

HOW TO DEVELOP AN ACADEMIC PLAN OF STUDY

WHAT IS AN ACADEMIC PLAN OF STUDY?

An Academic Plan of Study allows students to outline all of the courses needed to fulfill the graduation requirements of the degree they wish to earn. This is a very helpful way to determine how to fit in additional activities you may wish to participate in, such as minors, co-ops, internships, study abroad, etc.

All plan of study resources can be located here:

<https://enge.vt.edu/undergraduate/academicadvising/planofstudy.html>

DOWNLOAD the plan of study template

FIND your degree checksheet

https://enge.vt.edu/content/dam/enge_vt_edu/undergraduate/checksheets.pdf

LIST any transfer credits and/or completed credits

You can look up how courses may transfer to Virginia Tech with the below resources

- [Transfer or Dual Enrollment from other Colleges](#)
- [Virginia Community Colleges](#)
- [AP, IB, CLEP, Cambridge](#)
- [International Colleges](#)

LIST all remaining degree requirements

Place this semester's courses in the appropriate section/column on the template

- Continue adding courses to the template based on the checksheet recommendations
 - If you move a course to a different term than that listed on the checksheet, you must check to ensure it is offered in that term and that you meet the pre-requisites and co-requisites for the course.
 - Note: If you are a cadet, make sure you put your required courses on your plan before the next step.

DENOTE Pathways to General Education Courses

Example: PHIL 1204 -- Knowledge and Reality (Pathway 2) -- 3 credits

To determine how to check your pathways progress, see here:

https://enge.vt.edu/content/dam/enge_vt_edu/undergraduate/pathways_progress.pdf

FILL open spaces with additional courses

You should have a minimum of 12 credit hours each semester, however, we recommended 15 to 17 credit hours. Due to course offerings and pre-requisites, you may have semesters where you need to add additional electives to reach this recommendation. In these situations, we recommend the following:

- Choose a minor and add a course for that program.
- Add electives required for university programs (resident advisor, study abroad, living-learning community, honors courses, undergraduate research, or independent study).
- Add a free elective (any course not required for your degree in which you meet the requirements to take).

SCHEDULE an appointment with your academic advisor to review your plan after the first week of classes

<https://vt.campus.eab.com/>