RHODE ISLAND COLLEGE

A-17

**CHANGE OF PROGRAM REQUEST**

NAME ID# DATE

TELEPHONE ( ) E-MAIL

 Area Code

DEPARTMENT PROGRAM

I have been formally accepted into the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program, with area of concentration in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if applicable). Date of acceptance \_\_\_\_\_\_\_\_\_\_\_\_

I am hereby giving notice that I wish to withdraw from the above program in order that I may apply for acceptance into the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

program, with an area of concentration in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(if applicable).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

**Information below this line to be completed by the NEW program:**

**Application Requirements:** Indicate which application materials from the prior program will be accepted for the new program.

|  |  |  |
| --- | --- | --- |
|  | Is the student required to submit new materials?? | Comments:  |
| No | Yes |
| Application essay (see program for details)  |  |  |
| Resume  |  |  |
| Standardized test scores (e.g., GRE, MAT)  |  |  |
| School transcripts  |  |  |
| Letters of reference  |  |  |
| Work portfolio (discuss with program)  |  |  |
| Teaching certificate(s)  |  |  |
| Other:  |  |  |

NOTE: Students requesting transfer to an Individualized certificate or degree program must attach a written IGP proposal. For details, see the Individualized Programs section of the Graduate Studies Policies & Procedures Manual or http://www.ric.edu/graduatestudies/Pages/Individualized- Graduate-Program.aspx

**Courses to be Transferred:** Attach a new Plan of Study to this form. Below, list which courses you will accept as transfer credit. Grades must be B or higher.

Are you requesting a waiver of the 9-credit transfer limit? \_\_\_\_\_\_No \_\_\_\_\_\_\_Yes

TOTAL # CREDITS ACCEPTED BY NEW PROGRAM: \_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **DEPT** | **COURSE NO.** | **COURSE TITLE** | **CREDITS**  |
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**Signatures of acknowledgement for original program:**

Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

Program director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

Dean of School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

**Signatures of approval for new program:**

Program director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

Dean of School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

Dean of Graduate Studies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date