

The College of Behavioral & Social Sciences Graduation Plan

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

Check applicable box:

I am a:	<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
Forms Needed:	Graduation Plan	Change/Addition of Major Form and Graduation Plan	Change/Addition of Major Form and Graduation Plan

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 2022, Spring 2023, 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 General Education courses, major courses, special program courses, and electives.
 8. Total up the semester credits (You may only plan for up to 17 credits 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 Feller Center via email. If you are a first semester BSOS student (first box above) email to firstsemgradplan@umd.edu. If you are changing your major or adding an additional major/degree (second or third box above) email to bsosmajorchange@umd.edu.

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.*

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

FOR OFFICE USE ONLY	BSOSgp Updated 10/10/2022					
FRONT DESK -- 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		

