

# The College of Behavioral & Social Sciences Graduation Plan

Name:	UID:	Email:
Current Major:	Intended/Planned Major:	Date:

**Check applicable box:**

<b>I am a:</b>	<input type="checkbox"/> First semester BSOS student whose current major and intended/planned major are the same	<input type="checkbox"/> UMD student currently enrolled in another major, changing or declaring a BSOS major	<input type="checkbox"/> UMD student currently enrolled in another major, adding a BSOS major as a double major or double degree
<b>Forms Needed:</b>	<b>Graduation Plan</b>	<b>Change/Addition of Major Form and Graduation Plan</b>	<b>Change/Addition of Major Form and Graduation Plan</b>

### Instructions for Completing Graduation Plan:

1. Review your major card and Degree Audit report at <https://uachieve.umd.edu/> before starting your plan. You will use the major card and Degree Audit report to complete your plan.
2. Fill in your personal information at the top of the form and check the applicable box that corresponds to you. Please print neatly.
3. On the back of the form:
  1. Fill in your Name, UID, Email, Current Major, Intended/Planned Major, Date, Cumulative Credits (from Degree Audit report).
  2. Fill in the semester box with the current semester (ex. Fall 2012, Spring 2013, etc.) List the courses for which you are currently registered. The Winter and Summer semesters are not required.
  3. Under Credits, fill in the corresponding credits for each class (Most classes are 3 credits. Classes with lab components are usually 4 credits).
  4. For remaining semesters, start by planning Benchmark/Gateway courses and Fundamental Studies courses.
  5. If a general requirement is listed, write the acronym instead of a specific course (ex. PW – Professional Writing, etc.).
  6. If a specific course is required write the specific course (ex. ECON 200, etc.) as listed on the major card and Degree Audit report.
  7. Make sure semesters are balanced with CORE/General Education courses, major courses, special program courses, and electives.
  8. Total up the semester credits (You may only plan for up to 16 credits (17 with permission) in Fall or Spring, 1 course up to 4 credits in Winter and 2 courses up to 8 credits in each summer session).
  9. Continue planning your remaining semesters, repeating steps 5—11 until all requirements are planned for and the total credits equals 120, including cumulative credits.
  10. Use the checklist and your major card to review your plan to ensure that all requirements and policies have been met.
4. Submit plan (and additional forms if needed) to the BSOS Advising Center, 2148 Tydings Hall.

Semester: <u>Fall 20XX</u>	
Course	Credit
Fundamental Math	3
Academic Writing	3
CCJS 100	3
Diversity	3
Elective	3
Total Semester Credits	15

### **Statements of Understanding: *Read and initial appropriate statements, then sign and date.***

<input type="checkbox"/>	I understand that plans are reviewed in the order they are received.
<input type="checkbox"/>	I understand that my block will not be lifted or my major change will not be processed until my plan has been reviewed and approved.
<input type="checkbox"/>	I understand that BSOS will review my plan and contact me in the event that my plan is not approved.
<input type="checkbox"/>	I understand that it is my responsibility to accurately plan and complete my benchmark/gateway requirements within the allotted time frame.
<input type="checkbox"/>	I understand that it is my responsibility to seek clarification from BSOS College or Department advisors on my degree requirements.
<input type="checkbox"/>	I understand that I can schedule an appointment to meet with an advisor with regards to my graduation plan or general questions.
<input type="checkbox"/>	I understand that I am expected to use my Major Card, Degree Audit report, and Advising Resources for future graduation planning.
Student signature: _____	
Date: _____	

<b>FOR OFFICE USE ONLY</b>						BSOSgpn3 Updated 3/6/2017	
Date Received _____ <b>FRONT DESK</b> -- Date Stamp, Initial and Check SIS							
<u>SIS</u>	<u>SRECORD</u>	<u>MS</u>	<u>MS</u>	<u>MS F5</u>	<u>PI F5</u>		
AAP* _____	Current Major _____	FE _____	CORE _____	TC _____	Previous Degree _____		
NCAA* _____	GPA* _____	FM _____	Gen Ed _____	DC _____	Type _____		
(* Appointment Needed)						Verified _____ <i>(To be filled out by Advisor)</i>	
Major Effective Term		Benchmark	<input type="checkbox"/> Correct	<input type="checkbox"/> Incorrect	Plan	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Transcript	<input type="checkbox"/> Non Applicable	<input type="checkbox"/> Repeat/Duplicate Credits	<input type="checkbox"/> Transfer Credit Limit	Advisor Initial & Date			

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Name: _____	UID: _____	Intended/Planned Major: _____	Cumulative Credits: _____
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Semester: _____		Semester: _____		Winter Session: _____ (optional)	
Course 1	Credit 1	Course 2	Credit 2	Course 3	Credit 3
Total Semester Credits		Total Semester Credits		Total Summer Credits	
Semester: _____		Semester: _____		Winter Session: _____ (optional)	
Course 4	Credit 4	Course 5	Credit 5	Course 6	Credit 6
Total Semester Credits		Total Semester Credits		Total Summer Credits	
Semester: _____		Semester: _____		Winter Session: _____ (optional)	
Course 7	Credit 7	Course 8	Credit 8	Course 9	Credit 9
Total Semester Credits		Total Semester Credits		Total Summer Credits	
Semester: _____		Semester: _____		Winter Session: _____ (optional)	
Course 10	Credit 10	Course 11	Credit 11	Course 12	Credit 12
Total Semester Credits		Total Semester Credits		Total Summer Credits	
Cumulative Credits + Planned Credits = Total Credits					

<u>Checklist</u>				
Have you earned a AA or Bachelors degree?	Y	N	*	
Are Benchmark/Gateway courses planned correctly?	Y	N	*	
Are Fundamental Studies courses planned correctly?	Y	N	1	
Is Professional Writing planned after 60 credits?	Y	N	2	
Are Distributive Studies courses planned correctly?	Y	N	3	
Are Diversity course(s) planned correctly?	Y	N	4	
Are Advanced Studies or I-Series courses planned correctly?	Y	N	5/6	
Are Major courses, including supporting sequence courses, planned correctly?	Y	N	7	
Do all semesters have no more than 3 major courses?	Y	N	8	
Does your plan total a minimum of 120 credits?	Y	N	9	
Are pre-requisite courses planned in the correct order?	Y	N	10	
Are semester totals less than or equal to 16 credits (17 with permission)?	Y	N	0	
Are 15 of the final 30 credits at the 300—400 level?	Y	N	0	
Are 12 upper level credits in your major completed at UMD?	Y	N	0	
Are 30 of the 120+ credits taken here at UMD?	Y	N	0	

Advisor Notes	

*Summer and Winter sessions are optional. You do not have to use them when planning for graduation.*