

## Change to Plan of Study

Student Name Melissa Ortiz ID 1234567

Department/Program English Degree M.A.

**Add:**

<u>Dept./Course #</u>	<u>Title</u>	<u>Institution (if transfer credit)</u>	<u>Credits</u>
ENGL 755	Composition Theory		3
ENGL 623	Technical Writing	University of Anywhere	3

**Delete:**

<u>Dept./Course #</u>	<u>Title</u>	<u>Credits</u>
ENGL 797	Master's Paper	1

**Substitutions**

If any course(s) added above is a substitution, indicate which course(s) is being substituted.

	<u>Dept./Course #</u>	<u>Title</u>	<u>Credits</u>
Substitution for:	ENGL 655	International Technical Writing	3
Substitution for:			
Substitution for:			
Substitution for:			

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Adviser Signature/Date

\_\_\_\_\_  
Graduate Program Coordinator Signature/Date

When you click on the form name, you will be taken to a page that asks you to add the names and email address of your adviser and Graduate Program Coordinator. After you complete this information and click "Begin Signing", you will be taken to the actual form.

Input the course information for each course you want to add to your Plan of Study. If you are adding a transfer credit, indicate the institution at which you took the course. Before credits may be transferred, you must have an official transcript documenting these courses and grades. Any course for which we don't have a transcript will not be transferred and cannot be used on the Plan of Study.

Input the course information for each course you want to delete from your Plan of Study.

If any of the courses you are adding are substituting for a required course in your program, indicate that information here.