

## Department of Agronomy

### MDA (Master's Degree Acknowledgement) Request Form

#### MDA (Master's Degree Acknowledgement) Request Form for Ph.D. Students Starting Summer B 2024 and Later

The MDA is a formal process to acknowledge the content, level, relevancy, and contribution of a student's previously earned master's degree from a non-UF institution or in another field of study within UF to the student's doctoral program at the University of Florida. The student's committee chair must conduct a holistic review of the individual's official records and transcripts to evaluate the previously awarded master's degree, considering the age of the degree, curricular level, grades, and grading schemes. Note that international degrees may have timelines and curricula differing from UF standards.

#### Important Guidelines:

The MDA process applies to doctoral students admitted in Summer B 2024 or later. For detailed information, refer to the [Graduate Catalog](#).

- **Degree and Transcripts:** The degree must be recognized by the Office of Admissions as an accredited master's degree or equivalent for international degrees. This determination will be documented in the student's record as final, official, and complete, with official transcript documents viewable in the student's record.
- **Graduate Catalog Update:** The MDA replaces the Transfer of Credit for up to 30 credits from an accredited master's degree program to the UF PhD. The earliest submission for an MDA is in the first semester of enrollment. International students have until the end of the second semester to provide final documents if not initially approved by Admissions. For more information please review the [Graduate Catalog](#).
- **Faculty Review:** The student's committee chair must holistically review the content, age, relevancy, and rigor of the master's program. An MDA is not required for a master's degree earned at UF in the same major. If fewer than 30 credits are deemed more appropriate by advising faculty, an individual course-by-course request may be submitted. For master's degrees awarded outside the U.S. the course-by-course request will require a course credit evaluation from any member of the National Association of Credential Evaluations Services. Faculty cannot initiate an MDA until the final transcripts have been received and reviewed by Admissions. Faculty can request an MDA for a master's with courses older than 7 years if their holistic review indicates the content is still relevant or the student has used the information daily in their jobs.
- **Deadlines:** The MDA must be submitted prior to the qualifying examination and will be documented in the student's Student Information System record, subject to review by the college and approval by the Graduate School. This decision is final and cannot be reversed at a later date.



Institute of Food and Agricultural Sciences  
Department of Agronomy

3105 McCarty Hall B  
Gainesville, FL 32611  
352-392-1811

Once a student's committee chair decides to review and sign the AGY MDA request form, the form should be sent to Lorraine White, the departments Academic Specialist, who will input the MDA in the Student Milestones. After the milestone has been entered at the departmental level, the milestone is then reviewed at the College level and later at the Graduate School level.

MDA (Master's Degree Acknowledgement) Request Form is for Ph.D. students who started Summer B 2024 and later at the University of Florida:

<b>Student Name:</b>		<b>UFID:</b>	
<b>Student's Email:</b>		<b>Term and year Started at UF:</b>	
<b>College:</b>			
<b>Committee Chair's Name:</b>		<b>Chair's Email:</b>	
<b>Name of Institution where Master's degree was earned:</b>			
<b>Major Name:</b>			
<b>Which Degree: Master of Science:</b>			

Before signing, the student must confirm that the transcript documenting the courses and credits has been received and accepted as official and complete, and meet with their committee chair to discuss their transcripts. Please sign to confirm that you have submitted your completed master's degree to the Office of Admissions and have met with your committee chair to discuss your Master's degree courses.

<b>Student Signature:</b>		<b>Date:</b>	
---------------------------	--	--------------	--

<b>Committee Chair's section:</b>
The student's Committee Chair must complete a holistic review of the individual's official records and transcripts to specifically evaluate the previously awarded master's degree. Such a review must consider the following elements: age of the degree, curricular level, grades, and grading schemes. Please note that international degrees may have timelines and curriculums that vary from UF standards. By signing this form, I have confirmed that I reviewed the student's master's degree.

<b>Committee Chair's Signature:</b>		<b>Date:</b>	
-------------------------------------	--	--------------	--