New Students
- Newly admitted students will receive a copy of the form at the time of admission.
- Prior to meeting with their assigned advisor for the first time, new students may direct requests to change programs, transfer courses, or other advising issues, to the Director of Masters Programs.
- Students wanting to count credits from outside the department (cannot have counted towards another degree) may add those courses and submit the form to the Director of Masters Programs for approval.

Out of Department WUSTL Course Requests
- Send the form containing requests to your advisor for their consent
- Advisors should forward the form to the Graduate Program Coordinator who will request additional approval if needed.

Outside Institution Course Transfer Requests
- Send the form containing requests to the Director of Masters Programs, along with a copy of the transcript on which those courses appear (or an indication that the transcript was submitted as part of the student’s masters application).
- If the courses were taken while in a program that led to a degree, the student also must ask the registrar’s office of that institution to provide a letter or other documentation certifying that the courses were not counted towards that degree.

One Week Prior to Advising
- The Graduate Program Coordinator will email students and advisors updated copies of the forms, including courses actually taken and grades earned if available, for the previous semester.

During Advising
- Students should meet with their advisors and make changes to the form including a plan for the upcoming semester and any new requests for out of department credits or transfers.

Within One Week After Advising
- Advisors should email updated forms to the Graduate Program Coordinator who will request additional approval if needed.

After the New Semester Begins
- The Graduate Program Coordinator will check which classes a student is actually enrolled in and update final grades earned in the prior semester if not already updated.
- If any serious discrepancy is found, notification will be sent to the Master’s Program Director who will review and discuss with the student and his/her advisor as needed.

At the Time of Graduation
- When a student files his or her intent to graduate, the Graduate Program Coordinator will export the student’s data into the Final Program Form, which will be forwarded to the advisor and others for final approval prior to graduation.