

Date: February 28, 2018

To: Department Chairs, Head Graduate Advisors, and Graduate Student Affairs Officers

From: Fiona M. Doyle, Vice Provost of Graduate Studies and  
Dean of the Graduate Division



Re: **Counting Coursework for Different Degrees (PhD vs. master's)**

Graduate Division has received inquiries about whether a student can count coursework taken for a PhD in one program toward a master's degree in another program. For example, a PhD student in department A wants to apply coursework toward a master's degree offered by department B.

On the recommendation of Graduate Division, the Graduate Council has agreed that Berkeley PhD students may enroll in a master's program in a different academic unit subject to the following conditions.

- The student applies to the master's program via the admissions process (SLATE), adhering to program deadlines;
- the units counted toward the master's degree in the second program are not counted toward any master's degree that the student may have earned in her/his PhD program (e.g., in the example above, the MA in A);
- the student obtains a memo from his/her advisor and/or Head Graduate Advisor supporting his/her earning a master's degree in another program (required signatures should be determined by each program); and,
- the student completes the required capstone element for the master's degree (e.g., thesis, comprehensive exam, or project).

For programs that do not offer a stand-alone master's degree, PhD students may earn a master's degree on the following additional conditions.

- The department's faculty agree that the department will offer a terminal master's degree to matriculated Berkeley PhD students; and
- the department establishes a transparent admissions process by which students will be admitted to a terminal master's degree program with a capstone element.

Any program wishing to admit matriculated Berkeley PhD students may waive the requirement of letters of recommendation and of GRE scores. Additionally, matriculated PhD students will not count against a program's admission allotment.

Please contact your department's Student Academic Advisor in the Degrees Unit of Graduate Division if you have any questions.