

## CHANGE OF DEPARTMENT FORM

This form is to be used only when changing departments within the same division and degree program. If you are seeking entrance into a different degree program within the division or to another division of the University, you should apply directly through the proper admissions office.

### A. GENERAL INFORMATION

STUDENT NAME: \_\_\_\_\_ ID: \_\_\_\_\_  
(PLEASE PRINT CLEARLY)

ADDRESS: \_\_\_\_\_  
STREET APT/FLOOR  
CITY STATE ZIP

I WISH TO CHANGE MY MAJOR FROM THE DEPARTMENT OF \_\_\_\_\_

TO THE DEPARTMENT OF \_\_\_\_\_

EFFECTIVE FOR THE \_\_\_\_\_ SEMESTER  
TERM/YEAR

**Are you an International Student?**

YES  NO

If yes, please notify ISS at  
[ISS@newschool.edu](mailto:ISS@newschool.edu)

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### B. TO BE COMPLETED BY ACADEMIC DIVISION:

SIGNATURE OF PREVIOUS CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF NEW CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF ASST DEAN/DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

### REGISTRAR'S OFFICE USE ONLY:

Academic Records Updated

\_\_\_\_\_  
SIGNATURE OF ASSISTANT REGISTRAR

\_\_\_\_\_  
DATE