

Change of Program (COP) Request

All Graduate Students Form

A Program Change, refers to changing degree levels, like from a Master's to PhD or from Cert to Master (usually meaning your active program will be discontinued when the new program is added) – is when a student needs to complete the COP form. For example, an MSN student wants to change to an MBA program.

You must be a currently enrolled graduate student to complete this form. Unless you are an AO student, some restrictions may apply.

Processing time will be 7-10 business days, starting once the approved form has been submitted to Gradteam.

Dual Masters Directions

- Student completes the top of the COP form
- Student submits the COP form to Current Advisor
 - If current advisor approves, then the student will need to submit the COP to new advisor
 - If current advisor denies, no further steps will need to be taken & Gradteam will not need the form
- The New Advisor/Coordinator will need to **email** the completed & approved form to the Office of the Registrar via gradteam@uta.edu for review and processing

On-Campus or Accelerated Online (AO) Directions

- Student completes the top of the COP form
- Student submits the COP form to New Advisor
 - If new advisor denies, no further steps will need to be taken & Gradteam will not need the form
- The New Advisor/Coordinator will need to **email** the completed & approved form to the Office of the Registrar via gradteam@uta.edu for review and processing

**University of Texas at Arlington
Office of the Registrar
Graduation Team**

University Administration Building
Room 129 · Box 19088
701 South Nedderman Dr
Arlington, TX 76019-0088

Phone: 817-272-3372
Email: gradteam@uta.edu

Reminder: Make sure you retain a copy for your records.

The University of Texas at Arlington
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Student: _____ UTA ID: _____
Last Name: _____ First Name: _____

Reason for requesting Change of Program: _____ Proposed program level: _____ College/School: _____

Any COPs submitted after the first day of classes, will be processed for the subsequent term.

Certificate & Special Non-Degree Seeking students only (students who have never held a master or doctorate plan) do not meet the COP requirements. Students will need to submit an Update/Readmit form.

**For AO students: If you are currently enrolled at the time of the program change, you may be dropped from your courses.

Student Name _____ Student Signature _____ Date (mm/dd/yyyy) _____

Current Advisor for Dual Master Request

Current Plan Code: _____ Approved, the student meets the dual degree requirements
Example: EDCIMRTRS

Current Advisor Name _____ Current Advisor Signature _____ Date (mm/dd/yyyy) _____

New Advisor Section

New Plan Name: _____ New Plan Code: _____ Admissions Type: _____
Example: MED Literacy Option *Example: EDCIEDNTRS*

Start Semester: _____ AO Start Date: _____ Admissions Reason: _____

Advisor Name _____ Advisor Signature _____ Date (mm/dd/yyyy) _____

Comments/Notes

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