**Change in Plan** (within the same department): Change in degree type or change in course of study within the same department. Students can only move between programs within the same department. If student is staying in the same plan but changing sub-plans, this must be noted in the comments field.

- Department ➔ School/College ➔ Registrar (all students)
- ISSS *(if international student)*

**Change in Academic Status:** Change in academic status includes good standing, probation, voluntary discontinue and dismissed.

- Department ➔ School/College ➔ Registrar (all students)
- ISSS *(if international student)*

- This form has a required attachment: Letter from department informing student of change.
- Students’ academic status can change even while they are discontinued. Many departments will dismiss a student for non-enrollment or not making satisfactory academic progress. *This form will accept KUID numbers for inactive students.*
- Note: Probation should be placed on a student’s record for the term in which the probation was earned. For example, if a student needs to be placed on probation because of poor academic performance for the spring 2013 semester, the PtD form should indicate that the student is changing from “Good Standing” to “Probation” for spring 2013.

**Time Limit Extension Request:** This form provides a student an extension on the time limit for a master’s or doctoral degree; 3 semester extension maximum (FA, SP, SU).

- Department ➔ School/College ➔ Registrar (all students)
- ISSS *(if international student)*

- This form has a required attachment: Letter of request from student and approval from advisor (can be a scanned email).
- Extensions can only be granted for one year at a time. There is not a limit to the number of extensions that can be granted; this is up to the school and department. Students must be active in order to be granted an extension.
- Policies: [Master’s Degree Program Time Constraints](#), [Doctoral Degree Program Time Constraints](#)

**Master’s Degree Credit Transfer:** Transfer of non-KU courses toward a KU Master’s degree.

- Department ➔ School/College ➔ Graduate Studies ➔ Admissions & Scholarships

- This form has a required attachment: Scan of front and back of official transcript.
- Not all credit transfers. The credit must have been earned while the student was admitted/enrolled as a graduate student, the course must have been for graduate credit, the course cannot have been used toward another degree, and the course must have been taken at a regionally accredited institution. Credit is not transferred into doctoral programs.
- Policy: [Graduate Credit](#)

**Completion of Master’s/Specialist Exam:** To be completed when student completes a master’s or education specialist degree.

- For pre-approval: Department ➔ School/College
- For final approval: Department ➔ School/College ➔ Registrar (all students)
- ISSS *(if international student)*

- This form has a required attachment: If thesis is required, a copy of the signed title page.
- The committee members must be appointed to the graduate faculty in order to appear in the search. Committees whose members have not been appointed are invalid. Questions should be directed to the Graduate Policy Coordinator.
- Policies: [Graduate Student Oral Exam Committee Composition](#), [Master’s Final Examinations](#)
Completion of Comprehensive Oral Exam for Doctorate: To be completed for the student taking the comprehensive oral exam.

- **For pre-approval:** Department ➔ School/College
- **For final approval:** Department ➔ School/College ➔ Registrar (all students) ➔ ISSS (if international student)

- Note: The responsible scholarship training is only required for doctoral students admitted fall 2011 or later. For now, departments can enter "N/A" into the field if the student is not required to meet this requirement. If the exam is not passed, please record in the student’s record. Questions should be directed to Graduate Studies.
- The committee members must be appointed to the graduate faculty in order to appear in the search. Committees whose members have not been appointed are invalid. Questions should be directed to the Graduate Policy Coordinator.
- Policies: Graduate Student Oral Exam Committee Composition, Doctoral Comprehensive Oral Examinations

Completion of Final Oral Exam for Doctorate: To be completed for the student taking the final oral exam for the doctorate.

- **For pre-approval:** Department ➔ School/College
- **For final approval:** Department ➔ School/College ➔ Registrar (all students) ➔ ISSS (if international student)

- This form has a required attachment: If dissertation, a copy of the signed title page.
- The residency requirement is 2 semesters of on-campus study – staff must indicate that the requirement was met.
- The committee members must be appointed to the graduate faculty in order to appear in the search. Committees whose members have not been appointed are invalid. Questions should be directed to the Graduate Policy Coordinator.
- Policies: Graduate Student Oral Exam Committee Composition, Doctoral Comprehensive Oral Examinations

Completion of Graduate Certificate: This form is completed each semester when a student or students complete a graduate certificate program.

- Department ➔ School/College ➔ Registrar (all students) ➔ ISSS (if international student)

- This form has a required attachment: Letter of request from student.
- Students must be admitted to the certificate program before they can earn a certificate.
- Policy: Graduate Certificate Programs-Eligibility and Admission Criteria, Policies and Procedures for Graduate Certificate Programs

Leave of Absence: Students may request a leave of absence from a graduate program. Time used during a leave of absence does not count towards the time to degree limit. Use this form to mark the start of the excused leave: 3 semester extension maximum (FA, SP, SU).

- Department ➔ School/College ➔ Registrar (all students) ➔ ISSS (if international student)

- This form has a required attachment: Letter of request from student and request from advisor/dept (can be a scanned email).
- Leaves may only be granted for one year at a time. Students can have multiple leaves. This form requires a KUID for an active student. If an additional leave needs to be granted, the paper form must be used. Leaves cannot be granted retroactively – if a student’s record is auto-discontinued during a previous semester, this student cannot be placed on leave. A leave can be granted (processed by the Registrar) after the 20th day as long as the current semester is the student’s first term of non-enrollment – the paper form will have to be used since the student is inactive. Questions should be directed to the Graduate Policy Coordinator.
- Policy: Leave of Absence

Return from Leave of Absence: Use this form to mark the end of the excused leave. If processing a return from leave for an international student, you must attach a copy of the international return from leave form to the PtD form.

- Department ➔ School/College ➔ Registrar (all students) ➔ ISSS (if international student)

- This form has a required attachment for international students: International Return from Leave form.
- This form can only be used if the student was placed on an official leave of absence.
- Policy: Leave of Absence

Request for Appointment to the Graduate Faculty: Use this form to add an individual to Graduate Faculty.

- Department ➔ School/College ➔ Graduate Studies
- This form has a required attachment: Curriculum Vita for the appointee.
- The form includes the policies on grad fac appointments. Questions should be directed to the Graduate Policy Coordinator.