

Request for Transfer of Graduate Program

Important information and instructions are printed on the reverse side. See Section 11.9 of the [Graduate School Handbook](#).

Section 1: To be completed by the student (type or print)

_____ Last name	_____ First name	_____ MI	_____ Ohio State ID#
_____ Street address	_____ City	_____ State	_____ Zip code
_____ Ohio State email	_____ Alternate email address		_____ Phone number

Last semester & year enrolled at Ohio State

Former names (if any)

Month Day Year

- Yes No Have you been a resident of Ohio for the past 12 months? If yes, date residency began: _____
- Yes No Are you financially self-supporting and have you filed an income tax return in Ohio for the past calendar year?
- Yes No Are you financially supported by a person who has resided in Ohio for the past 12 consecutive months and who has claimed you as a dependent for income tax purposes?
- Yes No Are you the legal dependent of a person who has accepted full-time employment in the State of Ohio?
- Yes No Have you ever pled guilty to or been convicted of a felony or is any felony charge currently pending against you? If yes, please explain using an additional sheet.
- Yes No Have you ever been suspended or dismissed for any disciplinary or academic reason from any college, university, or other post-secondary institution, or is any disciplinary charge from any such institution currently pending against you? If yes, please explain using an additional sheet.

Transfer from current graduate program:			Transfer to proposed graduate program:		
_____ Current graduate program/college (i.e. Edu. & Human Ecology)	_____ Current plan (i.e. T & L)	_____ Degree (i.e. M.A.)	_____ Proposed graduate program	_____ Proposed plan	_____ Degree
Will student graduate in current program? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? Semester _____ Year _____			When will student graduate in proposed program? Semester _____ Year _____		
_____ Signature, graduate studies committee chair or department chair			_____ Proposed semester and year of transfer		
_____ Signature, student (authorizes Graduate School to provide the information in section 2 required for transfer evaluation.)			<input type="checkbox"/> AU <input type="checkbox"/> SP <input type="checkbox"/> SU Year _____		

Section 2: to be completed by the Graduate School

Academic status: Regular Conditional

Cumulative point hour ratio: _____ Earned hours: _____

Academic standing: Good Probation

Has been: Denied further registration Dismissed
 Sanctioned for other reasons*

Residency status: Resident Non-resident International

Date referred: _____ Date returned: _____

Master's examination date(s):

1st exam _____ S U

2nd exam _____ S U

Ph.D. candidacy examination date: _____ S U

CANDIDACY EXAMINATIONS ARE NOT TRANSFERABLE

Section 3: to be completed by the proposed graduate program

Transfer is: Approved Denied

Classification: Regular Special

Conditional as specified: _____

Expected degree: MA MS PhD

Expected graduation: AU SP Year _____

Advisor assigned (print) _____ Advisor email _____

Courses to count toward degree requirements:

All courses completed to date

No courses

Only completed courses listed:

Signature, graduate studies committee chair

Date

Section 4: to be completed by the Graduate School

Transfer is: Approved Denied by the Graduate School

Important information

Students who have already been admitted to a graduate program at The Ohio State University and who have paid fees may use the "request for transfer of graduate program" form (1) to change their degree being sought, e.g. master's to Ph.D., within their graduate program; (2) to change their graduate program of study; or (3) to return to graduate studies in order to complete another graduate degree. The request for transfer of graduate program form serves as the student's application to the proposed graduate program. The graduate admissions office is not involved in the transfer process. International students should also contact the Office of International Affairs regarding proposed changes of study.

The student should first contact the Graduate Studies Committee chair and/or the graduate coordinator in the proposed graduate program of study to gain a clear understanding of the graduate program's application process and deadlines. Students may request to transfer autumn or spring semester, or summer session, but certain programs may only admit for a specific semester. In some cases, the proposed graduate program will accept application materials originally submitted to the student's original graduate program which the student may request to be sent to the proposed graduate program. In other cases, new materials may be required. In both cases, the student is responsible for all application materials. If the proposed graduate program has multiple degree program plans, the student should make sure the appropriate program plan is listed in section 1 of the request for transfer of graduate program form.

If a student is simply changing concentration areas within a graduate program, the "request for transfer of graduate program" form may not be required. The student should contact the Graduate Studies Committee chair and/or the graduate coordinator to complete the appropriate paperwork.

A student who has received a graduate degree in a given department/program may not pursue the same degree a second time in that department/program, even in another area of specialization within the program. For example, a student may not receive two masters of arts degrees in education (any school) but may receive both a master of arts and a master of education.

Graduate school fellowships and some graduate associate positions do not automatically transfer with students who are approved to transfer to a different graduate program. The student should contact the Graduate School's fellowship office and human resources representatives with their current and proposed graduate programs.

Instructions

1. After contacting the proposed graduate program, the student completes section 1 of the request for transfer of graduate program form, including obtaining the graduate studies committee chair or department chair signature of the current enrollment graduate program. Once section one is complete, the original form should be given to the Graduate School.
2. The Graduate School reviews the request, completes section 2, attaches the student's advising report, and forwards the request to the proposed enrollment graduate program.
3. The Graduate Studies Committee of the proposed graduate program reviews the request and indicates its action in section 3. If the transfer is approved, the Graduate Studies Committee determines the appropriate classification, new expected degree information, which courses may count towards its program, and the student's advisor. Regardless of the transfer decision, the original form must be returned to the Graduate School by the week before the first day of the proposed semester of transfer in order for the transfer to be effective for that semester.
4. The Graduate School will post the decision in the SIS database, inform the student of the decision, file the original form in the student's Graduate School file, and distribute copies of the "request for transfer of graduate program" form and the decision letter to the former and new graduate programs.