**Change of degree level**

**for graduate students changing degree**

**level within an academic unit**

**Submit materials to:**

Graduate Division

120 Aldrich Hall

Zot Code 3180

alanders@uci.edu

(949) 824-1244

**Submit materials to:**

**Graduate Division**

**120 Aldrich Hall**

**Zot Code 3180**

gd_horz_white

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| **STUDENT** | Complete this section first, and then forward this petition to your home department office. Your home department will be notified if/when the petition is approved.  **INTERNATIONAL STUDENTS**: Due to specific visa requirements, you are required to have the International Center office complete the “International Center” section of this form prior to submitting this form for final approval to the Graduate Division. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name: |  | | |  | | |  | | | Student ID Number: |  |
| Last | | | First | | | Middle | | |
| Student Phone: (     ) | | |  | | Student E-mail Address: | | |  | | |
| Home Department/Program: | |  | | | | | | | | |
| Effective Date (check one):  Fall  Winter  Spring | | | | | |  | | |  | |
|  | | | | | | Year | | |

My current degree expected is:  Master’s  Ph.D.

I wish to change degree expected to\*:  Master’s  Ph.D.

\*In cases where the student is changing degree level from master’s to Ph.D., the academic unit may require the student to submit new letters of recommendation, a revised statement of purpose or other appropriate information. The process is internal to that academic unit until a decision is made.

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| STUDENT’S AUTHORIZATION: |  | DATE: | /      / |
|  | (signature) |  | |

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| --- | --- |
| **DEPARTMENT** | Complete this section, then forward this petition to Graduate Division (Attn.: A. Bannigan, Zot: 3180) |
| APPROVED  NOT APPROVED |  |
| Department Chair/Graduate Advisor (Print & Sign Name) Date |
|  |
| Associate Dean (Print & Sign Name) Date  (**Required for:** Biological Sciences, Engineering, Humanities, Medicine, Social Ecology, Social Science & ICS) |

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| **INTERNATIONAL CENTER** | International students must request approval from the International Center for a change in degree level. Once approved the International Center will forward this completed form to the Graduate Division (Attention: A. Bannigan, 120 Aldrich Hall, Zot: 3180) |
| APPROVED  NOT APPROVED |  |
| International Student Advisor (phone extension) Date |

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| **GRADUATE DIVISION** | |  |
| APPROVED  NOT APPROVED |  | |
| Dean of the Graduate Division Date | |

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| **GENERAL INSTRUCTIONS** | **Note to the Student on the proper use of this Change of Degree level Petition:** |

This form is to be used **only** when a student intends to change from one degree level to another within an academic unit1. For example, a change from a Master’s degree level to a Ph.D. degree level or vice versa. Changing degree program from within one academic unit to a different academic unit requires that the student complete and submit a new online Graduate Application for consideration of admission to the new program (see also the ***Change of Major*** form at: [**http://www.grad.uci.edu/forms/**](http://www.grad.uci.edu/forms/)).

**Change of Degree Level within an Academic Unit (Master’s to Ph.D.)**

A student who was admitted to the master’s degree program may be considered by the unit’s graduate affairs committee for subsequent admission to Ph.D. status. The committee may require the student to submit new letters of recommendation, a revised statement of purpose or other appropriate information. The process is internal to that academic unit until a decision is made. If the committee decides not to accept the student for study leading to the Ph.D., the Dean, Director or Chair of the academic unit offering the degree must notify the student in writing. If the committee accepts the student for doctoral studies, the recommendation must be transmitted in writing to the Graduate Dean (Attn: Enrolled Student Affairs Officer, A. Bannigan), who has the authority to approve and formally recognize the change to doctoral status. Only at that time will the student be eligible to register as a doctoral student.

**International Students:** Due to visa requirements, an international student must secure approval from International Center prior to enacting an official change in level of degree expected. It may also be necessary to provide verification of financial resources prior to formal recognition of doctoral student status.

**Change of Degree Level within an Academic Unit (Ph.D. to Master’s)**

A student admitted for the Ph.D. degree, but who wishes to discontinue his/her graduate education at UCI after earning the Master’s degree, or who, in the judgment of the unit’s graduate affairs committee should not continue past the master’s degree, must be notified in writing by the Dean, Director or Department Chair of the academic unit offering the degree. A copy of the letter must be sent to the Graduate Dean. It is the responsibility of the academic unit to notify the Graduate Division (Attn: Enrolled Student Affairs Officer, A. Bannigan, 120 Aldrich Hall, Zot: 3180) in writing so that the student’s record may reflect the student’s degree status. This notice must include the student’s written permission to have his/her degree objective changed officially from doctorate to master’s, which is realized by completing this form.

1 An academic unit is defined in UCI’s *Policies & Procedures Handbook* as follows:

(a) Department.

(b) If "a" fails, Interdisciplinary Program.

(c) If "a" and "b" fail, the graduate program which oversees the student's progress.

(d) If "a", "b" and "c" fail, the School (or ICS, or DOE).

(e) In cases where multi-campus programs are involved, the same definitions will apply across all campuses relevant to the program.