

INSTRUCTIONS

The student is responsible for the steps outlined below and should proceed as follows:

1. **COMPLETE COURSE SCHEDULE.** Consult the catalog section pertaining to your option's requirements for the degree of Master of Science. If you were originally admitted for the Master of Science degree and you plan to continue toward a higher degree, you will also need to complete a change of degree petition and obtain signatures from the option representative and your Ph.D. advisor.
2. **OBTAIN SIGNATURES:** Advisor's approval (as indicated on the course schedule), Option Representative's signature and Research Advisor (if necessary) as indicated on Section I(a), front page of form and on the change of degree petition if necessary.
3. **RETURN THIS FORM TO THE DEAN OF GRADUATE STUDIES.** Students in a terminal M.S. program should refer to the academic calendar of the Caltech Catalog for submission deadlines. Typically, the deadline for submission is by the second week of November of the academic year in which you expect to receive the degree. For Ph.D. students obtaining a M.S. degree along the way to the Ph.D., the deadline for submission is no later than two weeks before the degree is to be conferred.

Please note: Students in **Chemical Engineering, Chemistry, Computer Science and Computational and Neural Systems** also need to fulfill the thesis/research report requirements no later than two weeks before the degree is to be conferred. Any forms or approvals received after these dates may risk the delay of the awarding of a degree.

4. **YOU WILL BE HELD TO THIS PROGRAM, AS APPROVED, TO FULFILL THE REQUIREMENTS FOR YOUR MASTER OF SCIENCE DEGREE**, so make certain that your second and third term registration are consistent with this course schedule.
 - a) If you have modifications in your program, you must make them on this form. (This includes changes over which you have no control, e.g., courses you expect to take that are not offered.) All modifications need to be approved by your Option Representative, as provided under the heading "Modifications." The Option Representative must initial and date each change.
 - b) If you should receive an "F" grade, an "I," or an "E" in a course you have listed as part of your program, the units of the course cannot be used to fulfill your unit requirement. This course must be deleted from your program if you cannot make up the grade in time for final approval of your form.
5. **IF THE MASTER'S DEGREE WILL BE A TERMINAL DEGREE**, you will be required to go to the Bursar's Office for an exit interview in May. You must make arrangements to clear your student account before you leave Caltech. The formal diploma may be held if accounts have not been cleared or arrangements made. Also, please supply a forwarding address for the file and an address at which you can be reached in June. Return this information to the Graduate Office when you submit your application form for the Master's degree.

NAME: _____ Campus Ext. _____ Email _____

Forwarding Address: _____ Effective Date _____

_____ Email _____

Current Address: _____

_____ Email _____

Please provide parents, relatives or friend's addresses that would like to receive information concerning your graduation and the related activities happening before and after commencement.

- ___ I plan to participate in Commencement ceremonies.
- ___ I am not sure if I will attend, but I will inform the Registrar by the end of May.
- ___ I cannot attend, please mail my diploma after Commencement to the address above.