

## Change of Graduate Degree Program Form Instructions

This form is intended for **fully admitted** FIU graduate students admitted to degree-seeking graduate programs with **current graduate enrollment**, who are in good academic standing with the purpose of requesting:

- (a) A change of graduate program / graduate sub-plan / graduate level within or between a school or college
- (b) A change of graduate certificate to another graduate certificate

### Procedures:

- 1) All information must be typed.
- 2) Student will complete top section of the form for submission to the Department Chair (Chair) or Graduate Program Director (GPD) of the *Requested New Graduate Program*.
- 3) The Department Chair or GPD of the *New Graduate Program* will review the student's admissions documentation, which is available in the University's databases (i.e., ImageNow, PantherSoft).

After making the decision to \*admit to new program / graduate certificate or to approve sub-plans, the GPD will forward the form to the Dean of the *Requested College or School* for approval and signature.

\*Important: If minimum admission requirements are not met, an electronic Petition for Exception to Graduate Requirements must be filed by the academic department prior to the submission of the change of graduate degree program to UGS.

- 4) 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.
- 5) The new department GPD or college will submit a fully signed form via email to the University Graduate School, [ugs@fiu.edu](mailto:ugs@fiu.edu), for a decision.
- 6) If approved by UGS, the UGS will provide this form to:
  - a) The Office of the Registrar for processing. Once received by the Registrars, this will prompt an automated receipt notification sent to the student's FIU email, confirming the receipt of the graduate change of degree form.
  - b) The GPD of the student's new department. UGS will email a notification to the GPD.
  - c) The Office of International Student & Scholar Services (ISSS) – This applies to international students only.
- 7) Changes received during the current term will be effective in the next term.

### Notes:

- 1) For changes into a PhD/EdD/DBA, the academic department must confirm A) Funding source(s) (i.e., self-funding, graduate assistantship, etc.), B) Name of the student's major professor must be listed. For those students receiving a GA/TA/RA funding, a copy of the offer letter must be submitted with the current change of graduate degree form.
- 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) Graduate Program Directors: Make sure to notify the UGS whenever a doctoral student is exiting their doctoral program and will instead change to a master's program. If possible, we will help to facilitate the change and graduation application in the term in which the change of graduate degree is received at UGS.
- 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 Form

This form is intended for degree-seeking fully admitted and currently enrolled graduate students, requests related to changes to another degree-seeking graduate program, graduate level within the same program, sub-plans, or change from one graduate certificate to another graduate certificate. Academic departments must provide the codes as listed within PantherSoft. Make sure to follow detailed instructions.

**Name:** \_\_\_\_\_ **PID:** \_\_\_\_\_

Select one option:

**Change of Graduate Program (same level)**  
**Change of Graduate Program AND Degree level\***  
**Change of Graduate Degree level ONLY\***

**Change of Sub-plan**  
**Addition of Sub-plan**  
**Change of graduate certificate to another graduate certificate**

Current Graduate Program and level: \_\_\_\_\_

Current Academic Plan Code: \_\_\_\_\_

If applicable, current sub-plan: \_\_\_\_\_

Current Sub-Plan Code: \_\_\_\_\_

New Graduate Program and level: \_\_\_\_\_

New Academic Plan Code: \_\_\_\_\_

If applicable, requested sub-plan: \_\_\_\_\_

New Academic Sub-Plan Code: \_\_\_\_\_

**\*Will be processed end of the current term and  
 Change effective next term**

**Academic Plans and Sub-Plan codes as listed within PantherSoft are  
 TO BE PROVIDED BY ACADEMIC DEPARTMENT**

Note: Graduate students who are currently admitted to a graduate certificate and seek admissions to a graduate degree-seeking program, must submit an online admissions application.

**Student's Approval and Acknowledgments:**

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 department of the requested new program.

I also understand that by requesting this change of degree, **I am confirming I am leaving my 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.**

Student's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

**Academic department and College Approvals and Acknowledgments:**

We confirm that this student has met all entrance requirements for the requested new program and we recommend that the student be fully admitted.

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.

- A. For PhD/EdD/DBA, select at least one:      Self-funding (this includes loans)      Employee Waiver      GA/TA/RA (offer letter attached)      Fellowship
- B. For PhD/EdD/DBA, include name of student's proposed major professor(s): \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chair/Program Director NEW Graduate Program      Signature

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean of College or School NEW Graduate Program      Signature

ACKNOWLEDGED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chair/Program Director of CURRENT Graduate Program      Signature

APPROVED BY: Andrés G. Gil Date: \_\_\_\_\_  
 Dean of University Graduate School