

**CHANGE or ADD Graduate Degree, Major or Certificate**

**INSTRUCTIONS FOR COMPLETING THE FORM**

**WHEN TO USE THIS FORM:**

- 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)
- 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.)
- 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)
- If you want to pursue a Graduate Certificate or Graduate Licensure in addition to your current degree program

**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 [uaf-registrar@alaska.edu](mailto:uaf-registrar@alaska.edu) with your request).

SAMPLE

**CHANGE or ADD Graduate Degree, Major or Certificate**

Form Initiator Role: \*

First Name: \*  Last Name: \*  Student ID: \*

Email: \*  Phone: \*

Degree: \*   Major: \*  Action: \*

Please make additions or changes effective as of: Semester: \*   Year:

**Reason/ Justification**

\*

\_\_\_\_\_  
Initiator Signature Date

Please enter the contact information for the following required form approvers:

**Committee Chair** First Name: \*  Last Name: \*  Email: \*

Does this committee have a Co-Chair? \*

**Department Chair** First Name: \*  Last Name: \*  Email: \*

**College/School Dean** First Name: \*  Last Name: \*  Email: \*

**Graduate Coordinator** First Name: \*  Last Name: \*  Email: \*

**APPROVALS**

\_\_\_\_\_  
Student Signature Date

Graduate Coordinator Comments:

\_\_\_\_\_  
Graduate Coordinator Signature Date

\_\_\_\_\_  
Committee Chair Signature Date

\_\_\_\_\_  
Department Chair Signature Date

\_\_\_\_\_  
College/School Dean Signature Date

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Please list your initials and any notes addressed to the Director about this form.

\_\_\_\_\_  
Graduate School Check Signature

\_\_\_\_\_  
Date

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Graduate School Director Decision: \*



Graduate School Director Comments:

\_\_\_\_\_  
Graduate School Director Signature

\_\_\_\_\_  
Date

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Graduate School Processing Comments:

\_\_\_\_\_  
Graduate School Processing Signature

\_\_\_\_\_  
Date

Initiator Signature

\_\_\_\_\_  
Date:

SAMPLE

**Change Degree Type**

CHANGE DEGREE TYPE, and

Change FROM (choose your current degree type):

CHANGE TO (choose your desired degree type):

Committee Status:

**Reason/ Justification**

(click to sign)

Initiator Signature \_\_\_\_\_ Date \_\_\_\_\_

**Change Major**

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.

CHANGE FROM (enter current major here):  CHANGE TO (enter new major here):

Committee Status:

**Reason/ Justification**

(click to sign)

Initiator Signature \_\_\_\_\_ Date \_\_\_\_\_

**Add Another Degree to my Current Program**

\*Adding a program outside of your current department requires a new application for admission.

Add a  in (Major)  to my current degree.  
(must be a major in your current department\*)

Select one of the options below:

ADD A MASTER'S in my current field of study to my current PHD

ADD A PHD in my current field of study to my current Master's (A JUSTIFICATION MEMO MUST BE ATTACHED)

Committee Status:

**Reason/ Justification**

(click to sign)

Initiator Signature \_\_\_\_\_ Date \_\_\_\_\_

**Add GRADUATE CERTIFICATE or GRADUATE LICENSURE**

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

- |  |  |
|--|--|
| <input type="checkbox"/> Sol. Teach. & Outreach. (Cert)                | <input type="checkbox"/> Design & Const. Mgmt. (Cert)                                |
| <input type="checkbox"/> Stats (Cert)                                  | <input type="checkbox"/> Resilience and Adaptation (Cert)                            |
| <input type="checkbox"/> Rural Development (Cert)                      | <input type="checkbox"/> Aerospace Engineering (Cert)                                |
| <input type="checkbox"/> Systems Engineering/Program Management (Cert) | <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                          |  |
| <input type="checkbox"/> OTHER Grad Certificate                        |  |

**Reason/ Justification**

(click to sign)

Initiator Signature \_\_\_\_\_ Date \_\_\_\_\_