



CHANGE OF DEGREE LEVEL

This form is required for students who wish to change degree level

INSTRUCTIONS FOR CHANGE OF DEGREE LEVEL PROGRAM

1. A new online application is required and is reviewed by the admissions committee of the program. Please note that the admissions committee has access to all prior academic information at Northeastern. Complete a new application to the PhD program of choice in [Apply Yourself](#) by creating a new account and following the instruction on page 2 of the [Change of Degree Level Form](#). Your application fee will be waived, do not send in any payment. Instead, select “Pay by Check.”
2. If you receive official notice of admission into the PhD program, complete a [Change of Degree Level Form](#).
3. Bring the completed form to the faculty advisor of the program to which you were admitted. Discuss classes previous completed at Northeastern that you wish to count toward Ph.D. degree program. Make sure the faculty advisor reviews and signs the form.
4. Bring the form to the GSE office in 130 Snell. Admission services will process your online application and inform you of the final decision. Your Academic Advisor will review the form and update your academic record accordingly.
5. Please note that any approved changes will take effect the semester following your request to change degree level. Also keep in mind that the application review process may take several weeks, so plan your request accordingly.
6. *International students only:* an approved change of program within the College of Engineering requires that your I-20 be updated. It is the student’s responsibility to do this. Please visit the “Forms and Guides” page of the Office of Global Services website and fill out the “Request for SEVIS I-20/DS-2019” form under the “Current Student Forms” section and turn in the form to OGS. Questions should be directed to the Office of Global Services on campus.

For ECE Students: please email a PDF copy of the form, with required faculty advisor signature, to Mr. Jesse Marsh, Graduate Affairs Coordinator in the ECE Department at j.marsh@northeastern.edu. Mr. Marsh will facilitate review of your request by Professor Masoud Salehi.

For MIE Students: please email a PDF copy of the form, with required faculty advisor signature, to Mr. Jake Kearney at j.kearney@northeastern.edu. Mr. Kearney will facilitate review of your request by Professor Marilyn Minus.

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PART I. To be completed by the student

NU ID: _____ Current Program/Concentration _____

Name: _____
Last or Family Name
First or Given Name
Middle Name

E-Mail _____@husky.neu.edu

Check All That Apply:

- BS/MS
 MS
 PhD
 Certificated Only
 Special Student
 International
 Domestic
 Part-Time
 Full-Time

PART I. To be completed by the student

From PHD to MS: MS degree requested: _____

Concentration for M.S. degree (if applicable): _____

From MS to PHD: PHD degree admitted into: _____

New Expected Graduation Date: _____

PART III. To be completed by the student and the student's Faculty Advisor

List the courses *already completed* at Northeastern University that you request to count toward your new degree in the table below

Course Name	Term	CRN #	Subject Code	Dept/Course #	# Credits	Faculty Advisor Approval
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

Student Signature: _____ **Date:** _____

Faculty Advisor Ph.D. to M.S. program level change approved

 Signature Print Name

 Faculty Advisor's comments and/or instructions Date

 ECE Graduate Program Director, Prof. Masoud Salehi (ECE students only) or
 MIE Graduate Affairs Committee Chair, Prof. Marilyn Minus (MIE students only) Date

Graduate School (for office use only) Approved Denied

 Signature Print Name

 Graduate School comments and/or instructions Date