Students wanting to **change a degree level** must do the following:

Submit the **Degree Level Change Request form**. This form is only for students changing degree levels in the same major, master’s changing their major, or PhD students changing to a master’s in either the same major or a related one.

If you are currently enrolled in master’s degree or certificate program and wish to add/enroll in a PhD degree, then you must apply online.

Do not use this form if you are currently enrolled in PhD and wish to add a master’s degree or a certificate program, submit a master’s along the way or certificate along the way. **Note:** You may also need to submit a new **Degree Audit Form** for new degree level or new major if one was already submitted prior to making change.

**Important:** If changing majors for a master’s degree, you must attach a “What-If” Degree Works degree evaluation for the new MS degree title.

**Note:** All students submitting this form may also need to submit a new **Degree Audit Form** if one was already submitted prior to making the change in degree level.
PhD students wanting to add a master’s degree with the exact same degree title (PhD in Electrical Engineering adding an MS in Electrical Engineering) must:

- Submit a Master’s Along the Way form

**Students wanting to add degree programs must do the following:**

Submit a new application online for the new degree program for the following conditions:

- If currently in PhD degree program and adding any Master’s degree program with a different degree title
- If currently in any Master’s degree program and adding a PhD degree program

Consult the new degree program/department to determine which components of the application they will require.

**Contact**

**Registrar's Office**
Student Center, Suite E280
1200 16th Street
Golden, CO 80401
Hours: Mon-Fri, 8 am-5 pm

**Registration or student record questions**
registrar@mines.edu
303-273-3200
FAX: 303-384-2253

**Residency Petition Questions & COF**
residency@mines.edu

**Transfer Credit**
transfer@mines.edu
Scheduling
scheduling@mines.edu

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