

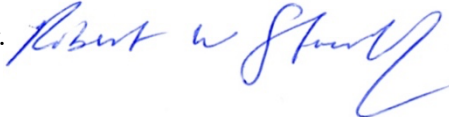


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MEMORANDUM

February 07, 2024

To: University Graduate Programs Committee
University Graduate Council
University Faculty Senate

From: Robert Stackman Jr. 

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:**

- ☐ 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).

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.

