

INSTRUCTIONS FOR COMPLETING THE FORM.

WHEN TO USE THIS FORM:

- 1) If you want to change your degree type (e.g. PhD to MS, MA to MS) or your “culminating experience” option (such as changing from a MS with Thesis to an MS with Project or vice versa):
 - a. FILL OUT SECTION A and SECTION E, then get the signatures of your **proposed** committee chair (and co-chair, if applicable), your department chair and your school/college dean in the approvals box.
- 2) If you want to change from one major in your department to **another major in your department** (e.g. Mathematics to Statistics, Space Physics to Physics, etc.):
 - a. FILL OUT SECTION B and SECTION E, then get the signatures of your **proposed** committee chair (and co-chair, if applicable), your department chair and your school/college dean in the approvals box.
- 3) If you want to pursue an additional degree that is **housed in your current department** to your current degree (e.g. you are currently in a PhD program and want to also earn a Master’s degree in the same field, or you are currently pursuing an MS in Civil Engineering and want to get another MS in Water and Environmental Science):
 - a. FILL OUT SECTION C and SECTION E, then get the signatures of your **proposed** committee chair (and co-chair, if applicable), your department chair and your school/college dean in the approvals box.
- 4) If you want to pursue a Graduate Certificate or Graduate Licensure in addition to your current degree program,
 - a. FILL OUT SECTION D and SECTION E, then get the signatures of the Department chair where the certificate/licensure is housed and the dean of the school or college where the certificate/licensure is housed.

WHEN NOT TO USE THIS FORM:

- A) Anytime you want to change degree levels, such as moving from a graduate degree to an undergraduate degree (you must submit a new [Application for Admission](#) instead)
- B) Anytime you want to add or change your major to one that is NOT housed in your current department (you must submit a new [Application for Admission](#) instead)
- C) If you want to add or change a concentration (simply email graduation@uaf.edu with your request)

NAME:	ID:	Email:
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Current Degree and Major:

Please make additions or changes effective as of: Fall 20____ Spring 20____ Summer 20____

SECTION A) <input type="checkbox"/> CHANGE DEGREE TYPE , and <input type="checkbox"/> stay in current major <input type="checkbox"/> change major also (fill out section B)	<i>Degree Change Approvals</i>
CHANGE FROM (choose your current degree type): <input type="checkbox"/> PHD <input type="checkbox"/> MS with PROJECT <input type="checkbox"/> MA with PROJECT <input type="checkbox"/> MFA <input type="checkbox"/> MA/MFA (English majors only) <input type="checkbox"/> MS with THESIS <input type="checkbox"/> MA with THESIS <input type="checkbox"/> MEE <input type="checkbox"/> MNRM <input type="checkbox"/> MED <input type="checkbox"/> MMS <input type="checkbox"/> Other _____	New Committee Chair Signature:
CHANGE TO (choose your desired degree type): <input type="checkbox"/> PHD <input type="checkbox"/> MS with PROJECT <input type="checkbox"/> MA with PROJECT <input type="checkbox"/> MFA <input type="checkbox"/> MA/MFA (English majors only) <input type="checkbox"/> MS with THESIS <input type="checkbox"/> MA with THESIS <input type="checkbox"/> MEE <input type="checkbox"/> MNRM <input type="checkbox"/> MED <input type="checkbox"/> MMS <input type="checkbox"/> Other _____	New Co-chair Signature:
	Dept Chair Signature:
	School/College Dean's Signature
<input type="checkbox"/> New committee will be assigned for this degree – Appointment of Committee form forthcoming <input type="checkbox"/> Committee remains unchanged – Changes to student degree & associated implications have been discussed and approved	

SECTION B) <input type="checkbox"/> CHANGE MAJOR* , but stay in same degree type <small>(e.g. change from MS in <u>Space</u> Physics to MS in Physics) <i>MUST be a major housed in the SAME DEPARTMENT as your current major. Changing to another department requires an admissions application</i></small>	<i>Major Change Approvals</i>
CHANGE FROM (enter current major here):	New Committee Chair Signature:
CHANGE TO (enter new major here):	New Co-chair Signature:
	Dept Chair Signature:
	School/College Dean's Signature
<input type="checkbox"/> New committee will be assigned for this major – Appointment of Committee form forthcoming <input type="checkbox"/> Committee remains unchanged – Changes to student major & associated implications have been discussed and approved	

SECTION C) <input type="checkbox"/> ADD ANOTHER DEGREE TO MY CURRENT PROGRAM <small>*Adding a program outside of your current department requires a new application for admission.</small>	<i>Add degree approvals</i>
<input type="checkbox"/> ADD A _____ in _____ to my current degree <small>Degree Type Major (must be a major in your current department*)</small>	New Committee Chair Signature:
<input type="checkbox"/> ADD A MASTER'S in my current field of study to my current PHD	Dept Chair Signature:
<input type="checkbox"/> ADD A PHD in my current field of study to my current Master's (A JUSTIFICATION MEMO MUST BE ATTACHED)	School/College Dean's Signature
<input type="checkbox"/> New committee will be assigned for this degree – Appointment of Committee form forthcoming <input type="checkbox"/> Committee remains unchanged – Additions or Changes to student degree/major and associated implications have been discussed and approved	

SECTION D) <input type="checkbox"/> ADD the following GRADUATE CERTIFICATE or GRADUATE LICENSURE to my current degree program(s): <input type="checkbox"/> Sci. Teach. & Outreach. (Cert) <input type="checkbox"/> Design & Const. Mgmt. (Cert) <input type="checkbox"/> Stats (Cert) <input type="checkbox"/> OTHER Grad Certificate: _____ <input type="checkbox"/> Art K-12 Lic. <input type="checkbox"/> Elem. Ed Lic. <input type="checkbox"/> Secondary. Ed Lic. <input type="checkbox"/> Special Ed Lic. <input type="checkbox"/> OTHER Grad Licensure _____	<i>Add Grad Cert or Licensure Approvals</i>
	Cert/Lic. Dept Chair Signature:
	Certificate Dean's Signature:

SECTION E) Reason/Justification:	
STUDENT SIGNATURE:	Date

SECTION F) Graduate School Dean's Signature	Printed Name:	Date
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