



GRADUATE STUDIES
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Request for Program of Study Change
 ADV Form 3b

IMAGING: GRSSStudyList
 Admit Year/Term:

Name: _____ BYU ID: _____ Date: _____

Local Address: _____

Major: _____ Degree Sought: _____

Program Type (Ths, Prj, Non): _____ Minimum Hours Required: _____

Minor (if approved): _____ Change of program of study previously filed.

COURSES TO DELETE:

Requirement type*	Department	Course number	Hours	Requirement satisfied by*	Course Description

COURSES TO ADD:

Requirement type*	Department	Course number	Hours	Requirement satisfied by*	Course Description

*See reverse for "Requirement type" and "Requirement satisfied by" descriptions.

These signatures constitute a change in the advisory committee.

Signature of Committee Chair: _____ Date _____

Signature of Member: _____ Date _____

Signature of Member: _____ Date _____

Signature of Member: _____ Date _____

Signature of Member: _____ Date _____

Signature of Graduate Coordinator: _____ Date _____

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INSTRUCTIONS

(If additional space is needed, use two forms.)

1. As you fill in the top portion of the form, if you are not certain of the type or the minimum number of hours required for your degree, ask your graduate advisor.
2. A minor must be approved by both the major and minor departments.
3. List each course you plan to include as part of your graduate program by name of department (use the class schedule abbreviations), course number, credit hours, and course description. List prerequisite courses first. If you include "R" classes, list them only once and total the hours. For example, do not list Psych 799R nine times for 2.0 hours each, but list the course once for 18.0 hours.
4. Using the following, identify the requirement type (in the "Requirement Type" column) that each course fills:

Prereq: Prerequisite courses

Phd Skill: Skill requirement courses (May be required for doctoral students.) List the courses you have taken or plan to take to fulfill the doctoral skill requirement or describe in the space provided how you will complete the requirement.

Major: Major courses

Minor: Minor courses (but only if you have declared a minor)
(Must include at least 6 credit hours of graduate level [500-600] coursework.)

Elective: Elective courses

Thesis: Thesis

Dissertation: Dissertation

Project: Project

5. Using the abbreviations below, identify (in the "Requirement Satisfied By" column) those courses you plan to count as part of your degree. Transfer credit (Transfer) may be used toward a degree, but may constitute no more than 25% of the required credits for the degree, not to exceed 15 credit hours in any program. Senior (Senior) and non-degree (NDG) credit may also count toward a degree, but together they may not exceed 10 credit hours, and if used in conjunction with transfer credit, the total may not exceed the 15 credit hour limit. The time limit for completion of the degree (5 years for a Master's, 8 years for a Doctoral) begins with the first course taken and applied to the degree.
For example:

Required Program Hours	Transfer, Senior, and Non-Degree Credit Limit
30	10 (max. 7 transfer credit hours)
36	10 (max. 9 transfer credit hours)
40	10 (max. 10 transfer, senior/non-degree credit hours)
50	12 (max. 10 senior/non-degree credit hours)
60	15 (max. 10 senior/non-degree credit hours)
>60	15 (max. 10 senior/non-degree credit hours)

Transfer: Any transfer courses from other schools

Senior: Any courses you took before receiving your bachelor's degree and which you wish to count as part of your graduate degree. If these courses have applied for another degree previously, do not list them. Check with your undergraduate advisement center to be certain there is no double application of credit. Doctoral students may not count undergraduate level courses toward their program of study. With departmental approval, master's students may count a limited number of 300-400 level courses.

NDG: Any courses you took after you received your bachelor's, but before you were admitted to your current graduate program.

6. Obtain signatures of the graduate faculty who will serve as your committee. Master's committees must consist of at the minimum, three graduate faculty; doctoral committees, five graduate faculty. If you have received approval to declare a minor, one of the committee members must be from the minor department.

After completing the program of study change form and obtaining committee member signatures, submit it to your department for approval and computer entry. When the revised Program of Study is approved, you will be able to access the updated progress report through Route Y (<https://ry.byu.edu/>).