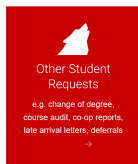


## Changing Degree Programs

Changing degree programs within MAE or to another department requires prior discussion with the DGP (and the DGP of the other program, if applicable). Changes should be made as early as possible in the program. **No changes can be made after 6 weeks into the final semester.**

<https://catalog.ncsu.edu/graduate/graduate-handbook/change-degree-level-program/>



**BIG RED BUTTON:** All degree changes will need to be submitted to the MAE Graduate Office using the [online intake](#) on the MAE Current Student website. International students may need to submit a curriculum change form to OIS. Contact OIS for more information.

### ***Switching MS subplans (non-thesis, thesis, industry)***

MS students are all enrolled in the non-thesis track. Students who wish to move into the thesis or industry track must meet the following eligibility requirements and complete the process for application. **Complete this around end of Year 1 or as soon as you meet the requirements.**

#### **Eligibility for thesis:**

- Academic good standing
- Identified faculty advisor who has committed to supervise the project

#### **Eligibility for industry:**

- Academic good standing
- Identified internship with offer letter. It must be 4-7 months in duration (Fall or Spring semester +/- summer)

#### **Process:**

- 1) Submit a request to the MAE Graduate Office using the [online intake](#)

### ***Switching from MS to PhD (or continuing from MS to PhD)***

Students who wish to move from the MAE MS directly into the PhD must meet the following eligibility requirements and complete the process for application along with their research mentor. **Consultation early with the DGP or MAE Graduate Office is strongly encouraged.**

#### **Eligibility:**

- Academic good standing
- Identified faculty advisor who has committed to supervise the project
- RA (or RA/TA startup) commitment from faculty member (mandatory)

#### **Process:**

- 1) Submit Change of Degree form (see [Graduate School Forms](#)) to MAE Graduate Office (DGP signature will be obtained by Grad Office) using the [online intake](#)
- 2) If international: In addition to the NCSU Change of Degree Form, submit OIS change of degree form to MAE Graduate Office (DGP signature will be obtained by Grad Office)
- 3) The faculty member must submit a request to the MAE Graduate Office to create an RA Offer Letter to document the financial support for the student.

**NOTE: If you plan to continue from the MS to PhD, there must be no break in enrollment in order to carry forward 30 credits from the MS to the PhD requirement. If there is any break in enrollment, only 18 credits can be carried forward.**