MSW Student Program Plan of Study Information:

Where Do I Find My MSW Program Plan?

MSW program plan forms can be found on the **Student Forms** page.

Download and save the MSW program plan that matches your corresponding or preferred course of study (Clinical vs. Policy Planning and Administration, Advanced Standing vs. Standard, Full-time vs. Part-time). If you are not sure which form to use, please consult with your advisor.

When Do I Complete the Program Plan?

It is recommended that you complete the program plan with your advisor during your first semester in the program. The program plan acts as a guide for your course of study. A final, up-to-date program plan must be on file with the Registrar's Office before you can apply for graduation. Your advisor will send a signed copy to the Registrar's Office (with you cc'd). It is important to ensure you allow enough time for processing as it may take several business days or weeks. More information on deadlines and pricing for graduation audits can be found on the Registrar Office website: **Application for Graduation**

How do I Edit My MSW Program Plan?

For easy editing, download **Adobe Acrobat Reader** onto your desktop computer, laptop, or smartphone. This software is very useful for filling out pdf forms and is **free** to download: **Adobe Acrobat Reader**

The download may take a few minutes. Follow the instructions for downloading provided by the website. If a "free trial" pop-up occurs once the download is complete, simply exit out of it. Adobe Acrobat Reader is already free, and the software is simply trying to upsell.

Your device may ask if you would like to make Adobe Acrobat Reader the default for your pdf files. If this occurs, it is recommended to click yes, unless you have other preferences.

With **Adobe Acrobat Reader**, you can perform the following tasks:

- View PDFs, highlight, and comment.
- Share files and collect feedback
- **Fill and sign forms**

Open the MSW program plan pdf file in Adobe Acrobat Reader, rename the document (Last Name, First Name, Program Plan, Date), and save it in your chosen location. As you edit, be sure to save all changes by clicking the floppy disk icon on the upper right side of the screen.

You should be able to add text by clicking in the blue/gray textboxes and typing your information. Grade, Semester Completed, and Year Completed have toggle arrows that can be clicked on to select your information for each class.

Electives can also be added to the elective section. Please include the course title, department and course number, recommended semester, credit hours, grade, semester completed, and year completed. If you are unsure of this information, please consult with your advisor.

To add a signature in the student signature section, select "E-sign" on the upper left-hand side of the screen. This tool allows you to save a signature by typing, drawing or uploading a photo of your signature.

Once you are done editing the form, send a copy to your advisor for review via email.