

Request to Change/Add Program Plan within the same department

(Please make this request at least three weeks prior to the start of the new term)

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: _____
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**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.*

Student Reason/Justification for request:

Student Signature: _____ Date: _____

Please submit this form to the faculty member who has agreed to advise you in the program to which you would like to change or add. Additional application materials may be requested by the advisor or department.

Faculty/Advisor Comments:

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

Faculty/Advisor Signature: _____ Date: _____

Dept. Chair or Director of Graduate Studies signature: _____ Date: _____

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 Graduate Student Service Coordinator, 3182 ME Bldg. Please note, approved requests may require additional processing procedures and also may not have an effective date until the start of the new term)