

PETITION TO TRANSFER TO A NEW DEGREE PROGRAM/TRACK

This form is for use by **current Heinz College students** who want to transfer to a different Heinz College program or a new track within their current degree program. All other students (including students currently enrolled in another department at Carnegie Mellon) must complete the regular application form to be considered for admission (<https://app.applyyourself.com/?id=cmu-spp>).

- Interested students are advised to speak with the director of the program/track they are considering transferring to prior to beginning the petition process.
- In order to apply to transfer to a new master's degree program or track within the Heinz College, complete this form and attach your updated resume/CV and a 1-2 page essay explaining your reasons for wanting to transfer to the new degree program/track (be as specific as possible). Submit the completed form, essay and resume to the Office of Admissions by mail (Hamburg Hall 1101) or via email (deber@cmu.edu).

Each degree program and track at the Heinz College has an independent admission selection committee. Admission to one degree program or track does not guarantee admission to another. Please note, the classes you have completed in your current program/track may not necessarily apply to the new program/track. If your petition to transfer is approved, you must meet the new degree's/track's graduation requirements, which might mean taking more classes and/or extending your period of study.

Please be aware that financial aid awards, including scholarships, are not transferable between academic programs. Financial aid may be affected by a change in program/track and/or enrollment status (for example, part-time versus full-time enrollment). The admissions committee will consider you for merit-based awards as part of the review of your petition to transfer to a new program/track. **Please contact the Heinz College's Office of Financial Aid with questions regarding loan and work study eligibility.**

Name: _____

Andrew ID: _____

Current Program/Track (please check appropriate box):

☐ Arts Management (MAM)

☐ Certificate Program: _____

☐ Entertainment Industry Management (MEIM)

☐ Health Care Policy and Management (MSHCPM): _____

☐ Information Security Policy and Management (MSISPM)

☐ Information Systems Management (MISM)/track: _____

☐ Information Technology (MSIT) /track: _____

☐ Medical Management (MMM)

☐ Public Management (MPM)

☐ Public Policy and Management (MSPPM)/track: _____

☐ PhD track: _____

Expected graduation date from current program/track: Academic Semester & Year: _____

To which degree program/track are you applying for transfer? (please check appropriate box)

☐ Arts Management (MAM)

☐ Certificate Program: _____

☐ Entertainment Industry Management (MEIM)

☐ Health Care Policy and Management (MSHCPM)/track: _____

☐ Information Security Policy and Management (MSISPM)

☐ Information Systems Management (MISM)/track: _____

☐ Information Technology (MSIT) /track: _____

☐ Medical Management (MMM)

☐ Public Management (MPM)

☐ Public Policy and Management (MSPPM)/track: _____

☐ PhD track: _____

Applying for transfer to take effect: Academic Semester & Year: _____

Student's Signature

Date

Office use only:

ADMIS: ☐

PD-Outgoing: ☐

PD-Incoming: ☐

FAID: ☐

STDTCHG BBD:

rSCHL: _____

GRAD DATE: _____

APPROVED TRFR #: _____

EFFECTIVE CORE CURRICUM SEMESTER: _____