



CHANGE OF GRADUATE MAJOR FORM

UNIVERSITY OF SOUTH FLORIDA

OFFICE OF GRADUATE STUDIES

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

POLICY

A change of graduate major allows a student to withdraw from their current graduate major and enter into a different graduate major. A change of graduate major:

- will NOT be considered for graduate students in their first semester of study.
- is permissible only for a continuing graduate student enrolled for study in a particular major who wishes to change to another major at the same or lower level.
- requires a student to be in good academic standing OR new major approves a GPA below 3.00. Students not in good academic standing must consult with the Office of Graduate Studies prior to initiating a Change of Graduate Major.
- is up to the discretion of the student's new major (**NOTE:** some majors may require another admission application to be submitted).
- may affect the student's financial aid status.
- requires the submission of a Change of Graduate Major form.

When requesting acceptance into a major of higher level, e.g., from a Master's-level major to a Doctoral-level major, a student must initiate a new admissions application through the Office of Admissions (the Change of Graduate Major form cannot be used).

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 Graduate Director (or designee).
- The Graduate Director (or designee) for the student's current major completes Section II. The Graduate Director (or designee) will then forward the Change of Graduate Major form, and all relative student records and correspondence, to the Graduate Director (or designee) of the major that the student wishes to be accepted into
- The Graduate Director (or designee) of the new major completes Section III, renders a decision, and if approved, retains the student's academic records with a copy of the form.
- The Graduate Director (or designee) of the new program forwards the form to the Office of Graduate Studies for completion for final review and approval/disapproval.

INTERNATIONAL STUDENTS

INTERNATIONAL STUDENTS: Students with an F1 visa must submit this form to OIS via iStart to obtain their signature. DO NOT PROCEED WITH THIS WRITTEN REQUEST unless you have obtained the OIS signature on your form. Information about contacting OIS is available at <https://www.usf.edu/world/international-services/about-us/contact-us.aspx>.

OIS ADVISOR: A written approval letter on letterhead from OIS may be attached to the petition if special circumstances are to be considered.



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| |
|---|
| International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No OIS Approval Signature: _____ |
|---|

SECTION I: STUDENT INFORMATION

| | | | | |
|---|---------------------------------|---------------------------------|-------------------------------|-------------|
| Last Name | | First Name | | USF ID# |
| Email | | Phone Number | | |
| Change to be effective: | <input type="checkbox"/> Spring | <input type="checkbox"/> Summer | <input type="checkbox"/> Fall | Year: |
| Change major from: | College | Major | Concentration (if appl.) | Degree Code |
| | | | | |
| Change major to: | College | Major | Concentration (if appl.) | Degree Code |
| | | | | |
| NOTE: To process the Change of Graduate Major form, class registration is required during the semester/term for which the change becomes effective. Please be aware the change of major can impact your overall GPA, financial aid, tuition assistances, use of Veterans Education Benefits, and/or student visa status. | | | | |
| Student Signature | | Date | | |

SECTION II: CURRENT MAJOR

| | | | |
|--|--|-----------|------|
| Current Graduate Director/ Designee Name | | Signature | Date |
| | | | |
| Current College Dean/Designee Name | | Signature | Date |

SECTION III: NEW MAJOR

| Recommend for Approval? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Approves Current GPA <input type="checkbox"/> | New Curriculum Code: | | | |
|--|------------------------------|-----------------------------|---|----------------------|------|-----------|-------|
| NOTE: Unofficial USF Transcripts with the courses to be transferred into the new major denoted with a check <input checked="" type="checkbox"/> must be attached. <u>If no transcripts are attached, it is presumed no courses are accepted from the prior major. Do not highlight courses.</u> | | | | | | | |
| Course | Date | Sem. Hrs. | Grade | Course | Date | Sem. Hrs. | Grade |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| | | | |
|--------------------------------------|--|-----------|------|
| New Graduate Director/ Designee Name | | Signature | Date |
| | | | |
| New College Dean/Designee Name | | Signature | Date |

OFFICE OF GRADUATE STUDIES APPROVAL

| | | |
|--|--|------|
| <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Comments Attached | Graduate Studies Associate Dean/Designee Signature | Date |
|--|--|------|

FOR OFFICE OF THE REGISTRAR USE ONLY

| | | | |
|---------------|------|-----------|------|
| Processed by: | Name | Signature | Date |
| | | | |