

## **Policy for MS students to transfer to the PhD program**

1. A student who entered the CIS department as an MS student may switch to the PhD program provided all of the following conditions are met:
  - a. The student has an overall GPA of at least 3.2 at the time of the switch.
  - b. The student's grades on ALL breadth courses taken so far average 3.5 or above, with one such course allowed to be excluded from the average.
  - c. If the student has completed four or more semesters in the MS program, then the student should have completed all requirements for the MS degree at the time of the switch.
  - d. The student should not have been in the MS program for more than five semesters at the time of the switch. This means that a student currently in the sixth semester of MS will not be eligible for the switch.
  - e. The student should have a research advisor who is willing to work with the student for his/her PhD dissertation and who is willing to support the switch to the PhD program. This advisor should be the person who signs the form to switch from MS to PhD.
2. If an MS student decides to transfer to the PhD program after more than two semesters, that student is allowed one extra semester (beyond four semesters) to complete the Prelims requirements.
3. A student who switches from the MS program into the PhD program may have already taken some of the Prelims breadth courses while in the MS program. At the time of the switch, the student must declare which of these previously taken courses will be used for the Prelims course component.

After the switch, the student will have to declare every semester in advance the remaining courses he/she will take to complete the Prelims course component, as stipulated in the Prelims exam requirements. The five courses used by the student must satisfy all the Prelims breadth requirements.

If the student had taken extra breadth courses while in the MS program, then the student will not be allowed an extra course substitution that is permitted by the Prelims exam requirements.
4. Appropriate exceptions to the above items will be allowed for exceptional situations such as illness, injury, leave of absence, or for part-time study.
5. The above requirements will not apply to students who are already in the PhD program and who temporarily switch to the MS program for the purpose of obtaining an MS degree and then switch back to the PhD program.

These requirements will also not apply to students who obtain a Master's degree from our department, spend some time away from the department (e.g. at a job), and then submit a fresh application for admission to the PhD program.