



Change of Program Application

GRADUATE SCHOOL

4202 East Fowler Ave, ALN226

Tampa, FL 33620-5816

TEL: (813) 974-2846

<http://www.grad.usf.edu/>

CHANGE OF GRADUATE PROGRAM APPLICATION

GENERAL INFORMATION:

- Any student who has been officially accepted into a Graduate Program at USF may request a program change within the same or to a lower classification, e.g., from an Ed.S or Doctoral to a Master's program.
- When requesting acceptance into a program of higher level, e.g., from a Master's program to an Ed.S or Doctoral program, a student must initiate **a new admissions application** through the Office of Graduate Admissions. (The Graduate Change of Program Application is not applicable).
- Student **must complete at least one semester in the current program** before requesting a change of program.
- In order **to validate an approved Graduate School 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**, 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 Graduate School (ADM216).
- **Graduate School completes Section IV** (If applicable). If either the current Program/College or the new Program/College recommends for disapproval, the Change of Graduate Program Application **and** the student's academic folder must be forwarded to the Graduate School (ADM216) for final review and approval/disapproval from the Graduate School Dean.

USF Tampa Change of Program Application

GRADUATE SCHOOL

4202 East Fowler Ave, ALN226, Tampa, FL 33620-5816

TEL: (813) 974-2846

<http://www.grad.usf.edu/>

Int'l Student? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION I. STUDENT INFORMATION

NAME: _____ U-ID. _____
Last First Middle Initial

ADDRESS: _____
Street City State Zip

TELEPHONE: _____ E-MAIL: _____

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: IN ORDER TO VALIDATE THE CHANGE OF PROGRAM APPLICATION, CLASS REGISTRATION IS REQUIRED DURING THE SEMESTER / TERM FOR WHICH THE CHANGE OF PROGRAM BECOMES EFFECTIVE .

STUDENT'S SIGNATURE: _____ DATE: _____

<u>SECTION II. MUST BE COMPLETED by CURRENT PROGRAM / COLLEGE</u>			
Current Dept / Program Signature	Date	Current College Signature	Date

<u>SECTION III. MUST BE COMPLETED by NEW PROGRAM</u>		
Recommend for Approval <input type="checkbox"/>	Recommend for Disapproval <input type="checkbox"/>	New curriculum code: _____
Change Campus: Yes <input type="checkbox"/> No <input type="checkbox"/>	New Campus location: _____	
COMMENTS: _____		
<u>IMPORTANT:</u> USE TRANSCRIPTS HIGHLIGHTING THE COURSES TO BE TRANSFERRED INTO THE NEW PROGRAM MUST BE ATTACHED <u>OR</u> THE COURSES TO BE TRANSFERRED MUST BE ENTERED BELOW. IF NO COURSES ARE LISTED <u>OR</u> TRANSCRIPTS ARE NOT ATTACHED, IT IS ASSUMED NO COURSES ARE ACCEPTED FROM THE PRIOR PROGRAM.		

COURSE	DATE	SEM. HRS.	GRADE		COURSE	DATE	SEM. HRS.	GRADE

Department / Program Signature _____ Date _____ College Dean Signature _____ Date _____

NOTE: IF BOTH PROGRAMS / COLLEGES RECOMMEND FOR APPROVAL, GRADUATE SCHOOL SIGNATURE IS NOT REQUIRED.

<u>SECTION IV. GRADUATE SCHOOL RECOMMENDATION</u>		PTA <input type="checkbox"/>
Graduate School Dean Signature: _____	Approve <input type="checkbox"/>	Disapprove <input type="checkbox"/>

REGISTRAR'S OFFICE USE ONLY: Change in Campus? Yes <input type="checkbox"/> No <input type="checkbox"/> Processed by: _____ Date: _____
