



CHANGE OF GRADUATE DEGREE REQUEST

EE/CE/TE Graduate Program

Step 1 – To be completed by Student

Date of Request: _____

Last Name: _____ First Name: _____ UTD ID: _____

Phone: _____ e-mail: _____

Degree Program: _____ PhD Advisor: _____

Requested Change of Degree: Convert PhD degree to MS degree

Add MS degree to PhD program

EE only—Concentration Area:

Please give a brief reason for your request:

By my signature below, I affirm that I have consulted with my advisor.

If applicable, as a F-1 or J-1 student, I have contacted ISSO regarding my change of degree. I understand a change to my academic program will have immigration consequences. These include the need to apply for updated immigration documents. I understand the potential consequences to my immigration status.

Student Signature

Date

(Routing Instructions: e-mail to Graduate Program Office ecegradprogram@utdallas.edu for Step 2)

Step 2 – Signatures and Approvals

Approve

Deny

PhD Advisor Printed Name and Signature

Date

Approve

Deny

Program Head Printed Name and Signature

Date

Approve

Deny

Assoc. Dean for Academic Affairs Printed Name and Signature

Date

Approve

Deny

Dean of Graduate Studies Printed Name and Signature

Date

Step 3 – Routing Instructions

E-mail this completed request to: EE Graduate Program Office ecegradprogram@utdallas.edu and
Office of the Registrar records@utdallas.edu