# 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 College and Department the student wants to transfer to for verification that the student has requested to change to their program. Graduate School policy does not require the student to apply for the new program they wish to transfer to. However, the new program may require it. Please verify with the new department. If the student must apply to the new program a new Career will be created automatically by the Office of Admissions once the student is admitted. Thus, departmental staff will not need to create a new Career for the student.

If the student does not need to apply for the program through the Office of Admissions, Graduate Staff can send an email to graddata@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 transfer 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 student's 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
graddata@ufl.edu