

Submit materials to:

Graduate Division
120 Aldrich Hall
Zot Code 3180
alanders@uci.edu
(949) 824-1244

UC IRVINE | GRADUATE DIVISION
CHANGE OF DEGREE LEVEL
FOR GRADUATE STUDENTS CHANGING DEGREE
LEVEL WITHIN AN ACADEMIC UNIT

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.

Student Name: _____	Student ID Number: _____
Last First Middle	
Student Phone: () _____	Student E-mail Address: _____
Home	
Department/Program: _____	
Effective Date (check one): <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> 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.

STUDENT'S AUTHORIZATION: _____ DATE: ____ / ____ / ____
(signature)

DEPARTMENT

Complete this section, then forward this petition to Graduate Division (Attn.: A. Bannigan, Zot: 3180)

<input type="checkbox"/> APPROVED	Department Chair/Graduate Advisor (Print & Sign Name) _____	Date _____
<input type="checkbox"/> NOT APPROVED	Associate Dean (Print & Sign Name) _____	Date _____
	<small>(Required for: Biological Sciences, Engineering, Humanities, Medicine, Social Ecology, Social Science & ICS)</small>	

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)

<input type="checkbox"/> APPROVED	International Student Advisor _____	(phone extension) _____	Date _____
<input type="checkbox"/> NOT APPROVED			

GRADUATE DIVISION

<input type="checkbox"/> APPROVED	Dean of the Graduate Division _____	Date _____
<input type="checkbox"/> NOT APPROVED		

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/>).

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.