

TRANSFER COURSES FROM OTHER INSTITUTIONS:

Courses transferred from another institution must be approved prior to inclusion in the Plan of Study. The **Application for Transfer of Graduate Credit to West Virginia University** form must be completed to obtain this approval.

Course#	Course Title	Institution	Hrs.	Grade	Semester

Obtain signatures of advisory committee, if applicable. Consult the Plan of Study Guidelines for applicability.

Signatures of Graduate Student Advisory Committee:

Names of Committee Members (typed)

(Chair)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____	_____	_____
Signature of Student	Printed/typed Name	Date

Approved By:

_____	_____	_____
Signature of Advisor (if not Committee Chair)	Printed/typed Name	Date

_____	_____	_____
Signature of Graduate Program Director	Printed/typed Name	Date

_____	_____	_____
Signature of Dean of School or Designate (if required)	Printed/typed Name	Date

_____	_____	_____
Signature of Assist VP for Graduate Education	Printed/typed Name	Date

Note: Once committee and/or program director signatures (if applicable) have been obtained, please make one copy of this form for the student's personal records, one copy for student's mentor (where applicable), and one copy for the program director prior to submitting to the Office of Research and Graduate Education. A final copy will be placed in the student's file in their graduate program's office and in the Office of Research and Graduate Education once all signatures have been obtained.

PLAN OF STUDY GUIDELINES

The Plan of Study consists of the minimum coursework required by the student’s advisory committee to meet the course requirements of the degree program. Additional courses beyond the agreed upon minimum need to be approved by the student’s advisor before registration.

The Plan of Study form should be submitted as follows:

1. The student, advisor, and advisory committee approve the Plan of Study.
 - a. MSN students: after advisor is assigned (after 3rd semester);
 - b. MS students: after 18 semester hours;
 - c. PhD students: after 30 hours.
2. This form must be typewritten and completed in full.
3. It must be signed by the student and his/her committee and submitted to the Health Sciences Graduate Program Office for final approval. See table below for signatures required by program.
4. When approved by the Chairperson of the Advisory Committee and the Health Sciences Graduate Programs Office, it becomes a binding agreement for the student, committee, and the Health Sciences Graduate Programs Office.
5. Request for a change in the Plan of Study must be submitted in writing:
 - a. For minor changes in the approved program, a letter of request must be submitted to the Health Sciences Graduate Programs Office after written concurrence has been obtained from a majority of the graduate committee and student.
 - b. For major changes in approved program, a revised Plan of Study must be submitted to the graduate committee for its approval and submitted to the Health Sciences Graduate Programs Office for approval.
6. Return completed form to Health Sciences Graduate Programs Office, 2271 Health Sciences South, PO Box 9024, Morgantown, WV 26505-9024

The original approved Plan of Study form will be returned to the department.

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Signatures Required

Degree/Program	Masters/Doctorate	Signatures Required	Committee Signatures (Y/N)
MHS			
MPH			
MS			
MSN			
DNP			Y
PHD			Y