Undergraduate Student Request for Change of Major

Students may request a change of major online through the Student Record System (SRS) or by submitting this form. Change of major requests must be submitted at least ten working days prior to the end of the current semester for the change to take effect for the following semester. All fields must be completed to process your change of major request. Please print.

Student Full Name: ___________________________________________________ Email: ___________________________________________________

Current Mailing Address:_____________________________________________________________________________ ________

(Street)   (apt)  (City)   (State)  (ZIP)

Number of semesters of current program already completed at DigiPen:_______________________________________________

Current Degree Program:     Applying to transfer to:

☐ BS in Computer Science in Real-Time Interactive Simulation  ☐ BS in Computer Science in Real-Time Interactive Simulation
☐ BS in Computer Science and Game Design  ☐ BS in Computer Science and Game Design
☐ BS in Computer Engineering  ☐ BS in Computer Engineering
☐ BS in Engineering and Sound Design  ☐ BS in Engineering and Sound Design
☐ BFA in Digital Art and Animation  ☐ BFA in Digital Art and Animation
☐ BA in Game Design  ☐ BA in Game Design
☐ BA in Music and Sound Design  ☐ BA in Music and Sound Design

Request for Change of Major Process:

1. Submit this form or an online SRS request along with your change of major statement and any additional materials needed to the Office of Admissions. Please see the following for specific guidelines: https://www.digipen.edu/academics/change-of-major/
2. Receive a decision on your request via email.
3. If your request is accepted, you will receive an updated Student Enrollment Agreement reflecting your new program via email. This can be signed through DocuSign. The Student Enrollment Agreement must be signed before the change will take effect.
4. Meet with your academic advisor or with the head of the program to which you are transferring for academic advising regarding your change of major.

Important Information:

1. The Change of Major statement must be submitted by every student wishing to change degree programs. Your change of major statement can be in essay or paragraph format and should address the following two topics:
   a. Discuss your reasons for requesting a change of major and explain how these reasons relate to your future goals (personal, educational, and professional).
   b. Describe how a change of major will affect your academic plan from this point forward, and include any steps you will take to ensure a smooth transition.
2. Question about the status of your request or about this process should be directed to the Office of Admissions.
3. Questions regarding how the change will impact your recommend course sequence should be directed to the degree program faculty and your academic advisor.
4. Be aware of add/drop deadlines. Requests for change of major do not exempt you from the add/drop policies.
5. You may register for classes in any major prior to the deadline for adding a class, but please consider speaking to your academic advisor, especially, if you have not yet had your request for change of major approved.
6. If you are receiving financial aid, it is your responsibility to check with the Office of Financial Aid to see how a change of major may affect your financial aid status or eligibility.