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

o   Student completes the top of the COP form
o   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
o   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

o   Student completes the top of the COP form
o   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
o   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.

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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

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