



TRANSFER FROM DOCTORAL TO MASTER'S GRADUATE PROGRAM

STUDENT INFORMATION:

Student Number: _____

Given Name: _____

Family Name: _____

Email: _____

Telephone: _____

Please transfer student from	_____	in	_____	to	_____	in	_____	
	degree		program		degree		program	
Transfer requested from:	<input type="checkbox"/> September 1, 20	<input type="checkbox"/> January 1, 20	<input type="checkbox"/> May 1, 20					

NOTE: Students must be in good financial standing in order to be transferred, i.e. they may not be on financial hold due to outstanding tuition fees.

The date of transfer must correspond to the beginning of a term. Transfers should not be retroactive. Ideally, the transfer is initiated early in the student's doctoral program.

Please see our [Graduate Policy and Procedure Manual](#) for information on transfers from doctoral to master's degree programs. Transfers from a doctoral program to a master's program are permitted if the transfer is appropriate for the student's personal or professional goals. Transfer requires the full agreement of both student and graduate program.

Please attach or email ALL of the following:

- Copy of the student's original request for transfer
- Graduate program recommendation with reasons

Transfers between programs involving a change of discipline must be treated as new admissions. Please be aware that transfers from doctoral to master's programs may have implications for student funding.

Student's Endorsement:

Signature	Name (please print)	Program	Date (yyyy/mm/dd)
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Approval of Research Supervisor:

Signature	Name (please print)	Program	Date (yyyy/mm/dd)
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Approval of Graduate Program Coordinator:

Signature (must be different from above)	Name (must be different from above)	Program	Date (yyyy/mm/dd)
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Graduate Studies use only:

Date of Approval

Signature of Dean, College of Graduate Studies