

# Materials Science and Engineering

## Instructions how to request change to the Degree Objective

Master students will be eligible to request a change to the degree objective with a minimum UCLA GPA 3.5 and have be enrolled as a full-time student at the last one quarter, and have a match faculty Advisor.

Student will submit to the MSE Student Affairs office the following 5 documents:

1- **Completed and sign the petition to change major/plan form**, see link below:  
<https://grad.ucla.edu/academics/graduate-study/major-classification-change-petition/>

2- **A letter from your faculty advisor** that should describe:

- (i) the student's achievements.
- (ii) clearly state that the faculty advisor agrees to be the research advisor (dissertation director)
- (iii) indicate the faculty advisor's financial commitment to support the student for the duration of the PhD studies.

3- **A letter from the student to the MSE Admission Faculty committee** - To Whom it may concern- requesting to change the Degree Objective and what are your reasons and goals.

4- **An updated copy of student CV**

5- **PDF copy of student UCLA transcript**

**Processing Time: 45 days**

- MS Admission committee vote
- SAO review and prepare final documents and VC support letter to submit to DGE
- DGE review, approves, submit final decision letter to student and VC, update student record on the UCLA student system.

**Please note** that If you are going to receive a Master's on your way to Ph.D, it should be only a **Capstone Master plan** and you need to complete the Master study plan and Capstone project before schedule your PHD Qualifying examination. Wait for the Petition results first.