



## CHANGE OF GRADUATE CONCENTRATION

### OFFICE OF GRADUATE STUDIES

4202 East Fowler Avenue, ALN 226 | Tampa, FL 33620-5816

Phone: (813) 974-2846 | Website: <http://www.grad.usf.edu/>

#### INFORMATION

For students enrolled in graduate majors that contain concentrations, a change to a new concentration within the major requires the use of this form. A change of graduate concentration:

- is NOT possible for graduate students in their first semester of study;
- is permissible only for a continuing graduate student enrolled in a major who wishes to change to another concentration within the same major;
- requires a student to be in good academic standing;
- is up to the discretion of the student's major and concentration (**NOTE:** some concentrations have additional requirements for admission and for degree completion);
- may affect the student's financial aid status.

#### INSTRUCTIONS

Student completes Section I and submits the form to his/her current major.

- The current major completes Sections II and III retaining a copy of the form for their department.
- If the major recommends approval, the major will forward the original form to the Office of the Registrar for final processing.



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<b>International Student?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No ISSS Approval Signature: _____
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**SECTION I: STUDENT INFORMATION**

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

Change to be effective:	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall	Year:
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Change concentration from:	College	Major/Code	Concentration/Code	Degree Code
Change concentration to:	College	Major/Code	Concentration/Code	Degree Code

**NOTE:** To process the Change of Graduate Concentration form, class registration is required during the semester/term for which the change becomes effective.

Student Signature	Date
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**SECTION II: CONCENTRATION SIGNATURES**

Current Conc./Graduate Program Director Name	Signature	Date
New Conc./Graduate Program Director Name	Signature	Date
College Dean/Designee Name	Signature	Date

**SECTION III: NEW CONCENTRATION APPROVAL**

Recommend for Approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	New Curriculum Code:
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**NOTE:** As the major is not changing, all coursework will remain on the transcript. Although the courses may be used to complete core and concentration specific requirements, in most cases additional coursework will be needed to complete the concentration requirements. (NO transcripts required)

**FOR OFFICE OF THE REGISTRAR USE ONLY**

Processed by:	Name	Signature	Date
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