

Instructions and Helpful Information for Change of Graduate Degree Program Form

This form is utilized by *current and enrolled* 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 of the *Requested New* Graduate Program.
- 2) The Department Chair or Graduate Program Director of the *New* Graduate Program will review the student's admissions file, which is available in the University's database (i.e. ImageNow, PantherSoft).

After making a decision (denied, fully admitted, or admitted via an electronic Petition for Exception to Graduate Requirements form), the form should be forwarded to the Dean of the *Requested* College or School for signature.

- 3) Once approved by the Dean, the form should be submitted to the Department Chair/ Graduate Program Director of *Current* Degree Program who will acknowledge the change requested.
- 4) The form should be submitted to the Dean of the University Graduate School for a decision, MARC 240.

Notes:

- 1) International Students: Before initializing a change of degree request, you must seek counseling from ISSS. Please note that if the request is approved, this will be processed at the end of the current term.
- 2) For fully and enrolled students who are submitting a request in the same term as admitted, the request will be processed at the end of the current term.
- 3) 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.

**Florida International University
University Graduate School
Change of Graduate Degree Program**

Instructions: Please complete this form and secure the approval of the admitting department. Before returning this form to the University Graduate School, obtain the required signatures.

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: Those students who are currently admitted to a graduate certificate and request admissions to a graduate degree seeking graduate program, must apply submit an 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: _____

<input type="checkbox"/>	We <i>confirm that this student has met all entrance requirements</i> for the requested new program and we recommend that the student be fully admitted.
<input type="checkbox"/>	Student does not meet minimum entrance 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.
<input type="checkbox"/>	Student has <i>not</i> met all the entrance requirements for the requested new program and we recommend that the student be denied admission.

_____ 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