

Combined Degree Form on GradForms

Students in combined programs are enrolled concurrently in the Graduate School and in either a professional or undergraduate college or school. The purpose of combined programs is to give outstanding students an opportunity to pursue simultaneously two degrees in different colleges or schools by reducing the amount of time required to complete both sets of degree requirements.

Criteria: To be admitted as a graduate student in a combined program, the applicant must submit documentation that demonstrates satisfactory fulfillment of the following admission criteria:

1. Completion of a minimum of 90 undergraduate credit hours, for those enrolling in an undergraduate/graduate combined program
2. A minimum of 3.5 cumulative point-hour ratio in all previous undergraduate work for those enrolling in an undergraduate/graduate combined program (including credit hours from other institutions)
3. An earned baccalaureate or its equivalent or completion of the first year of a professional program for those enrolling in a professional/graduate combined program
4. A minimum of 3.5 cumulative point-hour ratio in all previous undergraduate work for those enrolling in a professional/graduate combined program who hold a completed bachelor's degree and have not completed one year in the professional program. Students who have completed one year in their professional program must be in good academic standing, admitted to the Graduate School without conditions, and approved by the professional college dean, director, or chair
5. Prerequisite training that will enable the student to pursue the graduate degree program selected

Students may not be admitted to the undergraduate/graduate or the professional/graduate combined program in conditional or graduate non-degree status.

Process:

- 1) Student initiates and submits the form online via gradforms.osu.edu
- 2) Graduate School adds approvers and hits send
- 3) Approvers all approve/deny form
- 4) Graduate School approves the form
- 5) Graduate School completes the form

Student Actions

Step 1: Students will need to log into gradforms.osu.edu and choose Enrollment Forms.

Graduation and Examination Forms

This section includes forms pertaining to graduation and the scheduling of doctoral examinations, as well as enrollment in a graduate minor or graduate Interdisciplinary specialization program. Forms include the Application to Graduate, the Application for Candidacy and the Application for Final Examination for Ph.D and DMA students, the Application for Professional Exam for professional students, and the Minor and Interdisciplinary Specialization form. For general questions regarding these forms, please contact grad-schoolgraduationservices@osu.edu.

[View Graduation and Examination Forms](#)

Enrollment Forms

Forms located in this section of GRADFORMS cover various aspects of and changes to a student's academic record during their enrollment in a degree program. These types of changes include: Changes in enrollment past the deadline, simultaneous pursuit of an additional degree, change of degree and evaluation of graduate credit taken at another institution. For general questions regarding these forms, please contact grad-schoolregistrationservices@osu.edu.

[View Enrollment Forms](#)

Graduation and Examination Forms include the following forms:

Application for Candidacy Exam, Application for Final Examination, Application to Graduate, Application for Professional Examination, Committee and Examination Petition, Delay of Final Document, Minors & Interdisciplinary Specializations, Report on Candidacy, Report on Final Document, Report on Final Examination, Report on Professional Exam, and Report on Transcript Designation

Enrollment Forms include the following forms:

Combined Degree Program, Dual Degree Program, Late Course Petition, Transfer of Graduate Credit, and Transfer of Graduate Program

[View Enrollment Forms](#)

Step 2: After the student has selected a list of all available enrollment forms will populate. (See below for screenshot)

Enrollment Forms

Transfer of Graduate Program

[Help](#)

If you have previously been admitted into a program and paid fees (even for one term) you cannot be considered a new graduate student. Students wishing to enter a program other than the one to which they were initially admitted must complete a transfer of graduate program. This portion of the transfer of graduate program is to request approval from the previous, or current graduate program.

[+ Create New Transfer of Graduate Program Form](#)

Transfer of Graduate Credit

[Help](#)

If you have attended another university as a graduate student, or attended Ohio State as a graduate non-degree student, and wish to apply that credit to your current degree program, please use this form. Please review the policies concerning the transfer of credit in the appropriate sections of the Graduate School Handbook. If you require further clarification regarding the transferring of credit, please email grad-schoolregistrationservices@osu.edu.

[+ Create New Transfer of Graduate Credit Form](#)

Late Course Petition

[Help](#)

This form should be used if you are requesting to add, drop or audit a course after the published university deadline. This form can also be used to request a refund for a course that was dropped after the full refund period (i.e., backdated drop).

[+ Create New Late Course Petition Form](#)

Dual Degree Program Plan

[Help](#)

This form is used to request the simultaneous pursuit of two graduate degrees. The following form is used to detail a plan of study between two programs. Students should submit this form (at least) one term prior to dual enrollment. For more information, please refer to the Dual Master's Degree Programs section in the Graduate School Handbook.

[+ Create New Dual Degree Program Plan Form](#)

Combined Degree Program

[Help](#)

The purpose of a combined degree program is to give outstanding students an opportunity to simultaneously pursue a graduate and undergraduate/professional degrees in different colleges by reducing the amount of time required to complete both sets of requirements. Admission to a combined graduate and undergraduate/professional program requires admission to the Graduate School, approval from the graduate studies committee chair of the proposed graduate program and an appropriate official of the undergraduate, or professional college (e.g., academic advisor and/or dean or director). Combined degree students must meet the minimum GPA requirements detailed in Special graduate programs section of the Graduate School Handbook. This form should be submitted no later than two weeks prior to start term of the proposed combined program.

[+ Create New Combined Degree Program Form](#)

[+ Create New Combined Degree Program Form](#)

Step 3: Student will choose the button from the list of all available enrollment forms.

Step 4: The student will then fill in their current and proposed program information and also list the courses they will be double counting in both careers. An admissions application must also be submitted. (See below for screenshot)

Please fill in the following information [Help](#)

Current Career
Choose Career Type

Proposed Graduate Plan
Select Proposed Plan

Application Submitted to Graduate Admissions?

Matriculation Term
Select Term

CUM Undergrad GPA
CUM Undergrad GPA

Courses
Please fill out Subject Area, Course Number, Term, and Credit Hours and click the "Add" button in order to add a course to this form. Courses listed in this section should only include those that will be counting for both the undergraduate/professional career and the graduate program requirements.

1.

Step 5: After the student selects they will need to review their application. If it is ready to submit the student will choose . If the student needs to make adjustments to their online application they should hit the button.

****Note:** Once students submit their form they are *no* longer able to edit the program/course information. If a student needs to edit their form please leave a comment on the application. *Comments are viewable to both students and staff/faculty.*

Graduate School Check

Step 6: Once the student submits their petition it will be routed to the Graduate School for the initial Grad School Check.

• Name: Grad School Check PENDING N/A [View](#) [Start](#)
• Description: Combined Degree Program [redacted]
• Assignee:
• Task Creation Time: Jun 20, 2016 08:50 AM

[View](#) allows the approver to only look at the form and not make any approve/deny choices.

[Start](#) allows the approver to review the request and add the instructor's name.#, save, send, or cancel the application.

Combined Degree Program PENDING
Submitted: Jun 20, 2016 08:50 AM [Help](#)

[Student Information](#) [Combined Degree Program](#) [History](#) [Remarks \(0\)](#) [Comments \(0\)](#) [Actions](#)

| | |
|--|---|
| Current Career | Undergraduate |
| Proposed Graduate Plan | AEROENG-MS - Aeronautical and Astronautical Engineering |
| Application Submitted to Graduate Admissions? | Yes |
| Matriculation Term | 2016 Autumn |
| CUM Undergraduate GPA | 3.7 |

| Subject Area | Term | Course Number | Credit Hours |
|--------------|-------------|---------------|--------------|
| ENG | 2016 Autumn | 6999 | 3.0 |

Approvers OSU Employees

1. [Add](#)


[Save](#) [Send](#) [Cancel Request](#)

Only the Graduate School can "Edit" Forms. All edit requests should be sent to Judith Dunham-Borst(.1)

Step 7: After selecting the [Start](#) button the Graduate School will review the application. The Graduate School will input the appropriate approvers name.# and will then hit the [Send](#) button.

****Note:** If the staff member who approves/denies the form needs to be updated to another staff member, the program will need to contact Judith Dunham-Borst(.1)

Program Actions

Step 8: The approver will need to select the  button.

| Academic Plan | Name | Description | Task Creation Time | Action |
|---------------|---------------|---|-----------------------|---|
| | User Approval | Combined Degree Program for  | Jun 20, 2016 09:54 AM |  |




Step 9: The Combined Degree Form requires approval from both the undergraduate/professional program and also the proposed graduate program. After all approvers have approved/denied the form it will be routed back to the Graduate School for final approval and completion.

Combined Degree Program **PENDING**
 Submitted: Jun 20, 2016 08:50 AM Help

Student Information **Combined Degree Program** History Remarks (0) Comments (0) Actions

Current Career Undergraduate
Proposed Graduate Plan AEROENG-MS - Aeronautical and Astronautical Engineering
Application Submitted to Graduate Admissions? Yes
Matriculation Term 2016 Autmn
CUM Undergraduate GPA 3.7

| Subject Area | Term | Course Number | Credit Hours |
|--------------|------------|---------------|--------------|
| ENG | 2016 Autmn | 6999 | 3.0 |





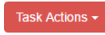

  

Below is a screenshot of the History Tab before it comes to the Graduate School for review.

Combined Degree Program **PENDING**
 Submitted: Apr 16, 2016 04:56 PM Help

Student Information **Combined Degree Program** **History** Remarks (0) Comments (1) Actions

History

| Task | User | Completion Time | Resolution | Task Notes | Task Actions |
|----------------------|---|-------------------------|------------|------------|---|
| Initiate Application |  | April 16, 2016 4:56 PM | COMPLETED | | |
| Grad School Check |  | April 20, 2016 3:58 PM | APPROVED | | |
| User Approval |  | April 21, 2016 4:21 PM | APPROVED | | |
| User Approval |  | | | |  |
| User Approval |  | April 26, 2016 10:07 AM | APPROVED | | |

Graduate School Actions

Step 10: After all approvers have approved/denied the Combined Degree Form it will populate on the Graduate School's task list. If the application is approved the Graduate School will choose the Approve button. The student will receive an email after their form has been approved.

Combined Degree Program **PENDING** *

Submitted: Oct 18, 2015 11:00 PM Help

Student Information | **Combined Degree Program** | History | Remarks (0) | Comments (0) Actions ▾


| | |
|--|-------------------------------------|
| Current Career | Undergraduate |
| Proposed Graduate Plan | MECHENG-MS - Mechanical Engineering |
| Application Submitted to Graduate Admissions? | Yes |
| Matriculation Term | 2016 Spr |
| CUM Undergraduate GPA | 3.87 |

| Subject Area | Term | Course Number | Credit Hours |
|--------------|------------|---------------|--------------|
| ME | 2016 Spr | 5680 | 4 |
| ME | 2016 Spr | 5139 | 3 |
| ME | 2016 Autmn | 5372 | 3 |
| Math | 2016 Autmn | 4512 | 3 |

Approvers OSU Employees

1. [Redacted]
2. [Redacted]
3. [Redacted]

Save Approve Deny Cancel Request

 **THE OHIO STATE UNIVERSITY**
GRADUATE SCHOOL

*Notice the **

Only the Graduate School can "Edit" Forms. All edit requests should be sent to Judith Dunham-Borst(.1). Programs should also leave a comment on the

Step 11: After the Graduate School has posted an approval status we will post the admit decision and update the student's record in SIS. Once the new program information is posted to the student's record we will also Complete the form on GradForms. (Screenshots of the Approved Form and History Tab are below)

****Note:** If the student requires financial review I will not complete the form until after the admission status has posted.

Combined Degree Program **APPROVED**
 Submitted: Oct 12, 2015 12:11 PM Help

Student Information | **Combined Degree Program** | History | Remarks (0) | Comments (0) Actions

| | |
|--|-------------------------------------|
| Current Career | Professional |
| Proposed Graduate Plan | BUSADM-MA - Business Administration |
| Application Submitted to Graduate Admissions? | Yes |
| Matriculation Term | 2015 Autmn |
| CUM Undergraduate GPA | 3.65 |

| Subject Area | Term | Course Number | Credit Hours |
|--------------|------------|---------------|--------------|
| Pharmacy | 2017 Spr | 7019-0010 | 3 |
| Pharmacy | 2017 Spr | 7017-0010 | 3 |
| Pharmacy | 2016 Autmn | 7016-0010 | 3 |
| Pharmacy | 2017 Spr | 7018-0010 | 3 |

Approvers OSU Employees

-
-
-

Save Complete Deny Cancel Request



Combined Degree Program **COMPLETED**
 Submitted: Oct 20, 2015 08:47 PM Help

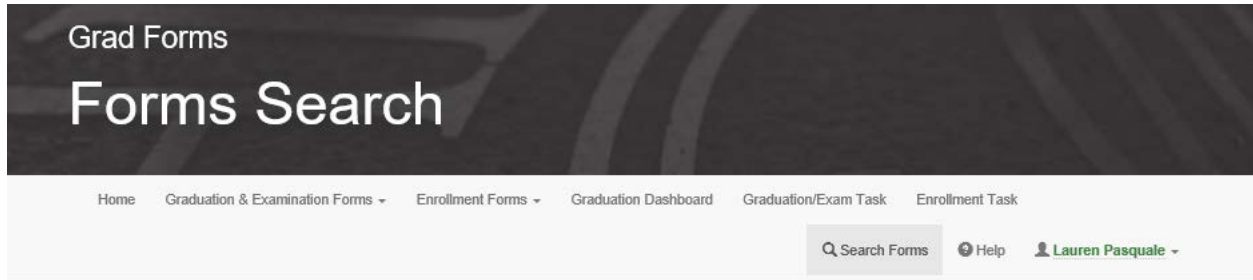
Student Information | Combined Degree Program | **History** | Remarks (0) | Comments (0) Actions

History

| Task | User | Completion Time | Resolution | Task Notes | Task Actions |
|----------------------|------|---------------------------|------------|------------|--------------|
| Initiate Application | | October 20, 2015 8:47 PM | COMPLETED | | |
| Grad School Check | | October 21, 2015 8:43 AM | APPROVED | | |
| User Approval | | October 27, 2015 10:11 AM | APPROVED | | |
| User Approval | | October 21, 2015 8:59 AM | APPROVED | | |
| User Approval | | October 21, 2015 11:13 AM | APPROVED | | |
| Final Approval | | November 04, 2015 2:13 PM | APPROVED | | |
| Completion | | June 20, 2016 11:22 AM | COMPLETED | | |

GradForms Features

Search Forms: The Search Forms tab allows programs to filter through their student forms. Approvers have the ability to search by student information, academic plan, approval status, and form type. All fields do not need to be filled in order to search on GradForms.



Search

The image shows a "Filter" panel with several sections: "Student" with a text input field for "Student OSUID, Student Name, or Student Email Address" and a note about name formats; "Academic Plan" with a dropdown menu set to "All"; "Approval Status" with a dropdown menu set to "All"; and "Form Type" with a dropdown menu set to "All". At the bottom of the panel are three buttons: "Apply Filters" (blue), "Reset" (light blue), and "Clear" (orange).

Download Excel Spreadsheet: After searching for forms you will have the option to download an Excel spreadsheet of your students and their forms. To download a spreadsheet click on the Actions button and choose Download Excel.

8 result(s) found.

| Name | OSUID | Form | Date Created | Approval Status | Actions |
|------------|------------|--|-----------------------|-----------------|--------------------------|
| [REDACTED] | [REDACTED] | Dual Degree Program Plan • Current Academic Plan: ARCH-MAHR | Mar 16, 2016 08:49 AM | PENDING* | View - Download Excel |
| [REDACTED] | [REDACTED] | Dual Degree Program Plan • Current Academic Plan: ARCH-MAHR | Mar 9, 2016 04:46 PM | CANCELLED | View - |