



## PLAN CHANGE APPROVAL FORM

**NOTE TO GRADUATE PROGRAMS: IF THIS CHANGE IS APPROVED A NEW DECISION SHEET IS NOT REQUIRED. THIS FORM MAY NOT BE UTILIZED TO CHANGE PLAN FROM DEGREE TO CERTIFICATE.**

### WHO SHOULD USE THIS FORM

**Admitted** students who would like to request a change from one UMBC graduate program to another. In lieu of new application, you may use this form to request consideration of your application materials in another program.

Student Name: (Last, First, M.I.)		Student EMPL ID:		CAMPUS ID:
Graduate Program <u>Currently Enrolled in:</u>	Plan Code*	Degree Sought:	Track Code:	Effective Semester:
<b>*DO YOU WANT THE CURRENT PLAN CLOSED?</b>				<input type="checkbox"/> YES <input type="checkbox"/> NO
<u>Graduate Program Changing to:</u>	Plan Code	Degree Sought:	Track Code:	Effective Semester:

**Acknowledgement & Approval Signatures**  
 Your signature below authorizes the approval of this change of program.  
 All three (3) signatures must be completed for this form to be valid.  
 Please print your name, sign and date this form.

Student Name:	Signature:	Date:
Graduate Program Director- <u>Current Program:</u>	Signature:	Date:
Graduate Program Director- <u>New Program:</u>	Signature:	Date:

### GRADUATE SCHOOL USE ONLY - ACTIONS TAKEN

OLD PROGRAM PLAN	NEW PROGRAM PLAN	EFF.DATE	DATE PROCESSED	GRADUATE SCHOOL STAFF
_____ KEEP THIS PLAN OPEN _____ POST WITHDRAW TO GAS SCREEN FOR OLD PLAN _____ GENERATE RT TICKET TO REGISTRAR'S OFFICE CLOSING OLD PLAN _____ RT TICKET # _____ _____ RT Ticket Date _____	_____ POST NEW PLAN APPLICATION # _____ _____ RESIDENCY UPD FOR EFFECTIVE SEMESTER OF NEW PLAN) _____ ADMIT TO NEW PLAN _____ _____ POST NEW COMMUNICATION (LETTER) _____ MATRICULATE _____ _____ ADD ADMIT TO GAS SCREEN AND COMPLETE			
PROGRESSIONS NOTES:				