

## GRADUATE STUDENT REQUEST FOR PROGRAM TRANSFER

**Please note:** This form must be submitted at least 15 working days prior to the end of a semester for the change to take effect for the following semester. Any requests submitted within 15 workdays of the end of a semester will be considered for the next available semester.

**\*\*\* All Fields Must Be Completed to Process Your Change of Major Request\*\*\***

**Name:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Current Mailing Address:** \_\_\_\_\_

Number of semesters of current program **already completed** at DigiPen: \_\_\_\_\_

**Current degree program:**

- Full-Time Master of Science in Computer Science
- Part-Time Master of Fine Arts in Digital Art
- Full-Time Master of Fine Arts in Digital Art
- Part-Time Master of Fine Arts in Digital Art

Applying for **transfer** to:

- Full-Time Master of Science in Computer Science
- Part-Time Master of Fine Arts in Digital Art
- Full-Time Master of Fine Arts in Digital Art
- Part-Time Master of Fine Arts in Digital Art

**Obtain Required Signature:**

Are you currently meeting the Standards of Academic Progress (SAP) policy? \_\_\_\_ Yes \_\_\_\_ No

If you are not currently meeting the Standards of Academic Progress Policy (SAP), please obtain the Dean's approval to request a program transfer. If you are meeting the SAP, just seek your Academic Advisor's signature.

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Advisor – Please sign here if you approve this student's program transfer:**

Academic Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Request for Program Transfer:**

1. Complete this form.
2. Communicate with your academic advisor and discuss your reasons for transferring programs. You must receive the approval of your Academic Adviser to be approved for the change.
3. Submit the completed form to the Office of Admissions.
4. Receive a confirmation on your request (via email or regular mail).
5. If your request is confirmed, sign a new Student Enrollment Agreement corresponding of the new program and your enrollment year begins anew.

**Important Information:**

1. Be aware of Add/Drop deadlines. Requests for Change of Major do not exempt you from the Add/Drop policies at DigiPen.
2. Any questions about the status of your request or about this process should be directed to the Office of Admissions.
3. If you are receiving Financial Aid, it is your responsibility to check with the Financial Aid Department to see how a change of major may affect your financial aid status or eligibility.
4. Only those students who are maintaining the Standards of Academic Progress (SAP) are eligible for the program transfer. Exceptions to this rule must obtain the Dean's approval.