

THIS FORM IS FOR PREVIEW PURPOSES ONLY AND WILL NOT BE ACCEPTED FOR SUBMISSION.

PLEASE INITIATE FORM IN DOCUSIGN

FORM GSBS23: REQUEST TO CHANGE PROGRAM TO MASTER'S DEGREE COMPLETION

This form includes the Student's Stipend Termination; Request for a Leave of Absence for Writing; and Request for Master's Thesis Committee Approval

International students are advised to contact the Immigration Services Office to inform them of their plan to withdraw with a master's degree.

Student Information

Student Name:

PSCS ID:

Student Program:

Student Citizenship Status: US citizen/US permanent resident/green card holder International student

Action Dates

Program Change Effective Date:

Stipend End Date:

The Stipend End Date is the date that the PhD stipend will end, and the Leave of Absence for Writing will begin. The funding department will use this date to process the HR Employee Termination Form

Master's Thesis Committee Members

Role	Name
Chair	
Member	
Member	
Member	

Signatures

Role	Name	Signature	Date
Student			
Thesis Advisor			
Funding Department Administrator			
Co-Thesis Advisor			
Co-Funding Department Administrator			
Graduate Program Director			

FORM GSBS23: REQUEST TO CHANGE PROGRAM TO MASTER'S DEGREE COMPLETION

GSBS Dean			
GSBS Office Staff		N/A	

GSBS Office Use

Student Name:

PSCS ID:

- Student meets requirements to form a Master's Thesis Committee and begin writing a Master's Thesis
- Student will receive the following grade for all currently registered courses: **Satisfactory (B or PASS, as applicable)**

Program Action: LOA

Reason: LOA WRDS (Writing M.S. Dissertation) RSCH (Research/Study) Other

Distribution: All signers, Registrar, Financial Aid, and Immigration Services (as appropriate).