

## Study Plan Changes

To change your approved study plan, please login to [VandalWeb](#) and click on the “Degree Audit & Transcript” link, and then click the link to Degree Audit.

Click on the “Plans tab” located at the top of your Degree Audit.

The plans tab will take you to your approved study plan, and you will need to select “Edit” from the dropdown menu toward the right of your screen to be able to change the study plan.

It is best practice to rename the description of your study plan that you are editing to include the date, so that your old and new plan can easily be distinguished from each other.

You can use the plus and minus buttons to add or remove classes, or terms.

To remove a class from your plan, you can click next to the class to highlight it, and then hit the minus button. Alternatively, you could change the text and (if necessary) number of credits of the class that is on your plan to the class that you want to replace that class with.

Ensure that your new plan meets the credit requirements for COGS and your department. If the plan contains less than the minimum number of credits required for your degree, it will be returned to you for revision. You may review credit requirements in the current year’s [Catalog](#). Once you have made changes to your plan, click “Save As...” at the bottom right of your screen, and then hit “Save & Submit for Approval.” Your plan will be sent to your Major Professor, department chair, COGS, and finally the registrar for approval. You will get an email after each approval is granted.

If you have any questions regarding this process, please feel free to reach out to COGS at any time.

Search

## Students

Registration

**Degree Audit & Transcript**

VandalWeb

V Number	Name	Degree
V00000000	Joe Vandal	PhD

Audit **Plans** Notes GPA Calc

View: Calendar

- Select
- Audit
- Calendar
- Edit**
- Notes

View Plan Lis

Description: Study Plan (date)

Degree: Ph.D.

Tracking Status: Not Tracked

Status: APPROVED



Tracking	Critical	Course Requirement	Credits
Click here to highlight the row and use the minus button to delete			
		PEP 600 Or type here to replace the class	9.0

This plan needs to be approved. Do you want to submit this plan for approval?

Save and submit for approval

Save but do not approve/submit for approval

Cancel OK

