



Request to Change/Add Program Plan within the same department

Name (Last/Family, First/Given): _____

Department Name: _____

Campus ID: _____ Wisc Email Address: _____

I am currently enrolled in the following plan:

PhD

MS-Research (either independent study or thesis)

MS-Accelerated Program _____
(accelerated program name)

My current advisor for this program

is: _____

I would like to:

ADD*

CHANGE TO*

the following plan:

PhD

MS-Research (either independent study or thesis track)

MS-Accelerated Program _____
(accelerated program name)

The advisor I would like to work with for this new program

is: _____

**ADD options: add PhD plan to MS-research plan or add MS-research plan to PhD plan OR *CHANGE To: end your current plan and move into the new plan. (Changing between MS-Accelerated and MS-Research is only approved in rare instances with Chair approval)*

Student Reason/Justification for request:

Student Signature: _____ Date: _____

Please obtain approval from the faculty member who has agreed to be your advisor and return the electronic form to your Graduate Coordinator. Additional application materials may be requested. Your Graduate Coordinator will obtain the signature of the Chair/Director of Graduate Studies.

Faculty/Advisor Comments:

Faculty/Advisor Name (print): _____ **Approve** **Deny**

Faculty/Advisor Signature: _____ Date: _____

Director of Graduate Studies signature: _____ Date: _____

Departmental Chair signature: _____ Date: _____
(required if MS-Accelerated to MS-Research change)

In the event that a student wishes to appeal the faculty advisor decision:

- 1. The student should write a letter of appeal and bring that letter along with a copy of this form to the Graduate Coordinator.*
- 2. The faculty advisor will be notified of the appeal and the case will be submitted to the Graduate Student Committee for review and final decision. The student and faculty advisor will be notified of the decision via email.*

Yes I wish to appeal faculty advisor decision. Student Signature _____ Date: _____

(Submit completed form to the your Graduate Coordinator 3 weeks prior to term. Please note, approved requests may require additional processing procedures and also may not have an effective date until the start of the new term)