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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>OSUID</th>
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<thead>
<tr>
<th>Street Address</th>
<th>City, State</th>
<th>ZIP</th>
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<thead>
<tr>
<th>Ohio State email/name.#</th>
<th>Graduate Program</th>
<th>Degree</th>
<th>Term of Graduation</th>
<th>Year of Graduation</th>
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### 1. TRANSFER CHECKLIST

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:

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grad-schooltransfers@osu.edu
www.gradsch.osu.edu/
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twitter.com/OSUGradSchool