

## Course Plan Instructions for Forms 1 and 1A

You must submit Form 1 during the semester/session in which you complete your ninth graduate credit hour, in consultation with your academic advisor and selected committee (if applicable). If changes to the approved Form 1 occur at any time, you must submit a Form 1A to revise your approved plan of study. Any change made to the plan of study must be reflected based on the most recently approved plan of study.

### Course Plan (Excel) Instructions

*For New Course Plan (Form 1):*

1. Type name and student ID number

Master's Degree Course Plan	
Name and ID:	

2. List **all** courses that will be applied toward the degree (must be typed)
  - > **Sem/Yr:** Enter the semester/session and year each course has been or will be completed (FS for fall semester, SP for spring semester, or SS for summer session)
  - > **Course Prefix/Course Number:** Enter the correct course prefix abbreviation and course number (as the course was taken)
  - > **Course Title:** List official course title
  - > **Level and Credit Hours:** Indicate number of credit hours in the appropriate column (1000-2000 level courses are NOT allowed on a graduate plan of study)
    - **Transfer:** Include transfer credit (if applicable)
      - > S&T equivalent is determined by the department and must be indicated in brackets after the course title.
      - > A maximum of nine credit hours of coursework may be transferred from another university as long as these credits have not been used to meet the requirements of another degree and were registered as graduate credit when they were taken. Students must have earned at least a B grade or equivalent for all courses to be transferred. Consult department for approval of transfer credit.
      - > A copy of the transcript must be submitted with the Form 1 and the official transcript must be on file with the Registrar's Office.
    - **3000-level & non-lec:** Include all 3000-level lecture credit and all non-lecture credit (seminar (4010/5010/6010), special problems (4000/5000/6000), etc.)
    - **4000/5000-level:** Include all 4000/5000-level lecture credit
    - **6000-level:** Include all 6000-level lecture credit
    - **Research:** Include all research credit hours (5099/6099)
  - > **Total credit hours:** Form will calculate total credit hours; verify the total is correct
3. Save file as Last Name, First Name\_StudentID\_Form 1 to use when submitting Form 1: Plan of Study/Form 1A: Revised Plan of Study (Google form).
  - > If you do not save a copy for your records, you will need to retype the previously approved course plan before submitting revisions on a Form 1A.

*For Revised Course Plan (Form 1A):*

1. Open saved copy of previously submitted course plan
  - > Using the **Add/Delete** column, indicate all courses/research that need to be deleted from the plan by including (D); indicate all courses/research that need to be added to the plan by including (A). If you took a course in a different semester than originally planned, update Sem/Yr column only (A/D will not be used).
  - > **Level and Credit Hours:**
    - When deleting credit hours, enter the number of hours as a negative number (e.g. -3)
    - For changes in the number of research credit hours in a given semester/session, you must delete (D) the total amount that was listed on the last approved plan of study and add (A) the correct amount for that semester/session.
    - **Total credit hours:** Form will calculate total credit hours; verify the total is correct
2. Save file as Last Name, First Name\_StudentID\_Form 1A to use when submitting Form 1: Plan of Study/Form 1A: Revised Plan of Study (Google form).