

Dual Major (PhD) Degree MOU Addendum Instructions

Student will need a Dual Major (PhD) Degree MOU Addendum one of the following applies:

- The student's committee members have changed from the original MOU.
- The courses listed on the original MOU have changed. Student will not need to submit an addendum if the semester of the course has changed.

Student Instructions

1. Discuss the changes with either your committee or academic advisor.
2. Complete a dual major PhD degree MOU addendum and obtain signatures from your advisor and GPDs.
3. Obtain signatures from the primary and secondary Graduate Associate Deans. In the College of Social Science, the GPC uploads the MOU on Social Science's D2L site for signature.
4. The College of Social Science (or the primary College) will send a copy of the approved MOU addendum to the primary and secondary units and the primary unit will send the approved MOU addendum to the student.
5. Once the MOU addendum has been signed by all parties, the primary college will send a copy to approvals@grad.msu.edu.

MEMORANDUM OF UNDERSTANDING (MOU) REQUEST FOR DUAL MAJOR PhD DEGREE ADDENDUM

DATE:	
STUDENT NAME:	
PRIMARY MAJOR:	
SECONDARY MAJOR:	

GUIDANCE COMMITTEE MEMBERSHIP CHANGES: Please use the committee boxes below to indicate the changes in committee membership. **Note: student will also need to make the changes to their GradPlan Committee in Campus Solutions.**

Last Name, First Name	Primary Department	Committee Role (Major Advisor, Committee Member)	Secondary Program Representative (Y / N / Unknown)
		Committee member	Unknown
		Committee member	Unknown
		Committee member	Unknown
		Committee member	Unknown
		Committee member	Unknown
		Committee member	Unknown

COURSE CHANGES: Please use the box below to indicate any course changes (not including the semester changes) the student is making. **Note: student will need to make changes in the GradPlan course list in Campus Solutions.**

REQUIRED APPROVALS:

_____ Major Advisor Name	_____ Signature	_____ Date
_____ Primary Major GPD Name	_____ Signature	_____ Date
_____ Secondary Major GPD Name	_____ Signature	_____ Date
_____ Primary Major Assoc Dean Name	_____ Signature	_____ Date
_____ Secondary Major Assoc. Dean Name	_____ Signature	_____ Date

Once the addendum has been fully approved, the primary college should send a copy of the addendum to approval@grd.msu.edu.