



UNIVERSITY OF
SOUTH FLORIDA

Change of Program Application

GRADUATE SCHOOL

4202 East Fowler Ave, BEH304

Tampa, FL 33620-8470

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 (BEH304).
- **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 (BEH304) for final review and approval/disapproval from the Graduate School Dean.



Change of Program Application

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 4202 East Fowler Ave, FAO126, Tampa, FL 33620
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Int'l Student? <input type="checkbox"/> Yes <input type="checkbox"/> No
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SECTION I. STUDENT INFORMATION

NAME: _____ U-I.D. _____
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 / Degree Code / Concentration

CHANGE PROGRAM TO: _____
College Program / Degree Code / Concentration

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: _____

SECTION II. MUST BE COMPLETED by CURRENT PROGRAM / COLLEGE

Records Mailed Date Mailed _____

Current Dept / Program Signature _____ Date _____ Current College Signature _____ Date _____

SECTION III. MUST BE COMPLETED by NEW PROGRAM

Recommend for Approval Recommend for Disapproval New curriculum code: _____

Change Campus: Yes No New Campus location: _____

COMMENTS: _____

IMPORTANT: USF TRANSCRIPTS HIGHLIGHTING THE COURSES TO BE TRANSFERRED INTO THE NEW PROGRAM MUST BE ATTACHED OR THE COURSES TO BE TRANSFERRED MUST BE ENTERED BELOW. IF NO COURSES ARE LISTED OR 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.

SECTION IV. GRADUATE SCHOOL RECOMMENDATION PTA

Graduate School Dean Signature: _____ Approve Disapprove

REGISTRAR'S OFFICE USE ONLY: Change in Campus? Yes No Processed by: _____ Date: _____