



PROGRAM PLAN OF STUDY CHANGE REQUEST
Certificate, M.Ed., M.A.T., M.A. in Ed & HD, and Ed.S. programs

Students must use this form for completion of one of the following tasks (please check appropriate box):

- I'd like to register for a GW course that is not on my official program plan of study and have it count towards my GSEHD program of study.
- I'd like to transfer credits from another institution to count towards my GSEHD program of study. If requesting to transfer course work from another institution, this form must be accompanied by an official transcript.
- I have read and understand the policies and procedures regarding **transfer credits, non-degree status, residency requirements, and advanced standing** outlined in the Certificate/Masters/Education Specialist Student Handbook.

NAME (print): _____ GWID #: _____

SIGNATURE: _____ DATE: ____/____/____

DEGREE: _____ FIELD OF STUDY: _____

Program Course Requirement:	Proposed Change:
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Comments (if necessary): _____

ACADEMIC ADVISOR SECTION ONLY

Advisors, please be sure that any transfer credits proposed to replace a GSEHD course meet all the following transfer credit requirements.

- It was taken at a regionally accredited college or university;
- It was passed with a grade of "B" or better;
- It was completed within the last five years before beginning the GW certificate, masters, or education specialist; and
- It has not been used to fulfill the requirements of another degree program.

Certificate students are eligible to transfer up to 1/3 the number of credits to complete the certificate program. A maximum of 12 credit hours may be transferred towards a master's degree of 36 credit hours or more. Master's programs of 33 credits hours and Education Specialist Programs allow for a maximum of 9 credit hours to be transferred into the program.

Advisor Name (print): _____

Advisor Signature: _____ DATE: ____/____/____

Research Methods Faculty Signature (if applicable): _____ DATE: ____/____/____

STUDENT SERVICES OFFICE ONLY

DATE RECEIVED: ____/____/____ NOTES: _____

QUESTIONS? Contact your Student Services Representative indicated on your admissions decision letter. Please complete this form and return it to: