

## Undergraduate Change of Program Process (COP)

**Deadline:** **October 20th** for a spring semester start in the new program  
**February 18th** for a fall semester start in the new program

### Step 1: Applicant reviews the College of Art and Design (CAD) Change of Program Guide



- Open the [Google Sheet](#)
- Review the **list of undergraduate programs accepting COP** and the **entry term(s)**
- Identify the **undergraduate program director contact information**
- Email the **undergraduate program director** your interest in changing your academic program.

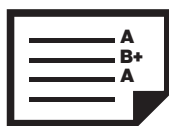
### Step 2: Applicant collects the following documentation:



#### Change of Program / Plan [Application Form](#)

**Applicant** completes and signs General Information section.

**Current academic department** completes and signs their part of the Program Details section.  
Please use this [Program Code Directory](#) when filling out the application form.



#### PDF Copy of Unofficial Transcript

Current students can review and print a copy of their unofficial transcript from the [Student Information System \(SIS\)](#) at no cost.



#### Portfolio of Work [Requirements Link](#)

**Applicant** also needs to download and complete **Section I** of the [COP Portfolio Review Form](#).

**Note:** Photo Exploration, Photographic and Imaging Arts BFA, and Motion Picture Sciences BS **do not** require a portfolio



#### GPA / Written Essay (Film and Animation Only)

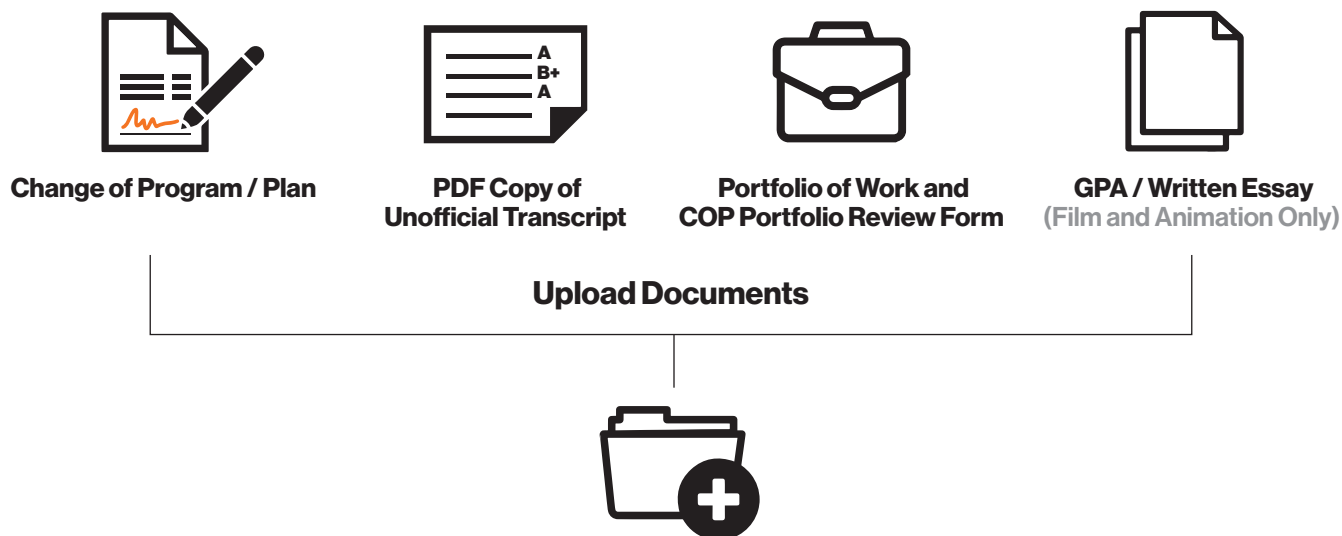
**Cumulative GPA:** 3.0 or higher is preferred. It is recommended that applicants be in their first year of study at RIT.

**Essay:** 400-800 words, single-spaced, PDF file:

**Topic:** Provide a vivid description of an interesting character for a story. Describe the person, personality, and circumstances that make them memorable. The character can be fictional or based on real life.

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### Step 3: Applicant uploads the collected documentation to Shared Drive



a. Go to <https://request.cad.rit.edu/changeprogram> and select the desired CAD Major from the drop-down list. Then click on “Create Share.”

b. Name and upload the documents as follows:

**LastName\_FirstName\_ProgramCode\_Application**

**LastName\_FirstName\_ProgramCode\_Transcript**

**LastName\_FirstName\_ProgramCode\_Portfolio**

**LastName\_FirstName\_ProgramCode\_Portfolio\_Review**

**LastName\_FirstName\_ProgramCode\_Essay.pdf** (only Film and Animation)

#### College of Art and Design Program Codes

3DDG- 3DVIZATON	3D Digital Design – 3D Visualization	PHIMAG-PHFA	Fine Art Photography
3DDG-GAMEARTS	3D Digital Design – Game Arts	PHIMAG-PHPJ	Photojournalism
DIGCIME	Motion Picture Science	PHIMAG-PHVMEDIA	Visual Media
GRDE	Graphic Design	PHIMTEC	Photographic Sciences
FILMAN-ANIMATION	Film and Animation – Animation	STAR-CERAMICS	Studio Arts – Ceramics
FILMAN-PRODUCTION	Film and Animation – Production	STAR-FURNDDESIGN	Studio Arts – Furniture Design
ILLS	Illustration	STAR-GLASS	Studio Arts – Glass
ILLM	Medical Illustration	STAR-METALJEWEL	Studio Arts – Metals & Jewelry Design
IDDE	Industrial Design	STAR-PAINTING	Studio Arts – Painting
INDE	Interior Design	STAR-PRINTMKG	Studio Arts – Printmaking
NMDE	New Media Design	STAR-SCULPTURE	Studio Arts – Sculpture
PPHIMAG-PHADPH	Advertising Photography	STAR-XFORMS	Studio Arts – Expanded Forms

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### Step 4: Undergraduate Program Director will contact applicant with any questions and/or next steps.