UNDERGRADUATE STUDENT REQUEST FOR CHANGE OF MAJOR

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:

- B.F.A. in Digital Art and Animation
- B.A. in Game Design
- B.S. in Game Design
- B.S. in Real Time-Interactive Simulation
- B.S. in Computer Engineering

Applying for transfer to:

- B.F.A. in Digital Art and Animation
- B.A. in Game Design
- B.S. in Game Design
- B.S. in Real Time-Interactive Simulation
- B.S. in Computer Engineering

Request for Change of Major Process:
1. Submit this form along with your Change of Major Statement and any additional materials needed for the major to which you’d like to transfer. Please see the following website for specific guidelines: https://www.digipen.edu/current-students/academics/change-of-major/
2. Receive a decision on your request (via email or regular mail).
3. If your request is accepted, sign a new Student Enrollment Agreement corresponding to your major change.
4. Meet with your academic advisor or with the head of the program to which you are transferring and figure out changes that need to be made to your schedule/course sequence.

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. 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 a Change of Major approved.
3. Speak to the degree program faculty if you have specific questions about transferring majors. Any questions about the status of your request or about this process should be directed to the Office of Admissions.
4. 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 topics:
   - Discuss your reasons for requesting a Change of Major, and explain how these reasons relate to your future goals (personal, educational, and professional).
   - 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.
5. 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.

[For office use]
Date received: __________