

## Graduate Program Change/Addition/Discontinuation Form

Complete this form with all appropriate signatures and return to the Office of the Registrar. **Graduate Program Assistants:** Please see next page for details on the changes for which this form can be used.

### Student Information

Student's full legal name (last, first, middle) \_\_\_\_\_

Student ID number \_\_\_\_\_ International student?  Yes  No

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### Add Program (If Applicable)

Effective term\* \_\_\_\_\_

Program \_\_\_\_\_

Degree \_\_\_\_\_

Plan/major \_\_\_\_\_

Subplan \_\_\_\_\_

### New Program Department Information/Approval Signatures

Departmental/admitting authority approval\*\* \_\_\_\_\_ Date \_\_\_\_\_

Departmental contact email \_\_\_\_\_ Phone \_\_\_\_\_

### Current Program Department Information/Approval Signatures

Departmental approval \_\_\_\_\_ Date \_\_\_\_\_

Departmental contact email \_\_\_\_\_ Phone \_\_\_\_\_

**NOTE:** For interdisciplinary programs (e.g., GEOP-PHD, CPHY-PHD, etc.) signature of the program committee chair is required.

Program Committee chair\*\* \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** If student is an international student, signature of International Student & Scholar Services (ISSS) is required.

ISSS signature/approval (if applicable)\*\* \_\_\_\_\_ Date \_\_\_\_\_

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### Remove Program (If Applicable)

Effective term\* \_\_\_\_\_

Program \_\_\_\_\_

Degree \_\_\_\_\_

Plan/major \_\_\_\_\_

Subplan \_\_\_\_\_

### Removed Program Department Information/Approval Signatures

Departmental approval\*\* \_\_\_\_\_ Date \_\_\_\_\_

Departmental contact email \_\_\_\_\_ Phone \_\_\_\_\_

**NOTE:** If student is an international student, signature of International Student & Scholar Services (ISSS) is required.

ISSS signature/approval (if applicable)\*\* \_\_\_\_\_ Date \_\_\_\_\_

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\*Forms received by the Office of the Registrar by the third Friday of a fall or spring semester will be dated effective the first day of the term. Forms received after this will be dated effective the current date. (For summer, forms received by the Office of the Registrar as of the B session drop/add deadline will be dated effective the first day of the summer term. Forms received after this date will be dated effective the current date.)

\*\*Signatures or a typed name are acceptable for this form only as long as the department has gotten the appropriate approvals.

## Graduate Program Change/Addition/Discontinuation Form

This form is to be used for students who are active in a graduate program (active program/plan stack) if the student is:

- Active in a PhD program and wants to get a master's along the way.
- Active in a master's program and wants to continue on to pursue a PhD (or other doctoral degree) with no break in attendance and within the same department.
- Active in more than one master's or PhD program and no longer wants to pursue a degree in one of these programs.
- Active in a master's or PhD program and wants to pursue *an additional* master's or PhD in a different department.\*\*\*
- If a student has been admitted through Admissions to a new program and wants to withdraw from their old program (changed majors), use this form to request to remove the old program.

\*\*\*See *Graduate Admissions Guide for Staff* for further processing information: [www.colorado.edu/graduateschool/node/168/attachment](http://www.colorado.edu/graduateschool/node/168/attachment).

This form should NOT be used for the following:

- If the individual has *not been admitted as a degree-seeking student*. The student must apply for admission using the online application.
- If admission to a department's PhD program *automatically means* the student will earn a master's along the way (e.g., ECON PhD program), or if you have 10 or more students needing a new program added. Please send the graduate program change spreadsheet to [iut@colorado.edu](mailto:iut@colorado.edu) specifying that these students need to have a master's program/plan stack added.
- If the student is active in your department in only a master's program and wishes to pursue a PhD *instead of* the master's (or is currently active only as a PhD in your department and wishes to change to a master's *instead*). These changes can be done by the graduate program assistant as a major change on the program/plan stack. If it's an international student, be sure to contact ISSS at [adviser@colorado.edu](mailto:adviser@colorado.edu) before making any changes.
- If an active student wants to withdraw from their program and begin a new program (change majors). The student must apply to the new program through Admissions using the online application. Admissions will contact the student to clarify the intent. If the student is switching to a new program, once matriculated, the student's former department should use this form to request to discontinue the former program.
- If the student has attended CU in a graduate program before and wants to come back to the *same* major/plan at the same level *after a break in attendance*. The student must apply through Admissions using the short readmit application.
- If the student completed a master's *and has a break in attendance* and now wants to pursue a PhD in the same department. The student must apply through Admissions using the online application.
- If the student has attended CU in a graduate program before and wants to come back to a *different* major/plan *after a break in attendance*. The student must apply through Admissions using the online application.
- If the student has applied to your department for a particular term and wishes to do a *term change*. These should go through Admissions using the Graduate Applicant Change Form.
- If a change needs to be made to a student's plan, subplan, level, etc., *prior to the student matriculating* (i.e., prior to the existence of a program/plan stack for that student). These should go through Admissions using the Graduate Applicant Change Form.

Complete this form with all appropriate signatures and return to the Office of the Registrar in person (Regent Administrative Center, room 101), by mail (20 UCB) or as a password-protected email attachment ([iut@colorado.edu](mailto:iut@colorado.edu)).