

## **Procedure regarding Reducing a Student's Degree Objective**

There are times when a student with a doctoral degree objective needs to be reclassified with a master's degree objective. Because this reclassification has serious implications for formula funding and for the accuracy of our data, Dean Mariotto must track and approve these actions. Consequently, beginning in the **fall of 2006**, when you prepare a general petition requesting a reduction in degree/study objective from doctoral to master's status, the petition needs to be cleared through the Office of the Dean of Graduate and Professional Studies, 501 E. Cullen (mail code 2012). Please indicate on the petition the reason for the reduction in classification, and send it to us for review and a final decision. We will then send it on to the registrar's office just as we do all other petitions that require Dean Mariotto's signatures.

If you have any questions regarding these changes, please contact Margaret Watson, Assistant Dean, Graduate and Professional Studies, 3-9118 or [mwatson@uh.edu](mailto:mwatson@uh.edu).