

# Request To Transfer From One Major/Program/Department/Certificate To Another

The graduate student should initiate this request by completing section I and giving it to his/her present director of graduate education (DOGE). The current DOGE should complete section II and send the signed form together with other pertinent information to the proposed program. The receiving DOGE will complete section III and forward the form to the Graduate College for approval, distribution, and retention. The receiving DOGE is responsible for obtaining separate approval, if required, by the receiving department. If the student indicates that he/she is completing a degree in the present major, this transfer becomes effective after the degree is completed. A student transferring from degree- to non-degree-seeking status should indicate this under "Proposed Major," and the current DOGE should send this form to the Graduate College.

Students wishing to transfer from non-degree status to a degree granting program do not use this form. Those students must be formally readmitted to the Graduate College and should contact the Admissions Office, 100 Enrollment Services.

### I. STUDENT INFORMATION:

Student Name:

(Last)

(First)

(ISU ID#)

Current Major/Certificate:

Current Department:

Proposed Major/Certificate:

Proposed Department:

Degree Sought in new program:

Effective Term:

Year:

Do you plan to complete a degree in your current program before transferring?

Yes

No

If yes, expected degree:

Completion date:

Will you be taking classes on campus or distance education?

Campus

Distance

Have you ever been charged with or subject to disciplinary action for scholastic or other type of misconduct at any educational institution (including Iowa State University)?

Yes

No

Have you ever been charged with a violation of the law which resulted in probation, community service, a jail sentence, or the revocation or suspension of your drivers license?

Yes

No

If yes to either of the above questions, please attach an explanation.

Student's Signature:

Date:

### II. CURRENT PROGRAM/CERTIFICATE INFORMATION:

This student is (was) enrolled on a  Full  Provisional  Restricted status and has made  Good  Fair  Poor progress toward a degree/certificate:

and Department:

in the Major:

Comments:

**Include typed or printed names and signatures**

Present DOGE:

Date:

Present DEO:

Date:

### III. PROPOSED PROGRAM/CERTIFICATE INFORMATION:

**Transfer Denied.** I do not agree to accept this student in the Major/Certificate:

**Transfer Approved.** I do agree to accept this student in the Major/Certificate: on a

Full  Provisional  Restricted status in the Department of:

**Include typed or printed names and signatures**

Receiving DOGE:

Date:

Receiving DEO:

Date:

### IV. GRADUATE COLLEGE RESPONSE:

Graduate College Signature:

Date:

Copy:  Dept 1

Dept 2

Records

10 ESC

