

# **Dual Degree Form on GradForms**

A dual degree program is defined as a graduate student pursuing any two graduate degrees concurrently, with the exception of two Ph.D. programs. The dual program does not apply to students pursuing a master's and a Ph.D. in the same graduate program. Students cannot pursue two Ph.D. programs concurrently.

**Criteria:** To be admitted as a graduate student in a dual degree program, the applicant must submit documentation that satisfies the credit hour requirements for each master's degree program. A minimum of 50 percent of the hours counted toward the credit hour requirement for each degree must be unique to that degree and cannot be used for dual credit. The graduate studies committee may establish a minimum higher than 50 percent.

Students with a previous master's degree that is being counted for 30 hours toward the Ph.D. cannot utilize any dual credits between another master's and the Ph.D. In this case the dual degree program plan form will be submitted by the student to reflect the appropriate number of credits needed for the completion of each degree, but there can be no overlap of credits between the two programs. The dual credit section of the dual degree program plan form will be blank.

Typically, students will complete a separate master's examination for each degree program. However, if the following conditions are satisfied, a student pursuing two thesis option master's degree programs may be required to complete only one master's examination and one thesis:

1. The graduate studies committee in each graduate program must approve.
2. The master's examination committee must be composed of a minimum of four graduate faculty members, with at least two from each graduate program.
3. A faculty member from each graduate program must serve as a co-advisor of the thesis.
4. The result of the master's examination must be unanimously affirmative in order for the student to earn each degree.
5. In the event of the student's failure, the master's examination committee will decide if a second examination for two degrees with one thesis is possible.
6. If the committee decides against allowing a second examination for two degrees with one thesis, then one of the graduate studies committees may allow a second examination in order for the student to earn one master's degree.

## **Process:**

- 1) Student initiates and submits the form online via [gradforms.osu.edu](http://gradforms.osu.edu)
- 2) All approvers approve/deny form
- 3) Graduate School approves the form
- 4) 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](mailto: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 Dual Degree Program Plan Form](#)

**Step 3:** Student will choose the all available enrollment forms.

button from the list of

**Step 4:** The student will then fill in their programs and course list information. (See below for screenshot)

**\*\*Note:** A minimum of 50 percent of the hours counted toward the credit hour requirement for each degree must be unique to that degree and cannot be used for dual credit.

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

**Begin term of dual program**  
Select Begin Term

**Primary Program**  
**Current Graduation Level** Select Academic Level If you are uncertain of your academic level, please contact your graduate program coordinator.  
**Academic Plan** Select Academic Plan  
**Advisor** Please choose a graduation plan first.

**Primary Program Courses (may include previously completed courses)**  
Please fill out Course Title, Course Number, and Credit Hours and click the "Add" button in order to add a course to this form.

1.  
Course Title Course Number Credit Hours Add

**Secondary Program**  
**Proposed Academic Level** Select Proposed Academic Level  
**Proposed Academic Plan** Select Proposed Academic Plan If you do not see your academic plan listed, please contact the Graduate School: grad-schooltransfers@osu.edu or (614) 292-6031.  
**Advisor** Please choose a graduation plan first.

**Secondary Program Courses (may include previously completed courses)**  
Please fill out Course Title, Course Number, and Credit Hours and click the "Add" button in order to add a course to this form.

1.  
Course Title Course Number Credit Hours Add

**Dual Credit Courses**  
**Dual Credit Courses (may include previously completed courses)**  
Please fill out Course Title, Course Number, and Credit Hours and click the "Add" button in order to add a course to this form.

1.  
Course Title Course Number Credit Hours Add

Save Save and Continue

**Step 5:** After the student selects [Save and Continue](#) they will need to review their application. If it is ready to submit the student will choose [Submit Request](#). If the student needs to make adjustments to their online application they should hit the [Edit](#) button.

## Dual Degree Program Plan NEW

Student Information
Dual Degree Program Plan
History
Remarks (0)
Comments (0)
Actions ▾

<b>Begin term of dual program</b>	Summer 2016 Term
<b>Current Academic Level</b>	Master's-Non-thesis
<b>Current Academic Plan</b>	EDUCST-MA - Educational Studies
<b>Proposed Academic Level</b>	Master's-Thesis
<b>Proposed Academic Plan</b>	STAT-MS - Statistics
<b>Proposed Advisor</b>	

**Primary Program Courses (may include previously completed courses)**

Course Title	Course Number	Credit Hours
ESETEC	6273	3.0
ESETEC	8999	5.0
ESETEC	8193	5.0
ESETEC	7178	3.0

**Secondary Program Courses (may include previously completed courses)**

Course Title	Course Number	Credit Hours
STAT	8999	10.0
STAT	5302	3.0
STAT	5740	2.0
STAT	7610	3.0

**Dual Credit Courses (may include previously completed courses)**

Course Title	Course Number	Credit Hours
STAT	6193	4.0
STAT	5760	3.0
STAT	8750.01	1.0
STAT	5301	4.0
ESETEC	6273	3.0
ESCFE	6250	3.0

Edit
Submit Request
Cancel Request

**\*\*Once the student submits 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 their application. *Comments are viewable to both students and staff/faculty.*\*\***

## Program Actions

**Step 6:** Some staff will have two tasks bars, unclaimed tasks and claimed (Involves forms where Graduate Chairs and Coordinators have approval access). If the form is new and unclaimed the approver should select Claim. If one approver claims the form but another person in the same area has the ability to approve the form, the person who did not claim the form will no longer be able to see it on GradForms. The approver who did not claim the form may use the Search Forms function and view the history to see the approve/deny history. (For Search Forms screenshot please see page 10)

**\*\*Note:** This step may not be required by all members who use GradForms.

Academic Plan	Name	Description	Task Creation Time	Action
EDUCST-MA	Grad Chair/Coordinator Approval	Dual Degree Program for Lauren Pasquale-200338185	Mar 16, 2016 10:17 AM	<span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Claim</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Start</span>

**Step 7:** The approver will need to select the View button. (See screenshot below) If the approver chooses to Revoke the form it will go back to an unclaimed status and will need to be claimed again.

Academic Plan	Name	Description	Task Creation Time	Action
EDUCST-MA	Grad Chair/Coordinator Approval	Dual Degree Program for L [redacted]	Mar 16, 2016 10:17 AM	<span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">View</span> <span style="background-color: #C00000; color: white; padding: 2px 5px; border-radius: 3px;">Revoke</span>
EDUCST-PH	Grad Chair/Coordinator Approval	App for Candidacy Exam for Z [redacted]	Aug 31, 2015 01:49 PM	<span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">View</span> <span style="background-color: #C00000; color: white; padding: 2px 5px; border-radius: 3px;">Revoke</span>

**Step 8:** The Dual Degree Form requires one approval from each program the student has listed on their application. After both programs have approved/denied the form it will come to the Graduate School for final approval and completion.

Dual Degree Program Plan **PENDING** Help

Date Submitted: Mar 16, 2016 10:17 AM

Student Information | **Dual Degree Program Plan** | History | Remarks (0) | Comments (0)

Begin term of dual program	Summer 2016 Term
Current Academic Level	Master's-Non-thesis
Current Academic Plan	EDUCST-MA - Educational Studies
Proposed Academic Level	Master's-Thesis
Proposed Academic Plan	STAT-MS - Statistics
Proposed Advisor	

Primary Program Courses (may include previously completed courses)

Course Title	Course Number	Credit Hours
ESETEC	6273	3.0
ESETEC	8999	5.0
ESETEC	8193	5.0
ESETEC	7178	3.0

Secondary Program Courses (may include previously completed courses)

Course Title	Course Number	Credit Hours
STAT	8999	10.0
STAT	5302	3.0
STAT	5740	2.0
STAT	7610	3.0

Dual Credit Courses (may include previously completed courses)

Course Title	Course Number	Credit Hours
STAT	8193	4.0
STAT	5760	3.0
STAT	8750.01	1.0
STAT	5301	4.0
ESETEC	6273	3.0
ESCFE	6250	3.0

Save Approve Deny

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

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

History

Task	User	Completion Time	Resolution	Task Notes	Task Actions
Initiate Dual Degree Program		March 16, 2016 10:17 AM	COMPLETED		
Grad Chair/Coordinator Approval		March 16, 2016 10:22 AM	APPROVED		
Proposed Grad Chair/Coordinator Approval		March 16, 2016 10:28 AM	APPROVED		
Final Approval					

Save Approve Deny Cancel Request

## Graduate School Actions

**Step 9:** After all approvers have approved/denied the Dual 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.

**Dual Degree Program Plan** **PENDING**

Date Submitted: Mar 16, 2016 10:17 AM

Help

Student Information | **Dual Degree Program Plan** | History | Remarks (0) | Comments (0) | **Actions -**

Begin term of dual program: Summer 2016 Term  
Current Academic Level: Master's-Non-thesis  
Current Academic Plan: EDUCST-MA - Educational Studies  
Proposed Academic Level: Master's-Thesis  
Proposed Academic Plan: STAT-MS - Statistics  
Proposed Advisor:

Primary Program Courses (may include previously completed courses)

Course Title	Course Number	Credit Hours
ESETEC	6273	3.0
ESETEC	8999	5.0
ESETEC	8193	5.0
ESETEC	7178	3.0

Secondary Program Courses (may include previously completed courses)

Course Title	Course Number	Credit Hours
STAT	8999	10.0
STAT	5302	3.0
STAT	5740	2.0
STAT	7610	3.0

Dual Credit Courses (may include previously completed courses)

Course Title	Course Number	Credit Hours
STAT	6193	4.0
STAT	5760	3.0
STAT	8750.01	1.0
STAT	5301	4.0
ESETEC	6273	3.0
ESCFE	6250	3.0

Save Approve Deny Cancel Request

Notice the \*

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



**Step 10:** After the Graduate School has posted an approval status we will update the student's record in SIS. Once the new program information is posted to the student's account we will also Complete the form on GradForms. (Screenshots of the Approved Form and History Tab are below)

Dual Degree Program Plan **APPROVED**  
 Date Submitted: Mar 16, 2016 10:17 AM

Student Information Dual Degree Program Plan History Remarks (0) Comments (0) Actions -

Begin term of dual program Summer 2016 Term  
 Current Academic Level Master's-Non-thesis  
 Current Academic Plan EDUCST-MA - Educational Studies  
 Proposed Academic Level Master's-Thesis  
 Proposed Academic Plan STAT-MS - Statistics  
 Proposed Advisor

Primary Program Courses (may include previously completed courses)

Course Title	Course Number	Credit Hours
ESETEC	6273	3.0
ESETEC	8999	5.0
ESETEC	8193	5.0
ESETEC	7178	3.0

Secondary Program Courses (may include previously completed courses)

Course Title	Course Number	Credit Hours
STAT	8999	10.0
STAT	5302	3.0
STAT	5740	2.0
STAT	7610	3.0

Dual Credit Courses (may include previously completed courses)

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STAT	6193	4.0
STAT	5760	3.0
STAT	8750.01	1.0
STAT	5301	4.0
ESETEC	6273	3.0
ESCFE	6250	3.0

View PDF Edit

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

Save Complete Deny Cancel Request

Dual Degree Program Plan **COMPLETED**  
 Date Submitted: Mar 16, 2016 10:17 AM

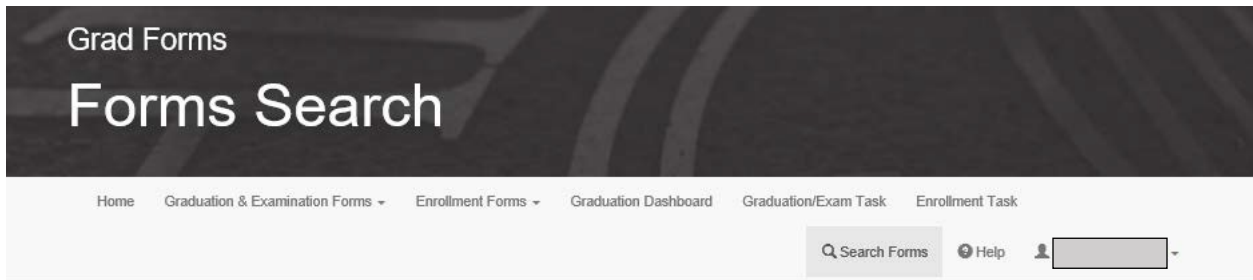
Student Information Dual Degree Program Plan History Remarks (0) Comments (0) Actions -

History

Task	User	Completion Time	Resolution	Task Notes	Task Actions
Initiate Dual Degree Program		March 16, 2016 10:17 AM	COMPLETED		
Grad Chair/Coordinator Approval		March 16, 2016 10:22 AM	APPROVED		
Proposed Grad Chair/Coordinator Approval		March 16, 2016 10:28 AM	APPROVED		
Final Approval		March 16, 2016 10:35 AM	APPROVED		
Completion		March 16, 2016 10:40 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

Filter

**Student**  
  
Student name formats: "Lastname", "Firstname Lastname", or "Lastname, Firstname"

**Academic Plan**

**Approval Status**

**Form Type**

[Apply Filters](#) [Reset](#) [Clear](#)

**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
		Dual Degree Program Plan • Current Academic Plan: ARCH-MAHR	Mar 16, 2016 08:49 AM	PENDING*	<a href="#">Download Excel</a> <a href="#">View</a>
		Dual Degree Program Plan • Current Academic Plan: ARCH-MAHR	Mar 9, 2016 04:46 PM	CANCELLED	<a href="#">View</a>