

PROGRAM PLANNING CHECKLIST



Revised: 04/02

Department of Educational Administration and Policy Studies
School of Education

Please complete this checklist and attach to all student material submitted to the Curriculum Committee.

This checklist is to be completed and attached to each student's program plan and related material submitted to the Curriculum Committee for review. This list describes what materials is required for various actions. Please review the list to be sure that you supply all the necessary material and check off the appropriate boxes to indicate what is included with each submission.

Student Name			
Student ID Number			
Address			
City		State	Zip
Phone (Home)	()	Phone (Work)	()
Email			

- Program plan with advisor's signature.
- Dates (year is sufficient) on program plan for all completed courses.
- Transfer Credit form with advisor signature (if Transfer Credit requested).
- Advanced Standing form with advisor signature (if Advanced Standing requested).
- Transcripts for all Transfer or Advanced Standing Courses.
- Waiver of Requirement form with advisor signature (required when Transfer or Advanced Standing credit replace required course).
- Catalog descriptions or similar descriptions for Transfer/Advanced Standing courses.
- For courses over the appropriate age limit (6 years for MS, 10 years for CAS and Ph.D.) student's letter requesting waiver and describing how current knowledge has been maintained.