F=Fall, S=Spring, U=Summer. For example, Fall 2014 should be abbreviated as "F 14" or "F14."

    e. If a required course(s) will be waived (i.e., because it was completed as part of a BS degree, or for any other reason), list that course at the bottom of the list beneath the following statement: "Supervisory Committee has waived the required course below:"

    f. Transfer credits (if applicable) – include transfer course number, title, university, credits, and semester taken.

3. Page 2, Supervisory Committee

    a. In addition to your advisor/major professor, you must choose at least two other faculty to serve as members of your supervisory committee; they will participate in your final oral exam that will take place on the K-State campus during the last semester of your degree program. Your advisor can help identify faculty who might be appropriate.

    b. Names and Depts. (printed) – Enter each name and department as follows:

        i. <u>Student</u> | Name = your name; Dept. = "Food Science"

        ii. <u>Major Professor</u> and <u>Supervisory Committee Members</u> | Name = Faculty members' names; Dept = use either "Food Science," the individual faculty member's home department (e.g., "ASI"), or a combination of both (e.g., "Food Science/ASI").

        iii. <u>Dept Head/Graduate Program Director</u> | Name = J. Scott Smith; Dept. = "Food Science"

4. Page 2, Research Approval

    a. Check "No" for all four compliance approvals. If these are left blank, the Grad School will not approve the POS.

REVIEW & SUBMISSION | Once you have prepared a draft of your POS form, email it to your advisor for review. After your POS form has been reviewed by your advisor and deemed complete, you can print a hard copy, sign where indicated as the "student," and collect signatures needed. **Online students** after signing the hard copy, mail this form to the address provided by your advisor. Once the form is received, the remaining needed signatures will be collected and the signed form will be forwarded on your behalf to the Graduate School for review and approval.

Once received at the Graduate School, the approval process can take 8-12 weeks.

Online students: Mail the POS form (signed by you) to the address provided by your advisor. If you are instructed to mail the form to the Food Science Institute, the address is as follows:

[Your advisor's name]
Food Science Institute
216 Call Hall
Kansas State University
1530 Mid-Campus Drive North
Manhattan, KS 66506