

GRADUATE COLLEGE

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MEMORANDUM

February 07, 2024

To: University Graduate Programs Committee

University Graduate Council University Faculty Senate

From: Robert Stackman Jr. Robert & Stuff

RE: Proposal to Update Form 16

Proposal to Update Catalog Language on Change of Major

1. Update Form 16 instructions:

a. Current Text:

This form is to be used by current graduate students seeking approval to change their program major or concentration within the same College and degree level.

Instructions: Complete the Graduate Official Program Change form in its **entirety**, schedule to meet with your current program advisor and with the new program advisor to review your admission into the program of interest. Return completed form to the Graduate College at gcadmissions@fau.edu.

b. Proposed new Text:

Instructions: Complete the Graduate Official Program Change form in its **entirety**, schedule to meet with your current program advisor and with the new program advisor to review your admission into the program of interest. Return completed form to the Graduate College at graduatecollege@fau.edu.

2. Update Form 16 Note:

a. Current Text:

NOTE: Students **MUST** submit a new application to the Graduate College with their desired major or concentration to have their credentials reviewed for admission into the program; including the non-refundable \$30.00 application fee. **IF**:

\square Student	t is seeking a ch	nange of major or co	oncentration outside	de of their current	College
or Depa	artment (based	on College).			

\perp Student is seeking a change of program I	level (ex. Master to Doctorate).
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b. Proposed new Text:

NOTE: Students MUST submit a new application to the Graduate College with their desired major or concentration to have their credentials reviewed for admission into the program; including the non-refundable \$30.00-application fee. IF:
 Student is seeking a change of major or concentration outside of their current College or Department (based on College).
 Student is seeking a change of program level from a master's to a Ph. D. or equivalent doctoral level program *.
 * Students requesting to change from the MED program to an EDS program must have completed at least one semester of graduate coursework in the MED program, so that the program can consider their graduate program level GPA.
 If a current student is requesting to change from a Ph.D. (or equivalent doctoral level program) to a master's degree program in the same field of study, then the student is EXEMPT from submitting a new application to the Graduate College.

3. Proposal to update change of major in University Catalog

CHANGE OF MAJOR

Degree-seeking graduate students who change from one major to another must complete a new application, pay an \$30 application fee and have their credentials reviewed in the same manner as all other students applying for admission. Exceptions to this graduate policy includes students who are seeking change of program level within the same major from Ph.D. to Master degree, and procedure must be submitted for approval using a Form 16-Official Graduate Change of Program request. All requests must be approved by the academic college and reviewed by the Graduate College.



OFFICIAL GRADUATE CHANGE OF PROGRAM FORM 16

This form is to be used by current graduate students seeking approval to change their program major or concentration within the same College and degree level.

Instructions: Complete the Graduate Official Program Change form in its entirety, schedule to meet with your current program advisor and with the new program advisor to review your admission into the program of interest. Return completed form to the Graduate College at gcadmissions@fau.edu.

- Admission to the program the student proposes to transfer is contingent upon approval from the current and proposed department.
- If approval is granted, the change will not apply retroactively to the student's record.

NOTE: Students **MUST** submit a new application to the Graduate College with their desired major or concentration to have their credentials reviewed for admission into the program; including the non-refundable \$30.00 application fee. **IF**:

- * Student is seeking a change of major or concentration outside of their current College or Department (based on College).
- * Student is seeking a change of program level (ex. Master to Doctorate).

A. Student Information								
Student's Name:				Z Number:				
First	MI	Last						
Date of Birth:	Phone:		FAU Em	ail:				
B. Program Information								
Semester of Change (select one):	Spring	Summer	Fall	Year:				
Current Degree Level (select one):	Master	Specialist	Doctoral					
FAU College:								
Current Major: New Major:								
Current Concentration: New Concentration:								
C. Acknowledgement								
I acknowledge and understand that meeting the minimum requirements of the new major/concentration does NOT guarantee my admittance into the new program/concentration.								
I understand that admittance into the new major/concentration confirms full abandonment of my current major/concentration. In addition, I will NOT be able to return to the previous major/concentration after my request has been approved.								
By signing the official graduate change of program form, I authorize the program advisor of the new major/concentration to review								
my student record as part of the decision making process.								
Student Signature: Date:								
D. College/Department Approval								
Current Graduate Program Chair or Departmen	t Chair:	Print	/	Date:				
New Graduate Program Chair or Department C	hair:	Print	/	Date:				
New Graduate Program College Dean or Designee (if required): / Date:								
Graduate College Signature:		Print Date:	Graduate	e College Date Stamp:				