



FLORIDA ATLANTIC UNIVERSITY

## Graduate College

### GRADUATE COLLEGE

#### Office of the Dean

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TO: Dr. Robert Stackman, Dean of Graduate College  
FROM: Stephen Steppe, Director of Graduate Admissions  
DATE: September 19, 2025

RE: Proposal to edit text on Form 16

1) The Graduate College is proposing to revise the instructions on the Form 16 to improve clarity and add a statement confirming that all required signatures are required before the Graduate College will process the change of major.

**Old 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](mailto:graduatecollege@fau.edu).

We have seen an increase in submissions without required signatures. We feel this text will provide clarification of the requirements to process the document.

#### New Text:

This form is required for all graduate students requesting a change in 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 advisor's signature in Section D.
2. Meet with your intended (new) program advisor to confirm program fit and eligibility. Obtain the new advisor's signature in Section D.
3. Obtain all required departmental and college-level signatures: Department chair (if required); College/School Designee (e.g., Dean).
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 signatures or required information are missing, the form will be returned for correction. If approval is granted, the change will not apply retroactively to the student's record.

**When A New Graduate Application Is Required:** In some cases, submitting this form alone is not sufficient. Students must complete a new application to the Graduate College (including the non-refundable application fee) if they are requesting any of the following:

1. Change of College or Department (e.g., moving from a degree program in the College of Education to one in the College of Science)
2. Change of Degree Level (e.g., moving from a Master's program into a Ph.D or equivalent doctoral-level program)
3. 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.*

2) The Graduate College is proposing to remove the birthdate from the form 16.

3) See attached for proposed revised Form 16.

## OFFICIAL GRADUATE CHANGE OF PROGRAM

**FORM 16**

This form is required for all graduate students requesting a change in 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 advisor's signature in Section D.
  2. Meet with your intended (new) program advisor to confirm program fit and eligibility. Obtain the new advisor's signature in Section D.
  3. Obtain all required departmental and college-level signatures: Department chair (if required); College/School Designee (e.g., Dean).
  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 signatures or required information are missing, the form will be returned for correction.
- If approval is granted, the change will not apply retroactively to the student's record.

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1. Change of College or Department (e.g., moving from a degree program in the College of Education to one in the College of Science)
2. Change of Degree Level (e.g., moving from a Master's program into a Ph.D or equivalent doctoral-level program)
3. 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

Student's Name: \_\_\_\_\_ Z Number: \_\_\_\_\_

*First      MI                  Last*

Phone: \_\_\_\_\_ FAU Email: \_\_\_\_\_

## B. Program Information

Semester of Change (select one):	Spring	Summer	Fall	Year: _____
Current Degree Level (select one):	Master's	Specialist	Doctoral	
FAU College: _____				
Current Program: _____			New Program: _____	
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 Department Chair: _____ <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> <span>Print</span> <span>Sign</span> </div>	Date: _____
New Graduate Program Chair or Department Chair: _____ <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> <span>Print</span> <span>Sign</span> </div>	Date: _____
New Graduate Program College Dean or Designee (if required): _____ <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> <span>Print</span> <span>Sign</span> </div>	Date: _____
Graduate College Signature: _____ <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> <span>Print</span> <span>Sign</span> </div>	Date: _____

Graduate College Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Graduate College Date Stamp: