



Program Transfer Form MPS to Self-Funded MS (MS-1)

To transfer from the MPS program to the MS program, you must obtain pre-approval from the Associate Dean of Graduate Studies and the Associate Dean of Professional Studies. Every transfer student is required to complete the required information with your Faculty Advisor then submit this form to the Graduate Studies Office BEFORE the beginning of the second semester.

Date: _____ Student ID#: _____ Email: _____

Student Name: _____

Advisor Name: _____

Co-Advisor Name (if applicable): _____

MS Program: _____ Concentration (if applicable): _____

Effective Term: _____

Proposed Project Title

Specific Research Plan

Include a brief motivation of the study, hypotheses to be tested, resources to be used, data to be analyzed, expected results, the broader impacts of the work, and plan for future publication.

(Specific Research plan, continued)

Research Expenses

Academic Plan

Milestone	General Expectation	Projected Month/Year
Formation of Committee	By end of 1 st Semester.	
Comprehensive Exam (if applicable)	By end of 2 nd Semester.	
MS Thesis Proposal Submission	By end of 4 th Semester.	
MS Thesis Proposal Defense	Within one month of thesis proposal submission.	
MS Thesis Submission	At least one month prior to official "last day to defend" in 5 th Semester. Refer to Academic Calendar.	
MS Thesis Defense	By "last day to defend" in 5 th Semester. Refer to Academic Calendar.	

Proposed Coursework

Course #	Title	Credits	Semester

Estimated Time Commitment to Coursework & Research

Hours per week: _____

Minimum 20 hours per week

Financial Plan

Provide list of financial support sources during MS program (e.g. parents, part-time jobs, loans, partial coverage by advisor). If you are expected to be in part-time status, state this clearly.

Responsibilities of the Advisor and Student

The advisor is wholly responsible for the research costs pertaining to the stated research project (e.g. equipment, reagents, travel). The advisor is also obligated to provide the student with timely access to any facilities and data that are required to complete the stated project. The student and advisor must meet at least once per week on average. Progress reports are due to the Program Director and to GSO twice per year, by the final data of the Fall and Spring semesters (excluding the semester of defense). The student meets with the advisor to work on the progress report together. Brief goals and objectives for the next semester are required in the progress report.

By signing below, we hereby commit to adhering to the plans and responsibilities provided above.

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Co-Advisor Signature (if applicable): _____ **Date:** _____

Remarks or Conditions of Approval: _____

MS Program Director Name (Print): _____

Signature: _____ **Date:** _____

Evan D'Alessandro, MPS Program Director

Signature: _____ **Date:** _____

Brian Soden, Associate Dean of Professional Studies

Signature: _____ **Date:** _____

Sharan Majumdar, Associate Dean of Graduate Studies

Signature: _____ **Date:** _____

Approval of this form by the Program Director and Associate Deans merely indicates that the proposed program is acceptable; it carries no assurance of the student's attainment of a degree. Changes to this program may be made only with the approval of the department concerned.