



CHANGE OF GRADUATE CONCENTRATION FORM

UNIVERSITY OF SOUTH FLORIDA

OFFICE OF GRADUATE STUDIES

Website: www.usf.edu/graduate-studies/about-us/contact-us.aspx

INFORMATION

For students enrolled in graduate majors that contain concentrations, a change to a new concentration within the major requires the use of this form. A change of graduate concentration:

- is NOT possible for graduate students in their first semester of study.
- is permissible only for a continuing graduate student enrolled in a major who wishes to change to another concentration within the same major.
- requires the student to be in good academic standing.
- is up to the discretion of the student's major and concentration (**NOTE:** some concentrations have additional requirements for admission and for degree completion).
- may affect the student's financial aid status.

Concurrent Concentration

- May share between 0% - 15% of total combined minimum credit hours.
- Structured courses only (no S/U grades)
- Coursework may only be shared between a maximum of two concentrations.
 - If additional coursework overlap, student must meet the hours required for each concentration by taking additional coursework
- Minimum hours for the major must be met
- Concentrations must be completed prior to degree conferral.

To process the Change of Graduate Concentration form, class registration is required during the semester/term for which the change becomes effective.

As the major is not changing, all coursework will remain on the transcript. Although the courses may be used to complete core and concentration specific requirements, in most cases additional coursework will be needed to complete the concentration requirements. (NO transcripts required)

INSTRUCTIONS

For assistance, please go to the Graduate Major Contact Information site: http://www.grad.usf.edu/programs/search_all.php.

- Student completes Section I and submits the form to their current concentration advisor/designee.
- The current concentration advisor/designee completes Sections II and forwards the form to the new concentration advisor/designee for review.
- If the new concentration advisor/designee recommends approval, the request will go to the Office of the Registrar for final processing.

CODE LOOK UP

For Faculty and Staff use ONLY: To find CIP, degree, major, and concentration codes, please go to USF Academic Planning: <https://academicplanning.usf.edu/> and select Curriculum Codes.

Example: Business Analytics and Information Systems

CIP Code: 11.0501

Degree Code: M.S.

Major Code: BAI

Concentration Code: ABI



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SECTION I: STUDENT INFORMATION

Last Name		First Name		USF ID#
Street Address		City	State	Zip Code
Email		Phone Number		

Admit Term:	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	Year:
Change Effective Term:	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	Year:

Current concentration(s):			
	College	Major/Code	Degree Code
	Concentration 1		Concentration 2
New concentration(s): (concurrent concentration must provide shared plan of study)			
	College	Major/Code	Degree Code
	Concentration 1		Concentration 2

Student Signature	Date

SECTION II: CONCENTRATION SIGNATURES

Current Concentration/Graduate Director Name	Signature	Date
New Concentration/Graduate Director Name	Signature	Date
College Dean/Designee Name	Signature	Date

SECTION III: NEW CONCENTRATION APPROVAL

Recommend for Approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	New Curriculum Code:
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FOR OFFICE OF THE REGISTRAR USE ONLY

Processed by:			
	Name	Signature	Date