

The purpose of this form is to verify NewSchool's approval for a student to change programs. This form must be completed with all signatures and submitted to the Office of Admissions along with a new personal statement and portfolio (if required). For admissions requirements, please see the current NewSchool Academic Catalog. Submittal of the form does not guarantee admittance into the new program. All credits may not be transferable from one program to the next. Please work with the Registrar's Office, the new Program Chair, and Admissions to review transferability of credits. There is no reimbursement for courses that no longer apply. Once the form is processed, you will receive an email notification to your NewSchool email address.

*Please print using blue/black ink or type.*

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Current Program \_\_\_\_\_ Catalog Year \_\_\_\_\_

New Program \_\_\_\_\_ Catalog Year \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Academic Advisor**

Name \_\_\_\_\_ SAP Status/Current GPA \_\_\_\_\_

Credits Attempted \_\_\_\_\_ Credits Earned \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**New Program Chair**

Name \_\_\_\_\_

NewSchool credits towards new program (please attach memo with applied/excluded) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Previous Program Chair**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Financial Aid**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Bursar**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT MUST SUBMIT COMPLETED FORM TO THE ADMISSION'S OFFICE.**

**Admissions**

Personal Statement Received?  Yes  No

Portfolio Received?  Yes  No  N/A

SAP Qualified?  Yes  No

New Expected Graduation Date \_\_\_\_\_

Admission Decision:  Approved  Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_