CHANGE TO A MAJOR IN A DIFFERENT COLLEGE-GRADUATE

This instruction guide will cover how to update a Graduate Career by changing a student’s Program/Plan to one in a different College. Some examples:

1. A student requests to change their Program/Plan from GRAGL AGY_MS (MS in Agronomy, College of Agricultural and Life Science) to GRENG ABE_PHD (PhD in Agricultural and Biological Engineering, College of Engineering.)

2. A student requests to change from GRPHM PSC_MSP07 (MSP in Pharmaceutical Sciences with subplan Forensic Science) to GRMED MSC_MS07 (MS in Medical Sciences with subplan Forensic Medicine)

Contact the Department the student wants to transfer to for verification that the student has requested to change to their program and contact the Office of Admissions to verify whether the student needs to process the change though their office.

The student’s Career must show status as “Active in Program” in order to make the change. Note: If the student is not in Active status, the student should be referred to Admissions or the Registrar’s Office for further action.

Once the change is verified, Graduate Staff can send an email to gradata@ufl.edu with the student’s UFID, the current “Active In Program” Career Number and the new College and Program/Plan the student wishes to move to. Data Management Graduate School staff will let each department (old and new) know when the change is made so staff in the new college can make necessary updates to the students Graduate Career, such as change the requirement term, add subplans, change attributes, or add minors, etc.

FOR ADDITIONAL ASSISTANCE

Technical Help
UF Computing Help Desk
352-392-HELP
helpdesk@ufl.edu

Processes and Policies
Graduate School Data Management
gradata@ufl.edu