



## USF Tampa Change of Graduate Degree 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/>

## 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 OR new program approves GPA below 3.0
- 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.
- The Office of Graduate Studies completes Section IV. 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.



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|   |
|---|
| <b>International Student?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>Approval</b> <input type="checkbox"/> Yes<br><b>ISSS Signature:</b> _____ |
|---|

**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    Approves Current GPA     New Curriculum Code: \_\_\_\_\_

**NOTE:** Unofficial USF Transcripts with the courses to be transferred into the new Program denoted with a check  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*

college)

Approve     Deny  
 Comments Attached \_\_\_\_\_  
*Office of Graduate Studies Associate Dean/Designee Name Signature Date*

**FOR REGISTRAR'S OFFICE USE ONLY**

\_\_\_\_\_  
 Processed by:                                      Date: \_\_\_\_\_