**DROP 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.
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.

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>
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<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