Change of Degree Level Instruction Sheet

PLEASE NOTE: If you are an M.S. student wanting to become a Ph.D. student you must submit a Statement of Purpose and 2 letters of recommendation along with this form.

Process:
Please check off each item as it is completed.

1) ______ Fill out individual information and degree information.

2) ______ Take the form to your Departmental Graduate Coordinator. He/She will obtain the signature from either the Graduate Advisor or the Department Chair.

3) ______ The form is given to the Graduate Student Affairs office (by you or by the department) to be signed by the Associate Dean.

4) ______ If you are an international student: After the form has been approved and signed by the Associate Dean you will receive a notification email from the Graduate Student Affairs Office. You will then need to pick up the form from the Graduate Student Affairs Office and take it to the International Center for a signature. If you are switching from MS to PhD, you will also need to show proof of funding for the next academic year at this point in the process.

5) ______ The form is sent by the Graduate Student Affairs Office (or taken by the international student) to the Graduate Division for final submission.