

## Change of Specialization Form Doctoral Degree-Seeking Students

Doctoral students in Curriculum and Instruction may change their specialization within the same degree program by completing this form. Graduate students desiring a new degree program must complete a new application for graduate admission. The catalog year for the requested degree program specialization will be the catalog year of the effective semester in which the change was made.

Graduate student must be admitted and registered in order to submit a change of specialization form.

### Student Information

Name: \_\_\_\_\_ UWF ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Desired Program Change

Current Specialization Title: \_\_\_\_\_

Desired Specialization Title: \_\_\_\_\_

Desired Effective Semester: Fall  Spring  Summer  Year: \_\_\_\_\_

1. Meet with your CURRENT Specialization Coordinator to review your plans of changing specialization. Stipulate the rationale below.

**Current Specialization Coordinator:** (Printed Name) \_\_\_\_\_

Specialization Coordinator Comments:

**Specialization Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

2. After meeting with your current Specialization Coordinator, schedule a meeting with the Academic Advisor to review your plans and to discuss the comments from your Current Specialization Coordinator. The Academic Advisor will review your courses and explain the implications of the decisions attained with your current Specialization Coordinator in relation to course transfers and possible changes to your graduation timeline. (Add comments on page 2)

Academic Advisor Comments:

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 3. **After meeting with the Academic Advisor and reviewing possible course transfers and timelines for completion, you must meet with the Specialization Coordinator of the NEW specialization area.** You will discuss the reason you wish to change your focus, review the transfer-ability of your courses and your graduation timeline. You and the new Specialization Coordinator will complete page 3 of this document, the Doctoral Specialization Transfer Articulation Agreement Form, on which a list of the courses that will be and will not be allowed in the new specialization area are documented along with the graduation timeline. Both you as the student, and the Specialization Coordinator will need to sign the Doctoral Specialization Transfer Articulation Agreement Form. You will then obtain the signature of the Department Chair for the NEW specialization area. (Attach Doctoral Specialization Transfer Articulation Agreement form).
- 4. Return the signed **DOCTORAL SPECIALIZATION TRANSFER ARTICULATION AGREEMENT FORM** to the Academic Advisor for review.
- 5. The Academic Advisor will review and forward the entire document, including the Doctoral Specialization Transfer Articulation Agreement Form, to the Ed.D. Program Office for review by the Director of Doctoral Studies. The form will then be sent to the Dean's office for signature before going to the Graduate School for final approval and processing.

**Director of Doctoral Studies Comments:**

Program Specialization Change: Approved  Denied

Director of Doctoral Studies Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CEPS Dean Comments:**

Program Specialization Change: Approved  Denied

CEPS Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DOCTORAL SPECIALIZATION TRANSFER ARTICULATION AGREEMENT FORM**

Rationale:

Courses Transferring into new Specialization:

Courses NOT Transferring into new Specialization:

Degree completion timelines:

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

New Specialization Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair of New Specialization: \_\_\_\_\_

Date: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Doctoral Studies: \_\_\_\_\_

Date: \_\_\_\_\_

CEPS Dean: \_\_\_\_\_

Date: \_\_\_\_\_