

Change of Program and/or Plan Application

Instructions

This form should be completed in conjunction with the student's current academic department. Students are strongly advised to consult with the new department prior to completing this form. Once the student application information is complete, this form should be submitted to the student's current department. Undergraduates applying to graduate programs must formally apply through Graduate Admissions. To be effective for a given term, Change of Program/Plan Applications must be submitted to the Registrar's Office during the Add/Drop period.

General Information	University ID Number: _____ Name _____ Last First Middle By signing this form, the student grants permission to the current academic department to send pertinent academic information to the requested new department in order to aid in the decision-making process. Student Signature _____ Date _____
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Program Details	Effective Term _____ <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>CURRENT ACADEMIC DEPARTMENT</u></td> <td style="width: 50%;"><u>NEW ACADEMIC DEPARTMENT</u></td> </tr> <tr> <td>Academic Program _____</td> <td>Academic Program _____</td> </tr> <tr> <td>Academic Plan - Major _____</td> <td>Academic Plan - Major _____</td> </tr> <tr> <td>Academic Sub-Plan 1 _____</td> <td>Academic Sub-Plan 1 _____</td> </tr> <tr> <td>Academic Sub-Plan 2 _____ <small>Used when this student has an option in a BS/MS</small></td> <td>Academic Sub-Plan 2 _____ <small>Used when this student has an option in a BS/MS</small></td> </tr> <tr> <td>Campus _____ <small>(Used for global campuses only)</small></td> <td>Campus _____ <small>(Used for global campuses only)</small></td> </tr> </table> <input type="checkbox"/> Student is in the Honors Program. (If checked, Current Department should send a copy to the Honors Program Office.) <input type="checkbox"/> Student has existing minor(s)/concentration/immersion Current Dept. Print _____ Email _____@rit.edu Sign _____ Date _____	<u>CURRENT ACADEMIC DEPARTMENT</u>	<u>NEW ACADEMIC DEPARTMENT</u>	Academic Program _____	Academic Program _____	Academic Plan - Major _____	Academic Plan - Major _____	Academic Sub-Plan 1 _____	Academic Sub-Plan 1 _____	Academic Sub-Plan 2 _____ <small>Used when this student has an option in a BS/MS</small>	Academic Sub-Plan 2 _____ <small>Used when this student has an option in a BS/MS</small>	Campus _____ <small>(Used for global campuses only)</small>	Campus _____ <small>(Used for global campuses only)</small>
<u>CURRENT ACADEMIC DEPARTMENT</u>	<u>NEW ACADEMIC DEPARTMENT</u>												
Academic Program _____	Academic Program _____												
Academic Plan - Major _____	Academic Plan - Major _____												
Academic Sub-Plan 1 _____	Academic Sub-Plan 1 _____												
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Campus _____ <small>(Used for global campuses only)</small>	Campus _____ <small>(Used for global campuses only)</small>												

Certification	<input type="checkbox"/> Certification Either the current or new department can indicate this is to be used for certification purposes. Please sign and fill out Checkout Term _____
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Application Decision and Signatures	<u>APPLICATION DECISIONS AND SIGNATURES</u> <input type="checkbox"/> Accept If accept, please complete all of the information below and return to the Registrar's Office. Has a re-evaluation of transfer credit been completed? <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> No change If yes, please complete and attach the appropriate Credit Articulation forms. <input type="checkbox"/> Reject If reject, please sign below and complete the following steps: 1. make a copy of the signed application and return the copy and department folder back to the student's current academic department and, 2. send the original, signed application to the Registrar's Office New Department: Print _____ Email _____@rit.edu Sign _____ Date _____
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Registrar's Office Use Only	Date Received _____ Date Processed _____ Processed by _____ <input type="checkbox"/> Program/Plan updated <input type="checkbox"/> Date returned due to missing information _____ Term _____
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