Revision Form Directions – Students

The Graduate Revision form can be found on our website at https://mtsu.edu/graduate/forms.php

Forms

Click here to access your forms history if you have a PipelineMT account.

- Forms for New Applicants
- Forms for Current Graduate Students
- Forms for Faculty & Staff

If you click on the link under Forms, you will be able to log into your Dynamic form page using your Pipeline log in. This will enable you to check the status of pending forms and the history of processed forms.
Filling out the Revision Form:

This portion is fairly self-explanatory, just make sure to fill in the correct information. Your name, m#, and email address will auto-populate.

Please choose yes or no for each question. If you are a student athlete or have some form of veteran status, we have extra steps to ensure your request is processed correctly.

If you choose an option to change something, a new section will pop up.

- Are you a veteran, or the dependent of a veteran who is using the G.I. Bill?
  - [ ] Yes
  - [ ] No

- Are you currently a student athlete at MTSU?
  - [ ] Yes
  - [ ] No

- Do you need to change your catalog term?
  - [ ] Yes
  - [ ] No

- Do you need to change your concentration?
  - [ ] Yes
  - [ ] No

- Do you need to change your specialization or track?
  - [ ] Yes
  - [ ] No

- Do you need to make a course substitution?
  - [ ] Yes
  - [ ] No

- Do you need to change your academic advisor?
  - [ ] Yes
  - [ ] No
Change Catalog Term:

Make sure you put your correct current catalog term in the first box. This can be found on your DegreeWorks page if you are not sure.

Add the catalog term you want to switch to. Please consult with your advisor prior to filling out this form to make sure the changes are possible.

**Do you need to change your catalog term?**

- Yes
- No

My current catalog term is:

Please change my new catalog term to:

**Change Concentration:**

If your program has multiple concentrations, and you would like to switch to a different one, please add that information here. Make sure to also change advisors, if needed.

**Do you need to change your concentration?**

- Yes
- No

Please change my concentration to:

**Change Specialization or Track:**

If your program has multiple, official specializations or tracks, and you would like to switch to a different one, please add that information here. Some specializations or tracks are available but not officially needed as part of your record, so please check with your advisor to find out about what specializations are needed for this form.

**Do you need to change your specialization or track?**

- Yes
- No

Please change my specialization or track to:
Course Substitutions:

Please check your DegreeWorks and contact your advisor before filling out this form!

This form allows for up to 3 course substitutions. If you have more than that, simply start a new form for the remaining courses.

Choose either 1, 2, or 3 courses and a pop-up section will open lower in the form.

Do you need to make a course substitution?  

* Yes  
* No

How many courses do you need to substitute?  

* -- Please Select --

---

Course Substitutions:  
(Course substitutions must comply with the program catalog and be a one for one substitution)

<table>
<thead>
<tr>
<th>ADD</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Credit Hour(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 6520</td>
<td>Topics in Biochemistry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CHEM 6110</td>
<td>Topics in Organic Chemistry</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Reason for Substitution:  
* Better fit with career goals; CHEM 6110 not offered before graduation; other reason

<table>
<thead>
<tr>
<th>ADD</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Credit Hour(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 6350</td>
<td>Selected Topics in Artificial Intelligence</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

Reason for Substitution:  
* Please add this course as an elective.

<table>
<thead>
<tr>
<th>ADD</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Credit Hour(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14971</td>
<td>Aviation class</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>5130</td>
<td>Safety</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Reason for Substitution:  

* I affirm that I have communicated with my advisor and the above information is correct.

---

I have added some examples of what to do and what not to do…

Example 1: List the Course ID of the course you want, the course title, and credit hours in both the ADD and DELETE section if you are changing one course for another.

Example 2: List the Course ID of the course you want, the course title, and credit hours in the ADD section and N/A in the DELETE sections if you want to add a course as an elective.

If you want to add an elective, and your program has several elective sections, please specify which elective section you want it added to.

For example: Leisure and Sport Management’s Sport Industry degree has LSM electives, and Non-LSM electives.

Example 3: Please do not use CRN numbers or partial information – we will have to reject the form back to you for correction.
**Academic Advisor Change:**

Make sure to put your current academic advisor in the first section and your NEW advisor in the second. Make sure to double check your advisor’s email address for correctness. Dynamic forms will only accept the jane.Doe@mtsu.edu format – it will not take JDoe@mtsu.edu.

Do you need to change your academic advisor?  
- [ ] Yes  
- [ ] No

Please list the name of the academic advisor you are replacing:

**My academic advisor is:**  
(If you are changing your academic advisor, or changing your concentration/specialization/track, please list your NEW academic advisor here.)

First Name:  
Last Name:  
Email:  

Make sure to put your current academic advisor in the first section and your NEW advisor in the second. Make sure to double check your advisor’s email address for correctness. Dynamic forms will only accept the jane.Doe@mtsu.edu format – it will not take JDoe@mtsu.edu.

**Change in Degree Requirements:**

This is the only section to make changes that stays open. It is also the only one that does not have required fields, so please be very careful in your choice selection.

**Master’s Thesis/Non-Thesis Option Change:**

<table>
<thead>
<tr>
<th>Change From:</th>
<th>Change To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capstone Course</td>
<td>Capstone Course</td>
</tr>
<tr>
<td>Portfolio</td>
<td>Portfolio</td>
</tr>
<tr>
<td>Comprehensive Exam</td>
<td>Comprehensive Exam</td>
</tr>
<tr>
<td>Project</td>
<td>Project</td>
</tr>
<tr>
<td>Non-Thesis</td>
<td>Non-Thesis</td>
</tr>
<tr>
<td>Thesis</td>
<td>Thesis</td>
</tr>
</tbody>
</table>

On the left side (Change from) select the option that you currently have.  
On the right side (Change to) select the option you want to change to.  
The most common example would be someone wanting to change from Thesis option to Non-Thesis option or vice versa.  
Make sure to check ALL applicable options. For example, if you change from Thesis option to Non-Thesis option, you will need to make sure to check not only Non-Thesis but also check that you are adding a comprehensive exam, portfolio, project, capstone course, etc.
Completing your form:

In order to complete your form, you will need to go to the bottom of the page to click the NEXT button. You do not need to fill out any information in Part II, your advisor will do that.

When you click next, you will be taken to an electronic signature page. Type in your name and click **sign electronically** to submit your form. Your first and last name will appear above each signature box.
Revision Form Directions – Faculty

Advisors – please make sure to check the students form carefully for mistakes. If the student makes a mistake, please utilize the reject button at the bottom left of your form! Feel free to use the notes section, but any errors should preferably be corrected by the student at the top for clean and accurate documentation.

If you are the advisor and also the program director, choose yes and you will only need to sign once.

### Part II - Academic Advisor

<table>
<thead>
<tr>
<th>Are you the program director?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

**Notes:**

- I affirm that the above information is correct and the changes made conform to the program catalog.
- I approve the changes made above.

If you are not the program director, choose no and fill in the program director’s name and email address and click next.

### Part II - Academic Advisor

<table>
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<tr>
<th>Are you the program director?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

**Program Director Information:**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
</tr>
</thead>
</table>

**Notes:**

- I affirm that the above information is correct and the changes made conform to the program catalog.
- I approve the changes made above.

### Part III - Program Director

* I approve the changes made above.

[Reject] [Next]
When you click next, you will be taken to an electronic signature page. Type in your name and click sign electronically to submit your form. Your first and last name will appear above each signature box.

**Electronic Signature**

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Previous  Sign Electronically

If you would like to opt out of electronic signature, please click the “Opt out and print” link below to save your information and print a local copy for your signature.

Opt out and print

Program Directors – please make sure to check the students form carefully for mistakes. If the student makes a mistake, please utilize the reject button at the bottom left of your form! If everything looks good to you, select the approval box and click on next.

Part III - Program Director

*I approve the changes made above.*
When you click next, you will be taken to an electronic signature page. Type in your name and click **sign electronically** to submit your form. Your first and last name will appear above each signature box.

**Electronic Signature**

Please read the Disclosure / Consent before you sign your form electronically.

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