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
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 include the following forms:

Enrollment Forms include the following forms:
Combined Degree Program, Dual Degree Program, Late Course Petition, Transfer of Graduate Credit, and Transfer of Graduate Program
**Step 2:** After the student has selected a list of all available enrollment forms will populate. (See below for screenshot)

### Enrollment Forms

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer of Graduate Program</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td><a href="#">Create New Transfer of Graduate Program Form</a></td>
</tr>
<tr>
<td>Transfer of Graduate Credit</td>
<td></td>
</tr>
<tr>
<td>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 <a href="mailto:grad-schoolregistrationservices@osu.edu">grad-schoolregistrationservices@osu.edu</a>.</td>
<td><a href="#">Create New Transfer of Graduate Credit Form</a></td>
</tr>
<tr>
<td>Late Course Petition</td>
<td></td>
</tr>
<tr>
<td>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).</td>
<td><a href="#">Create New Late Course Petition Form</a></td>
</tr>
<tr>
<td>Dual Degree Program Plan</td>
<td></td>
</tr>
<tr>
<td>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 form prior to dual enrollment. For more information, please refer to the Dual Master’s Degree Program section in the Graduate School Handbook.</td>
<td><a href="#">Create New Dual Degree Program Plan Form</a></td>
</tr>
<tr>
<td>Combined Degree Program</td>
<td></td>
</tr>
<tr>
<td>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 graduate, 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.</td>
<td><a href="#">Create New Combined Degree Program Form</a></td>
</tr>
</tbody>
</table>

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

**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.

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.
**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.

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

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)

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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.

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.