 **DEGREE LEVEL or MAJOR CHANGE REQUEST***Submit Completed Form to* ***Office of Graduate Studies*** *(*[*grad.services@mines.edu*](mailto:registrar@mines.edu)*)***This form is only for students changing degree levels in the same major, master’s changing their major, or PhD students changing to a master’s in either the same major or a related one.** If you are currently enrolled in master's degree or certificate program and wish to add/enroll in a PhD degree, then you must apply online. Do not use this form if you are currently enrolled in PhD and wish to add a master’s degree or a certificate program, submit a [master’s along the way](http://www.mines.edu/registrar/forms) or [certificate along the way](http://www.mines.edu/registrar/forms). Note: You may also need to submit a new [Degree Audit Form](http://www.mines.edu/registrar/forms) for new degree level or new major if one was already submitted prior to making change.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Student Full Name* |  | *Date* |
|  |  |  |
| *Student Mines Email* |  | *CWID* |
|  |  |  |
| *Current Department* |  | *Current Degree Level (Certificate, MS, PHD)* |
|  |  |  |
| *Current Degree Title* |  | *Current Degree Admit Term* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Select ALL that apply for same degree title or if changing major enter NEW degree title in designated box below** | | | | |
|  | PHD or MS (thesis or non-thesis) | To | Certificate | | |
|  | MS Thesis | To | MS Non-Thesis | | |
|  | MS Non-Thesis | To | MS Thesis | | |
|  | MS Thesis | To | Master of Engineering (Non-Thesis) | | |
|  | Master of Engineering (Non-Thesis) | To | MS Thesis | | |
|  | PHD |  | MS Non-Thesis | | |
|  | PHD | To | MS Thesis | | |
|  | Request admission to the following program (if applicable) \*\*\* | Enter new major title here | | **Effective term:** | Enter term |
| \*\*\***What-If Degree Works degree evaluation Must be Attached for new MS degree title** | | | | |

*NOTE: If changing advisors or changing from MS Non-Thesis or ME (non-thesis) to MS-Thesis,**please submit an Advisor/Thesis Committee Form to grad.services@mines.edu.*

**By signing below, I understand that my academic eligibility for admission to the desired program on a full review by that academic program. If I am on F-1/J-1 status, I must meet with International Office prior to change. Additionally, I understand that I am subject to the policies of the Graduate School and the requested program.**

***Student Signature:*** ***Date:***

***Approvals – Obtain signature or submit email approvals with form to registrar@mines.edu.***

Director of current admitted program: Date:

Director of new admitted program **(if changing majors)**: Date:

International Office **(if applicable)**: Date:

**Registrar Office Use Only:** SGASTDN\_\_\_\_\_SFAREGS:\_\_\_\_(major) SGAADVR\_\_\_\_\_ SMASARA: \_\_\_\_\_SHADEGR:\_\_\_\_(major) SGASADD:\_\_\_\_\_\_ SHAGAPP:\_\_\_\_\_\_\_\_ (IFP, REDR) SHACOMI: \_\_\_\_\_\_ SHANCRS:\_\_\_\_\_REDR List:\_\_\_\_\_\_\_