

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