



GRADUATE STUDIES

Update of Graduate Program

Purpose of Form Modifications to an existing student record:

- Add certificate or endorsement to an active student record.
- Add master's concurrent with existing degree program.
- Remove certificate, endorsement or degree program from an active student record.
- Swap degree level within same academic program.
- Change program concentration within the same degree program.

Instructions Obtain necessary signatures. Submit completed form to Graduate Studies before applying to have degree or certificate conferred. Allow 3-5 business days for processing.

Student Last Name *First Name* *Student ID*

@topper.wku.edu

Email *Student Signature* *Date*

ADD Certificate, Endorsement, Master's to existing Psy.D. in same program

<i>Certificate, Endorsement or Degree Code</i>	<i>Certificate, Endorsement or Degree Name</i>	<i>Name of Advisor to be assigned</i>

Graduate Program Coordinator Signature *Date*

REMOVE Certificate, Endorsement or Degree program

<i>Certificate, Endorsement or Degree Code</i>	<i>Certificate, Endorsement or Degree Name</i>

Graduate Program Coordinator Signature *Date*

SWAP Program Concentration or Degree level (e.g., Psy.D. to Master's, Ed.D. to Ed.S.)

<i>Current Program Code & Name to change</i>	<i>Updated Program Code & Name</i>	<i>Name of Advisor to be assigned</i>

Graduate Program Coordinator Signature *Date*

Update form applies only to active graduate records. A new application is required to add or switch a degree program to a new discipline, add a degree program based on existing stackable certificates, or open a new graduate program (certificate, endorsement, degree) if there are no existing open graduate programs.

Graduate Studies Official Signature: _____ Date: _____

Form submission: Email attachment – graduate.records@wku.edu