# Request to Change Degree Program

Purpose: This form is used to request formal change of program.

Policy: A student who wants to change degree programs must meet the following requirements:

- The student must meet satisfactory academic progress (SAP) requirements within the current degree program

The student must complete a program change request form. The Academic Advisor will facilitate a decision. A change of degree program may result in the potential loss of credits as not all previously completed credits may apply to the new program. A student is not allowed to change their degree program in the middle of a course. Therefore, a program change request will only be processed at the end of a course. Students who are receiving financial aid should contact the Financial Aid office to evaluate any potential impact that changing degree programs may have on their funding. A student seeking a dual degree with a partner institution should seek advise with their Academic Advisor regarding the effect of the program change.

Privacy: Schiller International University collects, processes, and maintains student information that is germane to the institution and enables providing its supporting services. Full details of Schiller's disclosure of student records can be found in the Catalog at www.schiller.edu/download-center/. The following information is required to process this form and submission of the form is expressed consent to the collecting, processing, and disseminating of the information as requested. Withheld or missing information may delay or prevent the completion of the request.

Instructions: 1) Complete Student Information Section (Pages 1 and 2)
2) e-mail, or deliver completed application to Academic Advisor

| TAMPA / DISTANCE LEARNING | HEIDELBERG | MADRID | PARIS |
|---|---|---|---|
| Schiller International University<br>400 N Tampa St Suite 1700<br>Tampa, FL 33602 USA<br>+1 877-298-9078 | Schiller International University<br>Zollhofgarten 1<br>69115 Heidelberg, GERMANY<br>+49 6221 45810 | Schiller International University<br>Paseo de Recoletos, 35<br>Madrid 28004 SPAIN<br>+34 914482488 | Schiller International University<br>55 Avenue Hoche<br>75008 Paris, FRANCE<br>+33 1 45 38 56 01 |

| Last Name(s) | First Name(s) | SIU ID Number |
|---|---|---|
| | | |
| **Permanent Address** | **Country** | **Postal Code** |
| | | |
| **E-Mail Address** | **Country Code** | **Telephone Number** |
| | + | |
| **Current Degree / Program Enrollment** | **Campus** | **Last Term Attended** |
| | | MM - YYYY |
| **New Degree / Program Enrollment** | **New Starting Term** | |
| | MM - YYYY | |
| **Explain why you want to change programs:** | | |
| | | |

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Student Acknowledgement

I have read and understand the policy and privacy sections of the request form.

If accepted for readmission I understand I must

a) complete a new Enrollment Agreement for the new program

| Student Signature | Date of Signature |
|---|---|
| | MM / DD / YYYY |

| Date Received | Current Program | New Program |
|---|---|---|
| MM / DD / YYYY | | |

| Credits Required | Credits Attempted | Credits Earned | Credits Remaining | Completion Rate | Cumulative Grade Point Avg |
|---|---|---|---|---|---|
| | | | | | |

Satisfactory Academic Progress Status: ☐ Met ☐ Warning ☐ Probation ☐ Extended Enrollment

| Student Account Balance | Payment Plan affected ☐ Yes ☐ No | Date | Signature |
|---|---|---|---|
| | Scholarship affected ☐ Yes ☐ No | MM / DD / YYYY | |

| Financial Aid ☐ Yes ☐ No | Veteran's Aid ☐ Yes ☐ No | Date | Signature |
|---|---|---|---|
| ☐ Advised of Financial Aid / Veteran's Aid refund and return policies | | MM / DD / YYYY | |

| | Date | Signature |
|---|---|---|
| ☐ Review of courses to be transferred<br>☐ Review of courses to be scheduled | MM / DD / YYYY | |

| | Comments/Notes |
|---|---|
| Campus Dean ☐ Accept ☐ Reject ☐ Abstain | |
| Campus Registrar ☐ Accept ☐ Reject ☐ Abstain | |
| Campus Bursar or FA ☐ Accept ☐ Reject ☐ Abstain | |
| Campus ACSA ☐ Accept ☐ Reject ☐ Abstain | |

☐ Accept ☐ Reject

| Signature | Position | Date |
|---|---|---|
| | | MM / DD / YYYY |