

Changing a Study Plan

To change your approved study plan, log into **VandalWeb** and choose **Student Profile** on the **Students** menu.

Student Profile

Degree audit, unofficial transcript, transfer evaluation, holds, test scores

Change My Major

Degree Audit

Final Grades

AUDITS

PLANS

Select **Degree Audit** from the left side of Student Profile.

In Degree Audit, click **PLANS** at the top left, next to **AUDITS**.

The plans list opens with the active, approved study plan marked with a Yes in the **Active** column.

Click the blue **Description** to open the plan.

Description	Active	Modified ↓	Who	Degree	Level	Status
19-March-2015_Copy	No	07/13/2022	Pierce, Lenore V	052	GR	NEEDS APPROVAL
New Grad Study Plan	Yes	07/12/2022	Pierce, Lenore V	052	GR	APPROVED
Test Plan	No	07/07/2022	Pierce, Lenore V	052	GR	NEEDS APPROVAL
19-March-2015	No	03/19/2015	Vandal, Joseph A	052	GR	APPROVED

Page 1 of 1 Total results: 4

Best practice: use the blue **Save as copy** link, then edit the plan name using the **pencil icon**.

Last updated: Vandal, Joe on 06/29/2022

[Audit](#) [Save as copy](#)

Include the date so edited plans can be easily distinguished from the original. Do this each time changes are made to an existing study plan.

New Grad Study Plan



Use the **left and right arrows** to navigate to the desired term.

Navigation arrows: < >

ADD TERM

Next

Spring 2026 Credits: 18.0

Fall 2026 Credits: 20.0

Spring 2027 Credits: 7.0

You can edit courses by clicking the 3-dot menu and choosing **Edit this requirement**.

Similarly, use the same menu to **Delete this requirement**.

AOLL 597 Credits: 3.0

More

- More information
- Edit this requirement
- Delete this requirement
- Reassign this requirement

Use the **plus** buttons to add classes. Search for **Courses**.

Click **ADD TO PLAN**.

+ Add requirements

AOLL 570

Courses Still needed

Subjects Search by title

ADD TO PLAN

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 **Submit for Approval**. Your plan will be sent to your Major Professor, department chair, COGS, and finally to the Registrar's Office for approval. You will get an email after each approval is granted.

SUBMIT FOR APPROVAL

Questions?

Please feel free to reach out to COGS at any time.



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