The following process should be followed if a student not holding a Master’s degree wishes to transfer from a Master’s program to a Doctoral program in the Department of Biosystems Engineering.

1. The student should initiate the process by speaking to his/her advisor. The student must have completed a minimum of 2 courses with a minimum GPA of 3.75 to be eligible.
2. If the advisor is of the opinion that the student is capable of doing doctoral-level work, the student would be asked to prepare a research proposal describing the proposed topic.
3. The student orally presents the research proposal to his/her Advisory Committee.
4. The student’s Advisory Committee sends a written recommendation to the Department’s Graduate Studies Committee.
5. The Department’s Graduate Studies Committee makes a final decision regarding transfer to the Doctoral program.

In cases where a transfer is approved, the student will be required to complete a total of 24 credit hours of which at least 18 must be at the 7000 level. All other requirements of the Ph.D. program must be met.