

## 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 and is still “Active in Program” in their current career direct them to submit a new application through the Office of Admissions. The Registrar will then create a new Career for the student when he/she is admitted. The old career will need to be discontinued. To discontinue a career, please follow the directions called: DISCONTINUE A PROGRAM/PLAN (MAJOR/DEGREE) IN A GRADUATE CAREER. For questions email [graddata@ufl.edu](mailto: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 [ ]

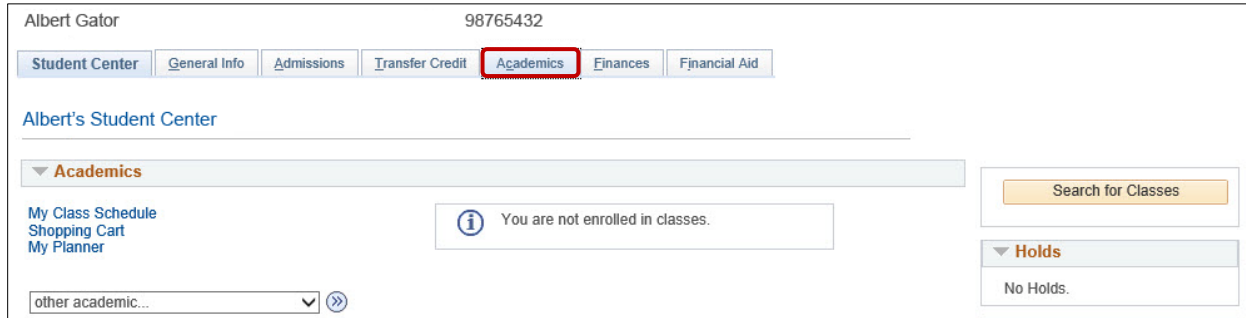
Last Name: begins with [ ]

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... ▼

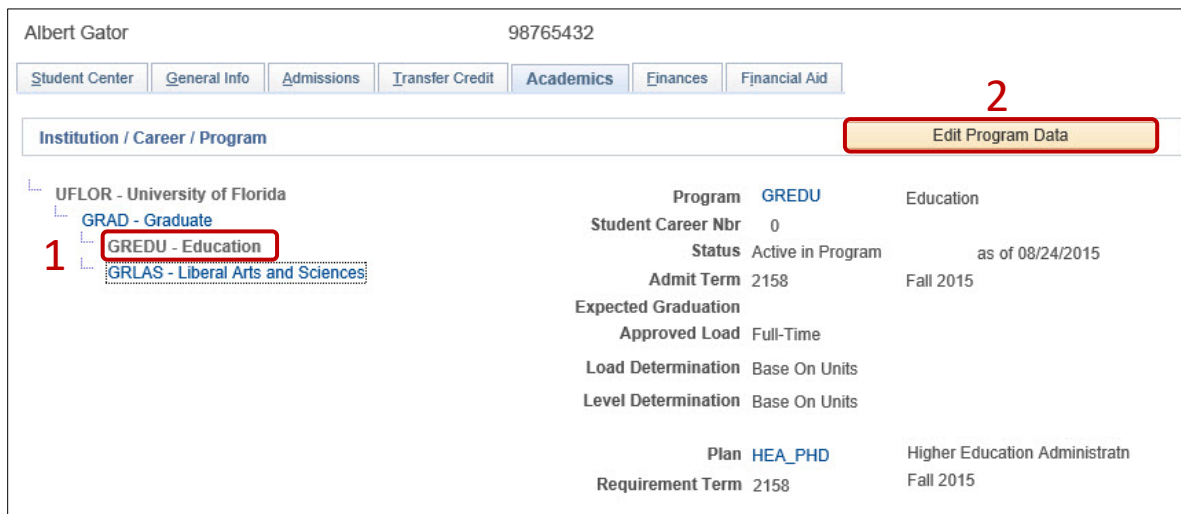
**i** You are not enrolled in classes.

Search for Classes

▼ Holds  
No Holds.

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

7. Click **Edit Program Data**.



Albert Gator 98765432

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

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

UFLOR - University of Florida

- GRAD - Graduate
- 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

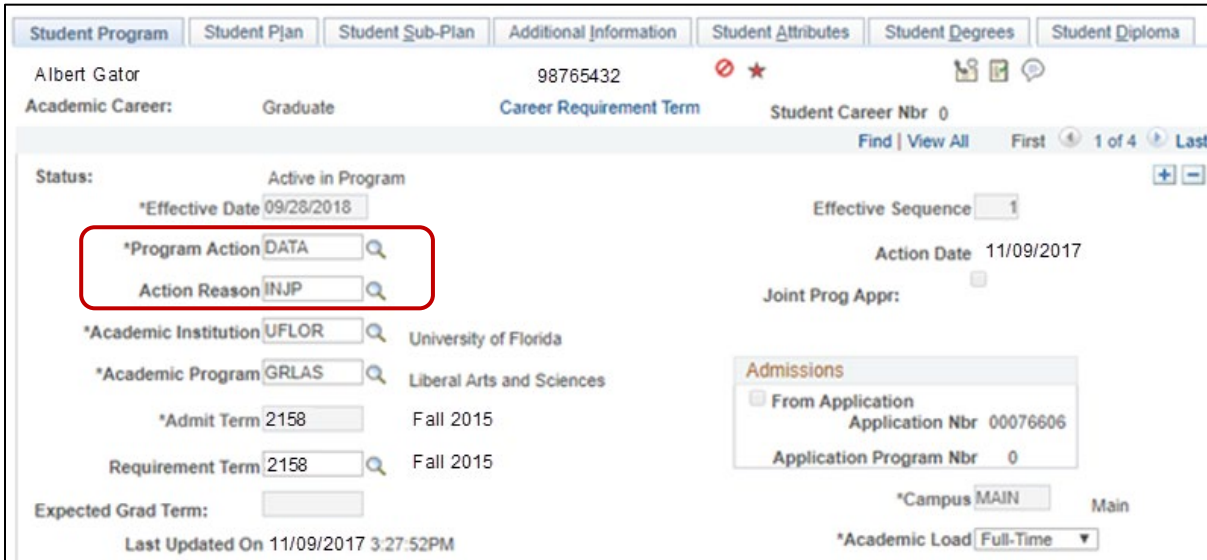
## STEP 2: INACTIVATE MAJOR

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.

The screenshot shows the 'Student Program' tab for Albert Gator. The interface includes the following fields and options:

- Student Program** | **Student Plan** | **Student Sub-Plan** | **Additional Information** | **Student Attributes** | **Student Degrees**
- 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:
- Last Updated On: 11/09/2017 10:12:28AM
- Admissions: From Application | Application Nbr: 0 | Application Program Nbr: 0
- \*Campus: MAIN | Main
- \*Academic Load: Full-Time
- Buttons: Find | View All | Add a new row at row 1 (Alt+7)

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.

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](mailto:helpdesk@ufl.edu)

### **Processes and Policies**

Graduate School Data Management  
[graddata@ufl.edu](mailto:graddata@ufl.edu)