



THE GRADUATE SCHOOL AT **UMBC**  
**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</u> Enrolled in:	Plan Code	Degree Sought:	Track Code:	Effective Semester:
<b>Graduate Program <u>Changing to:</u></b>	<b>Plan Code</b>	<b>Degree Sought:</b>	<b>Track Code:</b>	<b>Effective Semester:</b>

**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	DATE	GRADUATE SCHOOL STAFF
_____ 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:			