

Submit materials to:

Graduate Division
grad@uci.edu

UCIRVINE | GRADUATE
DIVISION

CHANGE OF DEGREE LEVEL
FOR GRADUATE STUDENTS CHANGING DEGREE
LEVEL WITHIN AN ACADEMIC UNIT

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.

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, 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.

The committee will also need to send a new department admission offer letter. Please email Jason Cruz at jason.cruz@uci.edu to request a template letter for the admissions offer letter. Do not send the letter until it has been approved by Graduate Admissions.

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 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.