

Change of Graduate Degree Program Form

Purpose:

This form is utilized by **current** FIU graduate students with the purpose of requesting:

- (a) a change of graduate program 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.

Procedures:

- 1) Student will complete top section of the form and submit it to the Department Chair or Director of the *New Graduate Program*.
- 2) The Department Chair or Director of the *New Graduate Program* will request a copy of the student's file from the *Former Degree Program* to evaluate the student's credentials.

After making a decision (denied, fully admitted, provisionally admitted, or conditionally admitted), the form should be forwarded to the Dean of the *Requested College or School* for signature.

- 3) Once approved by the Dean, submit the form to the Department Chair/Director of *Former 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.

Distribution:

The Office of the Registrar will distribute accordingly.

White: Office of the Registrar

Canary: New Department

Pink: Former Department

Goldenrod: Student