Procedure for upgrading Graduate Student status from MS to PHD

The following are guidelines for Master students - already in the program - requesting upgrade to PHD status. The guidelines were discussed, voted on, and accepted by all faculty present in the meeting on September 8, 2009.

Eligibility:

- 1. Master student who has completed a B.S. in Petroleum Engineering; or,
- 2. Master student who has completed M.S. in another engineering discipline; and,
- 3. the student has completed 24 hours of coursework (including all makeup work) and has a 3.0 GPA,

Process:

- 1. The student must request approval from his/her advisor, the Graduate Advisor, and the Department Chair;
- 2. The student's advisor will then email all faculty and solicit information regarding the student's academic performance;
- 3. Once all faculty, advisor, graduate advisor, and CHairman have agreed, the Chairman sends a request for student's status change to the Dean of Graduate School.
- 4. After the upgrade is granted, the student must pass the Qualifying Exam to receive the increase from MS to PhD stipend.

Changes/Exceptions:

- 1. All faculty would need to agree on a policy in order to change the process.
- 2. Extraneous cases will be considered on a case-by-case basis.