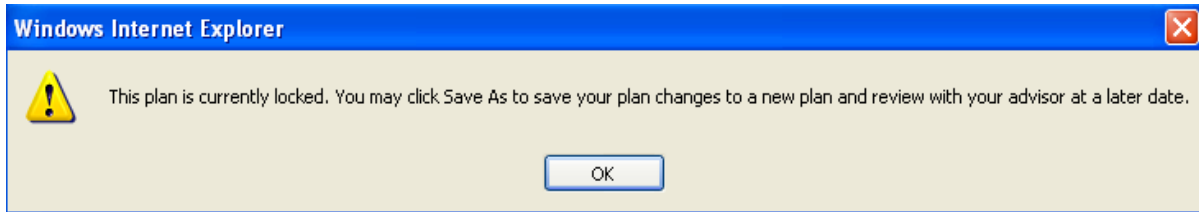
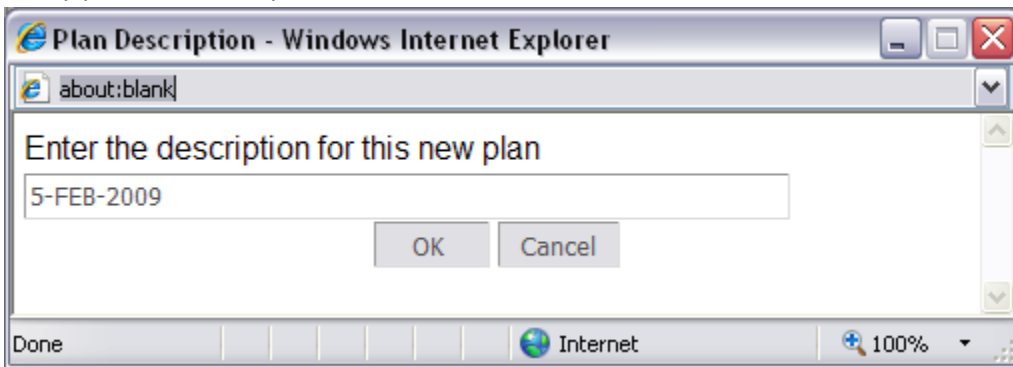


Instructions for making changes to a Study Plan that has been approved.

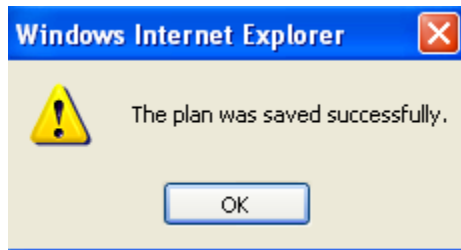
- Open your Degree Audit in VandalWeb.
- Click on the **Planner** tab
- Click OK in the message box



- Change the **Description** to the current date (e.g. 5-FEB-2009)
- Make changes and/or updates to your planned courses in the “Plan Part #” boxes
- Click on **Save As** (at the bottom of the screen) to save the new plan version
- Verify your new description date (current date) and click OK



- Click OK to the message that appears



- Print a new copy, sign, and forward to your major professor for approval and signature. Signature lines are located at the bottom of the study plan. There is a print button located in the white bar across the top.

Approval Signatures for Study Plan (graduate students only)

Student: _____ Date: _____

Major Professor/Advisor: _____ Date: _____

Department: _____ Date: _____

College Dean (Education doctorates only): _____ Date: _____

Dean of Graduate Studies: _____ Date: _____