MONTANA STATE UNIVERSITY BILLINGS
REQUEST TO MAKE CHANGE IN PLAN OF STUDY

INSTRUCTIONS: If the change involves a transfer course you are planning to take, you must provide the course description and an official transcript when the course has been completed at a grade of "B" or better. Courses may not be removed from a program of study once a grade has been received in that course. When approved, signed copies of the request will be distributed to the student, advisor, and unit chair. If disapproved, you will be notified in writing. **PLEASE PRINT OR TYPE.**

_____ _____
Date **Student ID #**

_____ _____
Last Name **First Name** **Middle and/or Maiden Name** **Telephone #**

Email Address: _____ **Degree** _____

Remove:

Rubric	Crs #	Course Title	Credits	Year	Semester

Add:

Rubric	Crs#	Course Title	Credits	Year	Semester

Approval:

_____ _____ _____ _____
Student **Date** **Advisor** **Date**

_____ _____ _____ _____
Unit Chair/Chair **Date** **Dean** **Date**

Reviewed by:

_____ _____
Graduate Studies Director **Date**

Revised 2014