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## PROGRAM CHANGE REQUEST

To request a program change, please complete all sections of the form below and return to the Registrar's Office at [registrar@aspen.edu](mailto:registrar@aspen.edu). Upon approval of your request, you will be removed from your current program and placed into your requested program of study. You will receive email confirmation once your program change is finalized.

### PLEASE NOTE:

- If you are currently active in a course, and that course does not apply to your new program of study, your program change will not be processed until your course is complete. Do NOT register for any future courses until your program change has been finalized.
- Registrations for future courses may be removed in order to process your request. Contact your academic advisor if you need assistance re-registering for your courses after your program change.
- Completed courses that are not applicable to your requested program will not count toward your requested program.
- Changing your program may have implications on your tuition and/or financial aid. *Students should reach out to the Student Finance and/or Financial Aid Office to discuss these potential implications before submitting this form.*

### Please fill out all fields:

Date of Request:

Learner's ID:

Student Name:

Current Program/Specialization:

Requested Program/Specialization:

Reason:

**Acknowledgement:** By signing this form, you agree to any and all consequences of your program change. You agree that you have discussed any academic or financial implications of your program change with your advisor and the Student Finance/Financial Aid Office in advance of submitting this form.

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date

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\*Electronic signature accepted only if the form is sent from email address associated with the student's account.