

Requests to amend a student's program from a master's research to the PhD must be made before the end of the third semester in residence to allow for scheduling of written qualifying exams no later than the end of the subsequent spring semester. The request must include the following items:

1. Amendment petition (available on the Graduate Education website)
2. Student letter of request
3. Copy of the most recent progress report
4. Current CV
5. Copy of transcripts
6. Letter of support from advisor
7. Separate letters of support from remaining members of student's thesis committee

Items 1-5 are submitted by the student; items 6 and 7 should be submitted separately. The request will not be considered until all items are received. The student must complete the 'Petition to Amend the Graduate Program' and attach a letter that describes how his or her proposed doctoral research would build upon or differ significantly from the research the student has done during the tenure of his or her master's program. The letter must include a detailed time line for completing the additional coursework required for the PhD and scheduling written and oral exams. The time line should demonstrate that the student will be able to carry out the dissertation research within the support limits for a PhD. The petition, letter, progress report, CV and transcripts must be submitted to the Chair of the Graduate Affairs Committee who will present it to the committee for evaluation.

Support letters must be submitted separately by the advisor and thesis committee members. Committee members may submit a joint letter, but it must be signed by all members. Letters should address the student's progress to date and the likelihood that the student will be able to complete all remaining requirements for the PhD (coursework, research and dissertation) within the time span normally allotted for a PhD (10 semesters total, including the time elapsed in the MSR program).

If the petition is approved, the student must select an examining committee who will administer the written qualifying exam in May of the fourth semester in residence. The student's thesis committee must be converted to a dissertation committee by adding faculty members to meet normal requirements (five members total, one of whom must be outside the department).

Petitions to amend a non-thesis master's program will be permitted only under exceptional circumstances.