

**Jackson State University**  
**THE GRADUATE SCHOOL**

**Request for Program Transfer**

- 1. To transfer from one major department to another during a term in which a student is registered, the student is required to submit a new application.**
- To transfer from one program to another program located in the same department, the student is required to submit a "Request for Program Transfer" form and submit it to the current major department, requesting transfer. If the department approves, the approval is noted, a current transcript and FORM I attached to the form, and forwarded to the school dean. The school dean indicates his/her decision, and forwards it to the Dean of the Graduate School for final action.

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
*Last First MI*

Address: \_\_\_\_\_  
*Street City State Zip Code*

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**1 Completed by Student**

I hereby request that I be transferred from: \_\_\_\_\_  
*Current Department Degree Program*

to: \_\_\_\_\_  
*Prospective Program Signature/Date*

This request is made for the following reason(s): \_\_\_\_\_

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**2 Completed by Department**

This student is/ is not in good academic standing in: \_\_\_\_\_  
**(Attach Form I and Current Transcript)** *Department Degree Program*

\_\_\_\_\_  
*Present Advisor/ Date Present Department Chair / Date*

Comments:

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**3 Completed by School**

This student meets all enrollment requirements in \_\_\_\_\_  
*Department Degree Program*

Comments:

\_\_\_\_\_  
*School Dean / Date*

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**4 Completed by the Graduate School**

GECE: Yes: \_\_\_\_\_ No: \_\_\_\_\_ (Eng 500) \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Comments: \_\_\_\_\_  
*Dean of the Graduate School / Date*