OHIO UNIVERSITY
Graduate College

Update of Graduate Program

Purpose of Form	Modifications to an existing student record:

- Add certificate, endorsement to an active student record.
- Add master's or doctoral degree concurrent with existing degree program.
- Remove certificate, endorsement or degree program from an active student record.
- Swap degree level within same academic program.
- Change delivery method or program track/emphasis within the same degree program.

Instructions   Obtain necessary signatures. Submit completed form to Graduate College before applying to have degree or certificate conferred.

_____   _____
Student Last Name   *First Name*   *OHIO PID*

_____
OHIO Email   *Student Signature*   *Date*

ADD Certificate, Endorsement, Master's to existing Ph.D. *OR* Ph.D. to existing Master's in same program

Certificate, Endorsement or Degree Code	*Certificate, Endorsement or Degree Name*

_____   _____
Signature, Certificate, Endorsement or Graduate Degree Program Director/Chair   *Date*

REMOVE Certificate, Endorsement or Degree program

Certificate, Endorsement or Degree Code	*Certificate, Endorsement or Degree Name*

_____   _____
Signature, Certificate, Endorsement or Graduate Degree Program Director/Chair   *Date*

SWAP Degree level, Program focus, or delivery method the same program area (e.g., Ph.D. to Master's,

Program Code & Name to change	*Updated Program Code & Name*

_____   _____
Signature, Certificate, Endorsement or Graduate Degree Program Director/Chair   *Date*

Update form applies only to active graduate records. A new application is required to add or switch a degree program to a new discipline, add a degree program based on existing stackable certificates, or open a new graduate program (certificate, endorsement, degree) if there are no existing open graduate programs.

Grad College Use Only: Program/Plan Stack Update Date _____   Student e-mailed

Form submission options: Email attachment – graduate@ohio.edu | In person – Grosvesnor Hall 102
Postal mail - Graduate College . 1 Ohio University . Grosvesnor Hall 102 . Athens, OH 45701-2979 USA