

DELIVERY MODE TRANSFER: ON-CAMPUS TO ONLINE

Graduate students who wish to move from on-campus to online delivery mode for a graduate program must request a transfer. Graduate students must **1)** meet with the graduate studies committee chair, program director, or faculty advisor to review information pertaining to proposed delivery mode and complete checklist (below), **2)** send a transfer request letter to the graduate studies committee chair (with a copy to the Graduate School), and **3)** submit a completed transfer request form to the Graduate School. This letter should include the signed checklist (**1**) and the student transfer request letter (**2**).

STUDENT INFORMATION				
Last Name		First Name		OSUID
Street Address			City, State	ZIP
Ohio State email/name.#	Graduate Program	Degree	Term of Graduation	Year of Graduation

1. TRANSFER CHECKLIST		
	STUDENT INITIALS	CHAIR INITIALS
The following information was provided (initial each item)		
The equivalence of a graduate degree regardless of the method of delivery		
The equal rigor of on-campus and online methods of delivery		
Admission and enrollment limitations in the online delivery mode		
The authorization status of the program in the state where instruction is being given		
Resources to be an effective online student		
How to access other college and university resources and services available		
Changes to tuition and fees (e.g., online proctoring fees, distance education fee, etc.)		
Any impact on time toward completion of my degree		
Minimum technology competencies and access		
Any mandated on-ground requirements for the online program		
Other:		

2. TRANSFER REQUEST LETTER
Please attach a copy of the transfer request letter submitted by the student.

3. SIGNATURE (Sign and submit completed form to the Graduate School)	
GSCC/Program Director/Faculty Advisor Signature	Date