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 <u>NOT</u> 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 uaf-registrar@alaska.edu with your request)

UAF GRADUATE SCHOOL
University of Alaska Fairbanks

CHANGE or ADD Graduate Degree, Major or Certificate (rev. 12/2020)

NAME:	ID:	Email:

Current Degree and Major:

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

SECTION A)

❑ **CHANGE DEGREE TYPE**, and
    ❑ stay in current major ❑ change major also (fill out section B)

	Degree Change Approvals
CHANGE **FROM** (choose your current degree type): ❑ PHD ❑ MS with PROJECT ❑ MA with PROJECT ❑ MFA ❑ MA/MFA (English majors only) ❑ MS with THESIS ❑ MA with THESIS ❑ MEE ❑ MNRM ❑ MED ❑ MMS ❑ Other _____	*New Committee Chair Signature:*
	New Co-chair Signature:
CHANGE **TO** (choose your desired degree type): ❑ PHD ❑ MS with PROJECT ❑ MA with PROJECT ❑ MFA ❑ MA/MFA (English majors only) ❑ MS with THESIS ❑ MA with THESIS ❑ MEE ❑ MNRM ❑ MED ❑ MMS ❑ Other _____	*Dept Chair Signature:*
	School/College Dean's Signature

❑ New committee will be assigned for this degree – Appointment of Committee form forthcoming
❑ Committee remains unchanged – Changes to student degree & associated implications have been discussed and approved

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SECTION B)

❑ **CHANGE MAJOR***, but stay in same degree type
    (e.g. change from MS in Space Physics to MS in Physics)
    *MUST be a major housed in the **SAME DEPARTMENT** as your current major. Changing to another department requires an admissions application*

	Major Change Approvals
	New Committee Chair Signature:
	New Co-chair Signature:
CHANGE **FROM** (enter current major here):	*Dept Chair Signature:*
CHANGE **TO** (enter new major here):	*School/College Dean's Signature*

❑ New committee will be assigned for this major– Appointment of Committee form forthcoming
❑ Committee remains unchanged – Changes to student major & associated implications have been discussed and approved

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SECTION C)

❑ **ADD ANOTHER DEGREE TO MY CURRENT PROGRAM**
    Adding a program **outside of your current department requires a new application for admission.*

	Add degree approvals
❑ ADD A _____ in _____ to my current degree *Degree Type* *Major* (<u>must</u> be a major in your current department*) ❑ ADD A MASTER'S in my current field of study to my current PHD	*New Committee Chair Signature:*
	Dept Chair Signature:
❑ 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*

❑ New committee will be assigned for this degree – Appointment of Committee form forthcoming
❑ Committee remains unchanged – Additions or Changes to student degree/major and associated implications have been discussed and approved

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SECTION D)

❑ ADD the following **GRADUATE CERTIFICATE or GRADUATE LICENSURE** to my current degree program(s):

	Add Grad Cert or Licensure Approvals
❑ Sci. Teach. & Outreach. (Cert) ❑ Design & Const. Mgmt. (Cert) ❑ Stats (Cert) ❑ OTHER Grad Certificate: _____ ❑ Art K-12 Lic. ❑ Elem. Ed Lic. ❑ Secondary. Ed Lic. ❑ Special Ed Lic. ❑ OTHER Grad Licensure_____	*Cert/Lic. Dept Chair Signature:*
	Certificate Dean's Signature:

SECTION E)
Reason/ Justification:

STUDENT SIGNATURE:	Date

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