



Field of Study Change Request

Awardee Type:
 Retention
 Recruitment

EMAIL COMPLETED/SIGNED FORM TO:
 smart@nps.edu

Policy Statement: Participants are responsible for completing the degree in the field of study for which they received funding. Sponsoring Facilities choose Participants primarily based upon the Participant's proposed degree and field of study as set forth on the application and award. Modification of a Participant's degree and/or field of study constitutes a material change and is only granted in exceptional circumstances. A change in the degrees/field of study that will extend a Participant's graduation date will not be approved.

SECTION 1 – Participant Information	
Name (LAST, First, MI):	Cohort Year:
Phone:	Email:
Sponsoring Service:	Sponsoring Facility:
Facility POC Name:	Facility POC Email:

SECTION 2 – Initial Scholarship Award Information	
Current Academic Institution:	City/State:
Degree Level Funded by SMART: <input type="checkbox"/> BS <input type="checkbox"/> BS/MS <input type="checkbox"/> MS <input type="checkbox"/> MS/PhD <input type="checkbox"/> PhD	
Field of Study Funded by SMART:	Proposed Field of Study:
Original Degree Completion Date:	Original Degree Conferral Date:
Will this request impact your Graduation Date? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you <u>must</u> submit an Award Length Change Request.
Reason for Request:	

SECTION 3 – Statement of Understanding	
By signing this form I understand that approval of my Field of Study Change Request is determined on a case-by-case basis and at the discretion of the SMART Program Office. I also understand that if my request is rejected and I change field of study without prior approval of the SMART Program Office, I may be dismissed from the program and be responsible for the prompt reimbursement of any and all funds expended under the program by the U.S. Government on my behalf.	
Please Check:	
<input type="checkbox"/> I accept these terms. <input type="checkbox"/> I do not accept these terms.	
<input type="checkbox"/> I have attached the following documents to this request: <ol style="list-style-type: none"> 1) proof that your approved academic institution will accept your requested change major; 2) statement establishing that your proposed new field of study is a discipline funded under the SMART Program; 3) statement of support from your Sponsoring Facility stating the following: <ol style="list-style-type: none"> a) you can <u>and</u> will be hired after degree completion with the new field of study; b) thoroughly explain how your <u>position, group, department and project assignment will be affected by the change</u>; and c) clearly identify how your <u>change may affect your pay grade, position description and hiring process</u>. 4) statement on official letterhead from your academic or research advisor attesting to your inability to complete or incompatibility with the original course of study and confirming the date on which your degree will be <u>conferred</u>. 	
Participant Signature:	Date:

-----DO NOT WRITE BELOW THIS DOTTED LINE / SMART PROGRAM OFFICE USE ONLY-----

SECTION 4 – SMART Program Office Review		
<input type="checkbox"/> Attached Service Liaison Verification Letter, if applicable. <input type="checkbox"/> Documentation is complete for SMART Program Manager.		
Cohort Administrator Name:	Cohort Administrator Signature:	Date:
<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED		
SMART Program Manager Signature:	Date:	