

### Checklist for Plan of Study completion

\_\_\_\_\_ Signed Plan of Study by student, advisor, and Graduate Program Director

#### **All Transfer work (Only courses with a B or better apply):**

\_\_\_\_\_ Official Transcripts from the transfer university

\_\_\_\_\_ Names of the university where courses were taken

\_\_\_\_\_ Semester/Year the course was taken

\_\_\_\_\_ Grade received for the course

\_\_\_\_\_ UCF Prefix and course number that the transfer course is replacing

\_\_\_\_\_ Syllabi for each transfer course

\_\_\_\_\_ Syllabi for UCF courses the transfer courses are replacing

#### **International Transfer Work:**

All of the above, plus:

\_\_\_\_\_ WES or Josef Silny Evaluation

**Please work with your graduate program director or advisor in your department to help complete all of the above within the first term you are enrolled at UCF. If you have transfer work you are submitting after your first term, you will need to petition this work first. You will need to fill out the**

form found at <https://graduate.ucf.edu/wp-content/uploads/sites/8/2024/02/Graduate-Petition-Form.pdf>.