

**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.

2. 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 is 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 J#: \_\_\_\_\_  
Last First M.I.

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

**Complete 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): \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Complete by Department:**

This student is/is not in good academic standing in: \_\_\_\_\_  
Department Degree Program

\_\_\_\_\_  
Present Advisor Date Present Department Chair Date

Comments: \_\_\_\_\_

\_\_\_\_\_  
School Dean and Date

\*\*\*\*\*

**Complete by the Graduate School:**

GECE: Yes \_\_\_\_\_ No \_\_\_\_\_ ENG 500 \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Dean of Graduate School

\_\_\_\_\_  
Date