DROP A GRADUATE CAREER

This instruction guide will cover how to Drop a Stack (major and degree) for a graduate student who no longer wants to work toward a degree or who leaves the University. 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.

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.

5. Select the Academics tab.
6. Select the Academic Program with the Academic Plan you wish to update.
7. Click Edit Program Data.

**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.
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.

**STEP 10: SAVE AND REVIEW WORK**

1. Click **Apply** and **OK**.
2. Go back to Student Program Plan by selecting **Main Menu > Student Information System > Records and Enrollment > Career and Program Information > Student Program/Plan**.
3. Allow the **ID** to pre-populate or enter the **ID** if known.
4. For the **Academic Career**, enter **Graduate**.
5. Click **Search**.

**Note:** The “Active in Program” status for the Career will not change when you drop the career using these instructions. The Registrar will make updates to the record when they run a report that searches for the Action Reason you chose from the table below.

You can still verify that you have made the Data Change properly by clicking on “Edit Program Data” and checking to see that the codes that you entered are there. Click Cancel to leave the page without making any additional changes.

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.

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

**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