



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 400 N Tampa St Suite 1700 Tampa, FL 33602 USA +1 877-298-9078	Schiller International University Zollhofgarten 1 69115 Heidelberg, GERMANY +49 6221 45810	Schiller International University Paseo de Recoletos, 35 Madrid 28004 SPAIN +34 914482488	Schiller International University 55 Avenue Hoche 75008 Paris, FRANCE +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	
New Degree / Program Enrollment		New Starting Term		
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
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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 <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Signature
	Scholarship affected <input type="checkbox"/> Yes <input type="checkbox"/> No	MM / DD / YYYY	

Financial Aid <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran's Aid <input type="checkbox"/> Yes <input type="checkbox"/> No	Date	Signature
<input type="checkbox"/> Advised of Financial Aid / Veteran's Aid refund and return policies		MM / DD / YYYY	

<input type="checkbox"/> Review of courses to be transferred	Date	Signature
<input type="checkbox"/> 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

Signature	<input type="checkbox"/> Accept <input type="checkbox"/> Reject Position	Date
		MM / DD / YYYY