

GRADUATE PROGRAM TRANSFER REQUEST



Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Social Security # \_\_\_\_\_ Current Program \_\_\_\_\_

Semester you plan to enroll in new program:  
Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

Proposed Program \_\_\_\_\_

Procedure:

1. The student obtains a Program Transfer Request form from graduate program secretary, current advisor or from [http://info.gcsu.edu/intranet/graduateadmissions/ga\\_programtransfer.htm](http://info.gcsu.edu/intranet/graduateadmissions/ga_programtransfer.htm) and completes form.
2. Student transmits completed forms to proposed program coordinator and obtains his/her signature.
3. Student submits form to current advisor for release from present program.
4. Current advisor signs the form and places all copies in the student's file. The file is then routed to the appropriate coordinator of the proposed program.
5. **If the student meets admission requirements to the new program**, the coordinator will send a copy of the Program Transfer Request form to the Graduate Admissions Office for recording and placement in the student's central file. A second copy is placed in the student's folder, which is sent to the new coordinator.
6. If the student does not meet admission requirements to the new program, the graduate coordinator will return the entire folder to the previous advisor.
7. The graduate coordinator will send a third copy of the form to the student to notify him/her of the completed action.

Advisor of Current Program \_\_\_\_\_

Coordinator of Proposed Program \_\_\_\_\_

File Transferred \_\_\_\_\_  
Date

Accepted in new program \_\_\_\_\_  
Coordinator's Signature

Standing:  
\_\_\_\_\_ Regular  
\_\_\_\_\_ Provisional  
\_\_\_\_\_ Denied admission to new program \_\_\_\_\_  
Coordinator's Signature

Processed by Graduate Admissions Office \_\_\_\_\_  
Date Initials

Copy to: Graduate Admissions Office Student Coordinator