



## Switching from Ph.D. to Master's Degree

- [M.S. Degree Requirements for Chemistry](#)
- [M.S. Requirements for Biochemistry](#)
- [Master's Degree Policies](#)

You should

- ☐ consult with your advisor;
- ☐ apply for graduation by the deadline for each semester;
- ☐ decide if you will be graduating with or without a thesis;
- ☐ visit Graduate Office for more information.

### **Instructions for graduating without-thesis track:**

- 1) Submit **Petition for Program/Degree Objective Change**;
- 2) Submit the [Petition for Waiver of Regulation](#), select

“**Other**: changing [CHEM/BCHM](#) 898&899 to 699” with the sample explanation below:

Please change the following research courses for Your Name (9-digit-UID):

Term, change CHEM/BCHM 898/898, Your advisor's Sec. No ([click here](#)), x credits to CHEM/BCHM 699, Sec. No., x credits

Example:

Spring 2019, change CHEM 898, **SEC No.**, 2 credits to CHEM 699, **SEC No.**, 2 credits

Fall 2020, change CHEM 899, **SEC No.**, 6 credits to CHEM 699, **SEC No.**, 1 credit

#### **NOTE:**

- BCHM 699 is counted as coursework if completed within the student's first year of study
  - Number of credits must be equivalent or less like the example above shows.
- 3) Submit the supplementary **grade change form(s)** for each course changed to CHEM/BCHM 699.

**Note:** Select Option 2: Grade Missing from Original Report and the instructor should put the grade in.

- 4) Before **the last day of class** – Write a 20-page paper for 3 faculty to review and submit the Approval of MS Scholarly Paper Form per M.S. Degree Requirements;

**Approval of MS Scholarly Paper Form (BCHM)**

**Approval of MS Scholarly Paper Form (CHEM)**

- 5) Before **the deadline for Master Non-thesis** – Submit the **Approved Program Form**.



### Instructions for graduating this Fall with-thesis track:

- 1) Submit **Petition for Program/Degree Objective Change**;
- 2) Submit **Nomination of Thesis Committee Form** by the **deadline**;
- 3) Submit the **Electronic Report of Examining Committee (REC)\***
- 4) Submit the **Petition for Waiver of Regulation** changing CHEM/BCHM 898&899 to CHEM/BCHM 799;

Once it's approved, submit the supplementary **grade change form(s)** for each course changed to CHEM/BCHM **799**.

Please change the following research courses for Your Name (9-digit-UID):

Term, change CHEM/BCHM 898&899, **Sec. No.**, x credits to CHEM/BCHM **799**, Sec. No., x credits

Example:

1901 change CHEM 898, 6201, 2 credits to CHEM **799**, 6201, 2 credits

2008 change CHEM 899, 6201, 6 credits to CHEM 799, 6201, 1 credit

- 5) Once it's approved, submit the supplementary **grade change form(s)** for each course changed to CHEM/BCHM 799.

**Note:** Select Option 2: Grade Missing from Original Report and the instructor should put the grade in.

- 6) Before the deadline for **Thesis Forms** - submit your thesis via **ETD System** and **electronic publication form**; your thesis committee signs the Report of Examining Committee form;
- 7) Before the deadline for **Master's Programs** – Submit the **Approved Program Form**.