



# Request for Transfer of Graduate Program

Graduate School

Important information and instructions are printed on the reverse side. Please read Section 11.9 of the *Graduate School Handbook*, which describes the transfer of graduate program process

247 University Hall, 230 North Oval Mall  
Columbus, OH 43210-1366  
Phone: 614-292-6031  
Email: gstransfer@osu.edu

## Section 1: To Be Completed By The Student (Please Print)

Last Name	First Name	MI	Student ID#
Street Address	City	State	Zip Code
Ohio State Email (name. #)	Alternate Email Address		Phone Number
Last Quarter & Year Enrolled at Ohio State	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.)

<b>Transfer From Current Graduate Program:</b>			<b>Transfer To Proposed Graduate Program:</b>		
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? Quarter _____ Year _____			When will Student Graduate in Proposed Program? Quarter _____ Year _____		
Signature of Graduate Studies Committee Chair or Department Chair			Proposed Quarter and Year of Transfer <input type="checkbox"/> AU <input type="checkbox"/> WI <input type="checkbox"/> SP <input type="checkbox"/> SU Year _____		
Signature, Student (authorizes Graduate School to provide the information in Section 2 required for transfer evaluation.)					

## 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 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  WI  SP  SU Year: \_\_\_\_\_

Advisor Assigned (please 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

Signature, Secretary of the Graduate School \_\_\_\_\_ Date \_\_\_\_\_



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### 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.

It is recommended that the student 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. 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 Fellowship office and their current and proposed enrollment graduate program human resources representatives.

### 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 1 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 first day of the proposed quarter of transfer in order for the transfer to be effective for that quarter.
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.