The City College of New York

GRADUATE AFFAIRS
THE GROVE SCHOOL OF ENGINEERING

Steinman Hall, Room 209
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REQUEST TO CHANGE LEVEL

Name:_____EMPLID#: _____

Mentor:_____Program:_____

☐ **Fall Semester: Deadline is** September 5th — Submit your request from August 1st to September 5th

☐ **Spring Semester Deadline is** February 5th — Submit your request from December 1st to February 5th

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1. Request Move to Level 2

45 Credits of Graduate Level Course Work (earned and transferred) with grades "B" or better. Maximum number of credits allowed for transfer is 30. Transferred courses must include grade and credits, courses with "P" grades and grades below "B" are not accepted for transfer. Undergraduate, Graduate Management, and unrelated courses are not transferrable and do not count towards the 45-credit requirement. Master's Project, Master's Report or Master's Thesis courses registered while in Ph.D. status do not count. Dissertation Research (J99xx) grades must be "P" on your transcript.

Attach a copy of your transcript and a fully completed Program Requirement Checklist to this request.
THE FIRST EXAM MUST BE RECORDED ON YOUR TRANSCRIPT

Completed 45 credits of graduate level course work and/or research credits distributed as follows:

☐ BME: Completed 36 credits of course work and 9 Dissertation Research credits (J99XX)

☐ CHE: Completed at least 33 credits of course work and 12 Dissertation Research credits (J99XX)

☐ CE, EE: Completed 45 credits of course work

☐ ME: Completed 36 credits of course work and 9 Credits of Dissertation Research

☐ First Exam is recorded on transcript. ☐ Dissertation Research(J99XX) grades are "P".

2. Request Move to Level 3 ☐

3. Request for Master of Philosophy (MPhil) ☐

To be awarded the MPhil degree on September 1st: Submit Change of Level Request by August 25th

To be awarded the MPhil degree on January 1st: Submit Change of Level Request by December 25th

60 Credits of Course Work and Dissertation Research (Earned and Transferred) with grades "B" or better. See course/credit criteria detailed in item 1 above. Dissertation Research (J99XX) grades **must be** "P" on your transcript. *You may request the Master of Philosophy degree at the time you submit your request to move to Level 3 if you have completed all the requirements listed below. You **must be registered** for the upcoming semester to be awarded the MPhil degree. You **cannot** be awarded the MPhil the same semester that you are graduating.*

Attach a copy of your transcript and a fully completed Program Requirement Checklist to this request.
THE FIRST AND SECOND EXAM MUST BE RECORDED ON YOUR TRANSCRIPT

☐ **BME:** Completed 36 credits of course work and 24 Dissertation Research credits (J99XX)

☐ **CHE:** Completed a minimum of 33 credits of course work and minimum 12 Dissertation Research credits (J99XX). Total of 60 course and Dissertation Research credits combined.

☐ **CE, EE:** Completed 48 Course Credits and 12 Dissertation Research Credits (J99XX)

☐ **ME:** Completed 36 Credits of course work and 24 Dissertation Research Credits

☐ Dissertation Research (J99XX) grades are "P". ☐ **Approved** IRB Form is attached

☐ First and Second Exam are recorded on transcript.

☐ I'm applying for the Master of Philosophy and have registered for the upcoming semester

Student's Signature:_____

GRADUATE AFFAIRS-OFFICE USE

☐ **APPROVED** ☐ **DENIED** Director of Graduate Affairs