



Graduate School of Biomedical Sciences

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 (MTC) Approval

The 'Stipend End Date' is the date that the PhD stipend will end, and the Leave of Absence for Writing will begin.

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

Program Change Effective Date			
Stipend End Date The funding department will use this date to process the HR Employee Termination Form			
	Name	Signature	Date
Student			
Thesis Advisor			
Funding Department Administrator			
Graduate Program Director			
Program			

Master's Thesis Committee	
Chair	
Member	
Member	
Member	

Approval			
	Name	Signature	Date
GSBS Dean			
GSBS Staff		N/A	

For GSBS Office Use						
PSSA EMPLID:						
<input type="checkbox"/> Student meets requirements to form a Master's Thesis Committee and begin writing a Master's Thesis						
<input type="checkbox"/> Student will receive the following grade for all currently registered courses: Satisfactory (B or PASS, as applicable)						
Program Action	<input type="checkbox"/> LOA	Action Reason	<input type="checkbox"/> LOA	<input type="checkbox"/> WRDS (Writing M.S. Dissertation)	<input type="checkbox"/> RSCH (Research/Study)	<input type="checkbox"/> Other
Distribution	<input type="checkbox"/> Immigration Services	Automatic Distribution: All signers, Registrar, Bursar, Financial Aid				