



## **Request for Master's Degree along the way to PhD**

*This form is required for students enrolled in a PhD program*

### **INSTRUCTIONS FOR MASTER'S DEGREE ALONG WITH THE WAY TO PhD**

#### **PART I: REQUIREMENTS TO APPLY**

Check with your department to be sure you understand the implications of earning a Master's Degree along the way to a PhD degree. In some PhD programs, earning an MS degree and a PhD degree requires additional coursework.

To be eligible for a Master's Degree "along-the-way," students must be currently enrolled in a Northeastern University College of Engineering PhD program and have completed all of the curriculum requirements for a Master's Degree in their academic department.

#### **PART II: STEPS NEEDED TO BE FOLLOWED**

1. Complete this form to request to be awarded an MS degree while enrolled in your PhD program. Attach an unofficial Northeastern transcript (print it out from your my Northeastern account) with courses that count toward the MS degree circled on the transcript.
2. Submit to your PhD faculty advisor for review/signature if approved.
3. Submit this form to your Master's faculty advisor to review/sign.

#### **PART III: IF THE FORM IS APPROVED BY YOUR ADVISOR(S), CONTINUE:**

If you are a student in the ECE department, send this form, signed by your faculty advisor, via email to Mr. Jesse Marsh ([j.marsh@northeastern.edu](mailto:j.marsh@northeastern.edu)) for review by the ECE Graduate Program Director.

If you are a student in the MIE department, send this form, signed by your faculty advisor, via email to Mr. Jake Kearney ([j.kearney@northeastern.edu](mailto:j.kearney@northeastern.edu)) for review by the Associate Chair of Graduate

Studies and Research. If you are a student in CIVE, CHME, or BIOE, please send this form, signed by your faculty advisor, to the Graduate Director of your Department directly for their review.

When all the above are complete, submit the form to the Graduate School of Engineering in 130 Snell Engineering. A member of the academic advising team will review your request and communicate with you regarding next steps.

If approved by the Graduate School of Engineering, the MS degree will be awarded at the end of the term in which the final requirement(s) for the MS degree were met. In some cases, this will mean a retroactive awarding of the degree.

**Note:** If you are an international student, you do not need to make any change to your I-20 to earn a Master's Degree along the way to PhD. (If you wish to change your degree level from a PhD program to an M.S. level program, do not use this form. You must use the Change of Degree level form and request a new I-20.)

# Request for Master's Degree along the way to PhD

**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 II. To be completed by the student**

MS Degree requested:

Concentration for MS degree:

Term of completion for MS degree:

**PART III.** Attach an unofficial copy of your transcript to this form. List the courses you request to count towards an MS degree in the table below:

Course Name	Term	CRN #	Course #	# Credits	Faculty Advisor Recommendation	
					<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
					<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

**Important:** Earning an *MS along the way* may change the requirement for completion of the PhD program. Check Department requirement.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MS Advisor** \_\_\_\_\_ Approved  Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_

Advisor Comments \_\_\_\_\_  
**Graduate Program Director** \_\_\_\_\_  Approved  Disapproved

Department Graduate Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**Graduate School (for office use only)**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Graduate School comments and/or instructions \_\_\_\_\_ Date \_\_\_\_\_