

## **Instructions and Helpful Information for Change of Graduate Degree Program Form**

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 making a decision (denied, fully admitted, or admitted 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 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/college/student will submit a fully signed form to the University Graduate School for a decision, at MARC240.
- 5) If approved by UGS, the UGS will send this form to 1) the Office of the Registrar for processing, 2) To the GPD of the student's new department and student via email, 3) For international students, to the Office of International Student & Scholar Services (ISSS).

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 admitted 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.

