

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.