



BACHELOR'S/MASTER'S PATHWAY PROGRESSION FORM
UNIVERSITY OF SOUTH FLORIDA
OFFICE OF ADMISSIONS
Website: <https://www.usf.edu/admissions/graduate/index.aspx>

PURPOSE

To officially convert the student to graduate standing, no later than the semester in which the student will reach 120 hours or the semester in which the bachelor's degree will be conferred.

STUDENT AGREEMENT

- Meet with my graduate academic advisor/Major Professor regarding graduate major requirements.
- Apply for graduation this semester to earn my bachelor's degree.
- I am aware that this change to graduate student status may have implications on my financial aid.

PART I: STUDENT INFORMATION

- **Name:** Input last name first, then first name and middle initial (if applicable).
- **USF ID#:** Input your USF ID#, (DO NOT put in your Social Security Number).
- **Address:** Input your current mailing address. If this is different from what is on file in the Office of the Registrar, please contact the Registrar to update your file.
- **Email Address:** Input your email address. Please make sure this email address is one that you check regularly so that you are aware of any information electronically sent to you in a timely manner.
- **Telephone Number:** Input your telephone number including area code. Make sure the number is one that can be reached easily in case there are any problems or questions about your form.
- **Student Signature:** Must sign and approve request.

Student must also complete [Prior Conduct Form](#) and [Florida Residency for Tuition Purposes](#).

DIRECTIONS FOR INTERNATIONAL STUDENTS

INTERNATIONAL STUDENTS: Students with an F1 visa must submit this form to OIS via iStart to obtain their signature. DO NOT PROCEED WITH THIS WRITTEN REQUEST unless you have obtained the OIS signature on your form. Information about contacting OIS is available at <https://www.usf.edu/world/international-services/about-us/contact-us.aspx>.

OIS ADVISOR: A written approval letter on letterhead from OIS may be attached to the petition if special circumstances are to be considered.

SUPPORTING DOCUMENTATION

Undergraduate Certifying Officer will approve that the student has completed all of the requirements for the bachelor's degree and identify the graduate-level courses for the master's degree.

COLLEGE/DEPARTMENT RECOMMENDATIONS

For assistance, please go to the Graduate Major Contact Information site: http://www.grad.usf.edu/programs/search_all.php.

To find CIP, degree, major, and concentration codes, please go to USF Academic Planning: <https://academicplanning.usf.edu/> and select Curriculum Codes.

Example: Business Analytics and Information Systems

CIP Code: 11.0501

Degree Code: M.S.

Major Code: BAI

Concentration Code: ABI

- **Undergraduate Faculty Advisor:** Check the appropriate box, sign and date the form.
- **Graduate Faculty Advisor/Department/Major Chairperson/Director and College Dean/Coordinator:** Check the appropriate box, sign and date the form.

DECISION OF THE OFFICE OF ADMISSIONS

- **Graduate Admissions:** Check the appropriate box, sign, and date the form. Please add your email address or contact phone number. Original signatures are required in these areas.
- **Routing/Approvals:** If approved by the Office of Admissions, the form will be forwarded to the Office of the Registrar for processing.



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International Student?
 Yes No
 OIS Approval Signature: _____

STUDENT AGREEMENT

Student should initial, indicating agreement:

_____ I have met with my graduate academic advisor/Major Professor regarding graduate major requirements.

_____ I have applied for graduation this semester to earn my bachelor's degree.

_____ I am aware that this change to graduate student status may have implications on my financial aid. **Signature of Financial Aid Officer:** _____

STUDENT INFORMATION

Last Name		First Name		USF ID#	
Street Address		City		State	Zip Code
Email			Phone Number		
Student Signature			Date		

SUPPORTING DOCUMENTATION

The program certifies that the student has completed all of the requirements for the bachelor's degree.

Signature of Certifying Officer: _____

The following checklist of supporting documentation must be attached:

Current unofficial USF Transcript; please place a check mark (✓) in front of courses that will meet the graduate degree requirements.

COLLEGE/DEPARTMENT RECOMMENDATION

Graduate Major Term of Entry:						
Graduate Major Code:	COLLEGE CODE	DEGREE CODE	MAJOR CODE	DEPARTMENT CODE	CONCENTRATION CODE (if applicable)	ATTRIBUTE CODE
						FIVE
GRE Information <small>For equivalents, please attach relevant documentation</small>	GRE DATE		GRE VERBAL	GRE QUANTITATIVE	GRE ANALYTICAL WRITING	
Justification if No GRE Test Score:						
Current GPA and Hours Completed: <small>(refer to unofficial transcript)</small>	GRADUATE MAJOR			UNDERGRADUATE MAJOR		
	GPA (3.33 minimum)	Hours		GPA (3.50 minimum)	Hours (15 hours minimum)	
Total hours required to complete and anticipated completion dates:	Master's Degree: Total Hours		Master's Degree: Completion Date			

<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Undergraduate Faculty Advisor/Designee's Name	Signature	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Graduate Faculty Advisor/Designee's Name	Signature	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Graduate Program Coordinator/Designee's Name	Signature	Date
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	College Graduate Associate Dean/Designee's Name	Signature	Date

GRADUATE ADMISSIONS DECISION

<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Graduate Admissions/Designee's Name	Signature	Date
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OFFICE OF THE REGISTRAR

Instructions: Please update the General Student Record and the Attribute Record.

Processed by:	Name	Signature	Processed Date
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