Graduate students who wish to move from online to on-campus 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).

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 on-campus delivery mode
- Resources to help be an effective on-campus student
- College and university resources and services available on campus
- Changes to tuition and fees (e.g., site-based fees or out-of-state tuition)
- Any impact on time toward completion of degree
- Minimum technology competencies and access
- Any mandated online requirements for the on-ground 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