

# OFFICIAL CHANGE OF GRADUATE PROGRAM FORM 16

**Instructions:** This form is required for any graduate student requesting a change of their official degree program (e.g., change of major, concentration, or degree level) within the same college.

**To avoid delays: all steps must be completed before submission:**

1. Meet with your current graduate program advisor to discuss your request. Obtain the current program director's signature in Section D.
2. Meet with your intended (new) program advisor to confirm program fit and eligibility. Obtain the new program director's signature in Section D.
3. Obtain all required departmental and college-level signatures: Department chair (if required); College/School Dean or designee in Section D.
4. Submit fully completed and signed form via email to: [graduatecollege@fau.edu](mailto:graduatecollege@fau.edu).

**Incomplete forms will not be processed.** If any signature or required information is missing, the form will be returned for correction.

**If approved,** the program change will **not** apply retroactively to the student's record.

**NOTE:** In some cases, submitting this form alone is not sufficient. A new application to the Graduate College must be completed (including the non-refundable application fee) if any of the following changes are being requested:

- a. Change of College or Department (e.g., moving from a degree program in the College of Education to one in the College of Science)
- b. Change of Degree level (e.g., moving from a Master's program into a Ph.D. or equivalent doctoral-level program)
- c. Change from M.Ed to Ed.S. – student must have an established graduate-level GPA before requesting this change

*In these cases, please submit the new application **in addition to Form 16** so that your academic credentials can be reviewed for admission.*

### A. Student Information

<b>Name:</b> _____			<b>Z Number:</b> _____	
First	MI	Last		
<b>Phone:</b> _____			<b>FAU email:</b> _____	

### B. Program Information

<b>Semester of change (select one):</b>	Spring	Summer	Fall	Year: _____
<b>Current Degree Level (select one):</b>	Master's	Specialist	Doctoral	
<b>FAU College:</b> _____				
<b>Current Program:</b> _____			<b>New Program:</b> _____	
<b>Current Concentration:</b> _____			<b>New Concentration:</b> _____	

### C. Acknowledgement

I acknowledge that meeting the minimum requirements of the new program or concentration does NOT guarantee my admission into the new program or concentration.

I understand that admission into the new program or concentration confirms my full abandonment of my current program or concentration. Additionally, I will not be able to return to the previous program or concentration once this change of graduate program request has been approved.

By signing the official change of graduate program form, I authorize the program director of the new program or concentration to review my student record as part of the decision-making process.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### D. Department and College Approval

Current Graduate Program Director or Dep't Chair: _____	/	_____	Date: _____
Print		Sign	
New Graduate Program Director or Dep't Chair: _____	/	_____	Date: _____
Print		Sign	
New Graduate Program College Dean or Designee: _____	/	_____	Date: _____
Print		Sign	
Graduate College Signature: _____	Date: _____	Graduate College Date Stamp:	