

Undergraduate Change of Program Process (COP)

Deadline: **October 20th** for a spring semester start in the new program
February 16th 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:

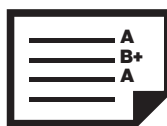


Change of Program / Plan [Application Form](#)

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



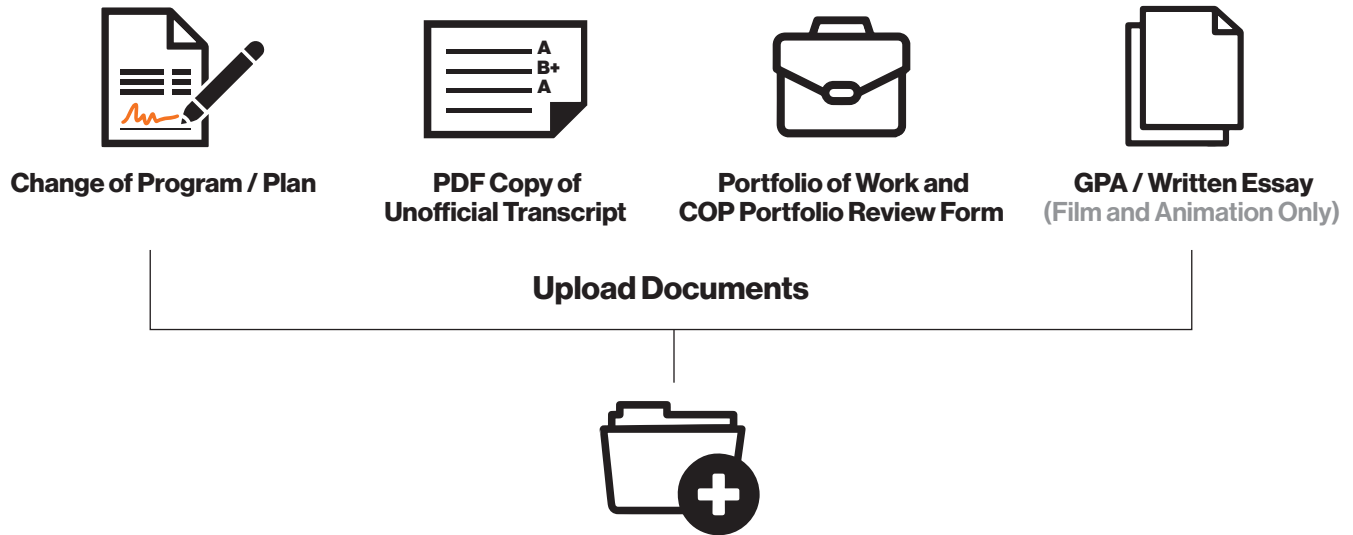
GPA / Written Essay (Film and Animation Only)

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.

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-3DVISZATON	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

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