



USF TAMPA CHANGE OF GRADUATE DEGREE PROGRAM

POLICY

A change of graduate program allows a student to withdraw from his/her current graduate program and enter into a different graduate program. A change of graduate program:

- will NOT be considered for graduate students in their first semester of study
- is permissible only for a continuing graduate student enrolled for study in a particular program who wishes to change to another program at the same or lower level
- requires a student to be in good academic standing
- is up to the discretion of the student's new program (note: some programs may require another admission application to be submitted)
- may affect the student's financial aid status
- requires the submission of a Change of Graduate Program Application

Students not in good academic standing must consult with the Office of Graduate Studies prior to initiating a Change of Graduate Program Application.

INFORMATION

- This form is **only** for change of program within USF Tampa. For change of programs at one of the other USF Institutions, contact the appropriate Institution for guidance.
- Any student who has been officially accepted into a Graduate Program may request a program change at the same or to a lower classification; **the latter requires Office of Graduate Studies approval.**
- When requesting acceptance into a program of higher level, e.g., from a Master's program to a Doctoral program, a student must initiate **a new admissions application** through the Office of Admissions (the Graduate Change of Program Application cannot be used).
- Student **must complete at least one semester in the current program** before requesting a change of program.
- **To validate an approved Office of Graduate Studies Change of Program Application**, enrollment in at least one course is required during the semester/term for which the change of program becomes effective.

INSTRUCTIONS

- Student completes Section I and submits the application to his/her current Program.
- The current Program completes Section II and retains a **copy** of the application for their department. The Program then forwards the student's academic folder and the **original** Change of Program Application to the new Program for their review and decision.
- The new Program/College completes Section III and acts upon the request and retains the student's academic folder with a **copy** of the application for their department.
 - If both Programs recommend for approval, the new Program will forward the original application to the Registrar's Office for final processing and send a copy of the application to the Office of Graduate Studies.
- The Office of Graduate Studies completes Section IV (if applicable). If either the current Program/College or the new Program/College denies, the Change of Graduate Program Application must be forwarded to the Office of Graduate Studies for final review and approval/disapproval from the Office of Graduate Studies.



USF Tampa Change of Program Application
OFFICE OF GRADUATE STUDIES
 4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816
 TEL: (813) 974-2846 | WEB: <http://www.grad.usf.edu/>

International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No ISSS Signature: <hr/>
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SECTION I: STUDENT INFORMATION

Last Name *First Name* *Middle Initial* *USF ID #*

Street Address *City* *State* *Zip Code*

Email Address *Telephone Contact*

Change to be effective: Spring Summer Fall Year: _____

Change program from:

 College *Program* *Concentration/Plan (if applicable)* *Degree Code*

Change program to:

 College *Program* *Concentration/Plan (if applicable)* *Degree Code*

Note: To validate the Change of Program Application, class registration is required during the semester/term for which the change of program becomes effective.

X _____
Student Signature *Date*

SECTION II: CURRENT PROGRAM

Current Department/Program Advisor Name *Signature* *Date*

Current College Dean/Designee Name *Signature* *Date*

SECTION III: NEW PROGRAM

Recommend for Approval? Yes No Comments Attached: New Curriculum Code: _____

NOTE: Unofficial USF Transcripts with the courses to be transferred into the new Program denoted with a check (3) must be attached. If no transcripts are attached, it is presumed no courses are accepted from the prior program. Do not highlight courses.

Course	Date	Sem. Hrs.	Grade	Course	Date	Sem. Hrs.	Grade

New Department/Program Advisor Name *Signature* *Date*

New College Dean/Designee Name *Signature* *Date* PTA

Note: If BOTH Programs/Colleges recommend for approval, Office of Graduate Studies signature is not required.

SECTION IV: OFFICE OF GRADUATE STUDIES (required for a program change to a lower level or to a different college)

Approve Deny _____
 Comments Attached *Office of Graduate Studies Assistant Dean/Designee Name* *Signature* *Date*

FOR REGISTRAR'S OFFICE USE ONLY

Processed by: _____ Date: _____