

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

Last name _____ First name _____ MI _____
Street address _____ City _____ State _____ Zip code _____
Ohio State ID# _____ Ohio State email (name. #) _____ Phone number _____
Academic unit _____ Former names (if any) _____

- 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. Arts & Sciences)	Current plan (i.e. History)	Degree (i.e. M.A.)	Proposed Graduate Program: _____	
Will student graduate in current program? <input type="checkbox"/> Yes <input type="checkbox"/> No			Proposed Plan: _____	Degree: _____
If yes, when? Semester _____ Year _____				
Signature, graduate studies committee chair or department chair			When will student graduate in proposed program? Semester _____ Year _____	
Signature, student (authorizes Graduate School to provide the information in section 2 required for transfer evaluation.)			Proposed semester and year of transfer: <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

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
Date referred: _____ Date returned: _____

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 _____ Advisor email _____
Signature, graduate studies committee chair _____ Date _____

Courses to count toward degree requirements:
 All courses completed to date
 No courses
 Only completed courses listed:

Section 4: to be completed by the Graduate School

Transfer is: Approved Denied by the Graduate School

Request for Transfer of Graduate Program Information and instructions

See Section 11.9 of the [Graduate School Handbook](#).

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.

