

DISCONTINUE A PROGRAM/PLAN (MAJOR/DEGREE) IN A GRADUATE CAREER

Please follow the directions here to “Drop a Graduate Career” if a student wants to leave the University of Florida or the student has 2 Active Careers already (Like a Master and a PhD Career) and decides to drop or stop working toward one of them. This instruction guide will cover how to Drop a Career, also referred to as a “Stack” (major and degree) for a graduate student. This process is completed by Graduate Coordinators and Staff in the various colleges with the **UF_SR_GRAD_STAFF_USER** role. The Program Action is “DATA” for Data Change. The Action Reason will be chosen from a list of 11 possible choices.

Status for the Career in SIS will Not Automatically Change to **Discontinued** after you enter the codes to drop a graduate career. The Graduate School will update the career to “Discontinued” later in the semester in coordination with the Office of the Registrar. You can still verify that you have made the Data Change properly by going back to the Student Services Center, choose the Career you just dropped, click the “Edit Program Data” and check to see that the codes you entered are there with the current date in the “Effective Date” Box. Click Cancel to leave the page without making any additional changes.

Please Note: There is no drop code for changing majors. If a student wants to change their major within your College or Department and is still “Active in Program” in their current career, follow the directions called “Change to a Major in the Same College-Graduate”. For questions email graddata@ufl.edu.

STEP 1: NAVIGATE TO STUDENT SERVICES CENTER

1. Log into myUFL using your **GatorLink username** and **password**.
2. Navigate to **NavBar > Main Menu > Student Information System > Campus Community > Student Services Center**.

Alternatively, you can do this from the Advisee Student Center. To do this, use the following Navigation:
NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center

3. Enter the student’s **UF ID**, if known, or enter the student’s last and first name.
4. Click **Search**. If there are multiple results, click the student’s name.

Student Services Center
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

5. Select the **Academics** tab.

Albert Gator 98765432

Student Center | General Info | Admissions | Transfer Credit | **Academics** | Finances | Financial Aid

Albert's Student Center

▼ Academics

My Class Schedule
Shopping Cart
My Planner

other academic... ▼ ⓘ

i You are not enrolled in classes.

Search for Classes

▼ Holds
No Holds.

6. Select the **Academic Program** with the **Academic Plan** you wish to update.

7. Click **Edit Program Data**.

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Student Center | General Info | Admissions | Transfer Credit | **Academics** | Finances | Financial Aid

Institution / Career / Program **Edit Program Data**

UFLOR - University of Florida

- GRAD - Graduate
- 1** GREDU - Education
- GRLAS - Liberal Arts and Sciences

Program	GREDU	Education
Student Career Nbr	0	
Status	Active in Program	as of 08/24/2015
Admit Term	2158	Fall 2015
Expected Graduation		
Approved Load	Full-Time	
Load Determination	Base On Units	
Level Determination	Base On Units	
Plan	HEA_PHD	Higher Education Administratrn
Requirement Term	2158	Fall 2015

STEP 2: INACTIVATE MAJOR

1. Review the **Student Program** and **Student Plan** tabs to make sure you are dropping the correct major/degree plan.
2. Select the **plus (+) sign** to add a row.

Albert Gator 98765432
Academic Career: Graduate Career Requirement Term Student Career Nbr 2
Status: Active in Program
*Effective Date 11/09/2017 Effective Sequence 1
*Program Action DATA Data Change Action Date 11/09/2017
1 *Action Reason CADI Change Additional Information
*Academic Institution UFLLOR University of Florida
*Academic Program GRLAS Liberal Arts and Sciences
*Admit Term 2158 Fall 2015
Requirement Term 2158 Fall 2015
Expected Grad Term: Joint Prog Appr:
*Campus MAIN Main
*Academic Load Full-Time
Last Updated On 11/09/2017 10:12:28AM

3. Select the **look up icon** beside Program Action to select **DATA** for Data Change.
4. Select **Look Up**.
5. Select **DATA** for Data Change.
6. Select the **look up icon** beside Action Reason
7. Select **Look Up**.
8. Select the **BEST** reason the student wants to Drop the Career.

Albert Gator 98765432
Academic Career: Graduate Career Requirement Term Student Career Nbr 0
Status: Active in Program
*Effective Date 09/28/2018 Effective Sequence 1
*Program Action DATA Data Change Action Date 11/09/2017
*Action Reason INJP
*Academic Institution UFLLOR University of Florida
*Academic Program GRLAS Liberal Arts and Sciences
*Admit Term 2158 Fall 2015
Requirement Term 2158 Fall 2015
Expected Grad Term: Joint Prog Appr:
*Campus MAIN Main
*Academic Load Full-Time
Last Updated On 11/09/2017 3:27:52PM

STEP 10: SAVE AND REVIEW WORK

1. Click **Apply** and **OK**.

Listed here are the **REASONS FOR DROPPING GRADUATE PROGRAM/PLANS**, Definitions and Associated Codes you can choose from when you Select the look up icon beside Action Reason.

Action Reason	Description
INJP	Inactive-Student Dropped Out of Joint Degree Program
INAP	Inactive-Insufficient Academic Progress
INSF	Inactive-Lack of Student Funding
INPH	Inactive-Student was Awarded Masters and Left PhD Program
INAC	Inactive-Student Left to Attend Another University or College
INLF	Inactive-Student Left to Pursue a Career
INAA	Inactive-Student Cannot Find Advisor or Chair
INPL	Inactive-Placeholder for New Program/Plan
INER	Inactive-Program/Plan was Entered in Error
INVI	Inactive-Visa Was Not Renewed. Can Be for Many Reasons.
INOT	Inactive-Reason Not Reported by Student

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