**Degree Forms: Masters and Doctorate**

☐ Submit a **Change of Major Form**
- Check *Add Dual Degree*
- Under *New Information* list major as “PhD + MS”
- Have signed by Department Head
- Submit first semester to avoid confusion later

☐ Submit **Committee Assignment Form** for MS
- Must have 3+ committee members, one member must be from outside department
- Have signed by all committee members, Department Head, Dean’s Office, and Academic Affairs

☐ Submit **Program of Study Form** for MS
- Submit *after* Committee Assignment has been approved and processed
- Class Restrictions:
  - Plan A Masters: Exactly 4 units of 5960 (Thesis Research)
  - Plan B Masters: No units for 5960 included
  - Maximum 8 units of 5860 allowed to be reported (Independent Study)
- Have signed by all committee members, Department Head, and Dean’s Office

☐ Submit **Report of Final Evaluation** for MS
- Submit after Program of Study has been approved and processed
- To be signed after Thesis Defense for Plan A, or whenever for Plan B
- Have signed by all committee members, Department Head, and Dean’s Office

☐ Submit **Committee Assignment Form** for PhD
- Must have 5+ committee members, one member must be from outside department
- Have signed by all committee members, Department Head, Dean’s Office, and Academic Affairs

☐ Submit **Program of Study Form** for PhD
- Submit *after* Committee Assignment has been approved and processed
- “Coursework” includes everything except Thesis/Dissertation Research (max 8 units 5860)
- Total Research hours reported as lump sum (no need to break down semester by semester)
- Have signed by all committee members, Department Head, and Dean’s Office

☐ Submit **Report on Preliminary Examination for Admission to Candidacy** for PhD
- Submit after Program of Study has been approved and processed
- Have signed by all committee members and Department Head

☐ Submit **Report of Final Evaluation** for PhD
- Submit after Program of Study has been approved and processed
- To be completed within 4 years of Preliminary Exam
- Have signed by all committee members, Department Head, and Dean’s Office

☐ Win Nobel Prize