

Change of Graduate Degree Program Form Instructions

This form is for *fully admitted with current enrollment* FIU graduate students who are in good academic standing with the purpose of requesting:

- (a) A change of graduate program / sub-plan within or between a School or College
- (b) A level change from a master's degree to a doctoral degree program
- (c) A level change from a doctoral degree to a master's degree program
- (d) A change of graduate certificate to another graduate certificate

Procedures:

- 1) Student will complete top section of the form and submit it to the Department Chair or Graduate Program Director (GPD) of the *Requested New* Graduate Program.
- 2) The Department Chair or GPD of the *New* Graduate Program will review the student's admissions documentation, which is available in the University's database (i.e. ImageNow, PantherSoft).

After deciding to fully admit or admit via an electronic Petition for Exception to Graduate Requirements form, the GPD will forward the form to the Dean of the *Requested* College or School for approval and signature.

- 3) Once approved by the Dean, the Department Chair/ GPD of the *Requested New* Graduate Program will forward it to the student's *Current* Degree Program to acknowledge the change requested.
- 4) The new department GPD or college will submit a fully signed form via email to the University Graduate School, ugs@fiu.edu, for a decision.
- 5) If approved by UGS, the UGS will provide this form to:
 - a) The Office of the Registrar for processing (this will prompt an automated notification sent to the student's FIU email).
 - b) The GPD of the student's new department,
 - c) The Office of International Student & Scholar Services (ISSS) – This applies to international students only.

Notes:

- 1) For level change such as masters to doctoral programs, the academic department must confirm funding source(s) (i.e., self-funding, graduate assistantship, etc.) via a departmental memo provided along with the change of graduate degree.
- 2) International Students: Before initiating a change of degree request, you must seek advice from ISSS. Please note that if the request is approved, this will be processed at the end of the current term.
- 3) For fully admitted and enrolled graduate students who are submitting a request in the same term as admitted, the request will be processed at the end of the current term.
- 4) To change from a certificate program to a graduate degree-seeking program, students must do so by applying online through the regular online admissions application.



Change of Graduate Degree Program

(For fully admitted and currently enrolled graduate students)

Instructions: Please complete this form and secure academic departmental/colleges approval. Once fully signed, new department/college will email this form to the University Graduate School.

Panther ID#: _____

Must select one: **Change of Program/Field of Study** **Change of Program/Field of Study AND Degree level***
Change of Degree level ONLY* **Change of Graduate Certificate to another Graduate Certificate**
Change of Sub-plan **Addition of Sub-plan**

Current Graduate Program Name: _____ Current Program Code: _____

If applicable, Current Sub-Plan Name: _____ Current Sub-Plan Code: _____

Requested New Graduate Program Name: _____ Requested New Program Code: _____

If applicable, Requested Sub-Plan Name: _____ Requested New Sub-Plan Code: _____

* *Will NOT be processed UNTIL end of current semester*

CODES TO BE PROVIDED BY ACADEMIC DEPT.

By making this request for a change of graduate degree program, I authorize the faculty in the new degree program to review my complete file in the process of making a decision regarding my admission to the new degree program. I have reviewed the admission requirements for the new degree program and have attached to this request any additional information required for the new degree program, and other additional information that I would like the members of the admissions committee to consider. **I understand that meeting the minimum requirements for admission is no guarantee that I will be admitted to the new graduate degree program.** If original documents such as transcripts and test scores are needed, it is my responsibility to make the necessary arrangements to have them sent directly to academic unit of the requested new program.

Note: Graduate students who are currently admitted to a graduate certificate and seek admissions to a graduate degree seeking program, must apply through the online admissions application.

I also understand that if my request includes a **change of degree level** (MS to PhD or PhD to MS), **I am confirming abandonment of the current program to pursue the new program. I understand that I may not be allowed to revert to previous program after this request is approved.**

Please PRINT: _____
LAST NAME FIRST NAME MIDDLE NAME

Student's Signature (**required**): _____ Date: _____

<i>We <u>confirm that this student has met all entrance requirements</u> for the requested new program and we recommend that the student be fully admitted.</i>			
Student does not meet minimum admissions requirements for the requested new program and we request that the student be admitted fully via an electronic Petition for Exception to Graduate Requirements form.			
_____	_____	_____	_____
Signature of Department Chair/Director of Requested New Graduate Degree Program	Date	Dean of Requested College or School	Date
_____	_____	_____	_____
Acknowledgment of Department Chair/Director of Current Degree Program	Date	Dean of the University Graduate School	Date