



## **How To – Get my non-thesis MS degree while in the PhD program**

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### **What do I do when I'm in the PhD program and would like to start the process to get my MS degree?**

The first thing you need to do is Apply for Admission to the MS OSE program through the Graduate School's Online Application Portal: <https://mygradschool.uncc.edu/default.asp>.

PhD students intending to pick up their master's degree while they work toward their doctoral degree typically pursue a non-thesis master's degree rather than a master's degree with-thesis. PhD students may apply for admission to the program as early as their first academic year and are encouraged to apply prior to sitting for the qualifying exam. Students who do not apply early but still want to earn their master's degree should complete the MS application for admission at least one year before defending their dissertation.

### **Apply online for admission to the Master's in Optical Science and Engineering Program**

1. Apply for admission to the MS program in Optical Science and Engineering through the Graduate School's Online Application Portal:  
<https://mygradschool.uncc.edu/default.asp>.
2. For the 3 references, indicate Angela Davies Allen, Mark Clayton, and Elyse Poston.
3. Submit a Statement of Purpose that says only the following: "I want to receive my MS degree as I work toward my PhD.
4. Previous transcripts and test scores will be transferred to your MS application from your original PhD application.
5. Upload an unofficial copy of your **current** UNC Charlotte transcript to the application (your current UNC Charlotte transcript was not included with your previous PhD application and therefore can't be transferred).
6. Send an email confirmation to Mark [mclayton@uncc.edu](mailto:mclayton@uncc.edu) in the Optics Program office once you have submitted the application for admission to the MS program.