

Procedure for Transfer from MS to PhD Program without Finishing the MS Thesis

Introduction

Current students in the Master's degree program who wish to transfer into the PhD program without finishing the MS thesis should complete the Change of Degree or Curriculum form: <https://grad.ncsu.edu/faculty-and-staff/forms/graduate-school-forms/>

Timing

This transfer application can be made no earlier than the beginning of the 3rd semester of registration. If successful, the student shall be matriculated into the Doctoral program in the following semester.

Application Process

The applicant shall submit the following package to the Director of the Graduate Program:

- A. A letter of explanation where the student outlines why they wish to transfer between programs. In the letter, the student should also summarize their research progress on their Master's program to date and a brief dissertation abstract that outlines how they will proceed in the Doctoral program,
- B. A letter of support signed by the student's advisory committee, providing the reasoning for the transfer,
- C. A current CV,
- D. A letter from the advisor ensuring that the student will likely have sufficient resources (including financial) to succeed as a Doctoral student, should the transfer be approved (can be combined with a letter in bullet B).
- E. A copy of peer-reviewed journal article(s) led by the applicant.

Selection Criteria for Transfer

1. Be enrolled in a Masters Program administered by PRTM
2. A minimum of 3.67 GPA in all the graduate-level courses taken since the inception of the Master's degree,
3. Demonstrated research potential.

Rubric for Evaluating Research Potential

The primary means of determining if a student has demonstrated research potential is through the peer review publication process. A student will be deemed to have demonstrated research potential if they show evidence of leading (first or corresponding author) at least one published or accepted peer-reviewed journal article on research associated broadly within the scope of the department. The applicant should provide a copy of the publication(s) in the application package.

Procedure for Transfer

If the PRTM Graduate Faculty approves, the DGP will forward the application package to the Graduate School Dean for consideration.

Approval

Approved by the PRTM Graduate Program Advisory Committee (GPAC) on **March 27, 2025**.
Approved and adopted by the PRTM Graduate Faculty on **April 21, 2025**.