



## **School of Graduate Studies Program Transfer Policy**

### **General Rule**

Students may only enroll in the program to which they have been admitted. Those who wish to enroll in a different program must submit a new application accompanied by all of the required application documents.

### **Internal Program Transfer**

An internal program transfer is a transfer between degrees within the same program (e.g. from Graduate Diploma to M.Ed.). If a student wishes to transfer to a different program the regular admissions procedures and requirements will apply. Students requesting an internal program transfer must be in good academic and financial standing.

- **From a Graduate Diploma to a Master's Degree**

Students enrolled in a graduate diploma program may submit a request for transfer to a master's degree in the same discipline. Such requests will be reviewed by the admissions committee of the master's program in question and approved by the Graduate Program Director.

To be eligible for a transfer students must have completed a minimum of one term of full-time study (or the equivalent of one term of full-time study for students who are enrolled part-time) and must be in good academic standing within their program.

Students who do not meet the GPA requirements for admission to the Master's program but have successfully completed at least one term of full-time study (or the equivalent of one term of full-time study for students who are enrolled part-time) with a minimum GPA of 77% in the first term completed will be considered eligible for admission.

Graduate Diploma students who apply for transfer to a master's program that includes a research project, major research paper or thesis should identify a potential Faculty Advisor or Thesis Supervisor who is willing to supervise their research as part of the request.

- **From a Master's Degree to a Graduate Diploma**

Students enrolled in a master's program may submit a request for transfer to a graduate diploma in the same discipline. Such requests will be reviewed by the admissions committee of the Graduate Diploma's program in question and approved by the Graduate Program Director.

- **From a Master's to a Doctoral Degree**

Certain master's programs may allow students to transfer directly to the PhD program. This transfer option is for students who have achieved a superior academic record and outstanding research potential in their master's degree program and will be considered on a case-by-case basis. Please consult program regulations for individual program requirements and further information.

- **From a Doctoral to a Master's Degree**

In exceptional circumstances a student may request a transfer from a doctoral to a master's program. Transfers are only permitted if they are appropriate for the students personal and/or professional goals. Doctoral students who are not performing at a satisfactory level in their doctoral degree program would normally not be considered for a transfer to a master's degree program. Such requests will be reviewed by the admissions committee of the Graduate Diploma's program in question and approved by the Graduate Program Director.

Requests for transfer are made effective from the start of the next term. Requests will not be approved retroactively. Program transfer requests must be submitted to the School of Graduate Studies no later than the end of the second term of study as per the Academic Regulations in the Graduate Academic Calendar.

Transfers between degrees may have implications for student funding. Continuation of funding will be reviewed with the application, however it is not necessarily guaranteed.

## **Transfer Procedures**

Transfer requests must be submitted using the Program Transfer Form. Individual programs will have varying requirements for supporting documentation which may include a writing sample and/or a plan of study.