Degree/Program Transfer

UNIVERSITY OF TORONTO
OISE | ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

This form is required for a transfer from one degree or program to another.

A transfer from a doctoral program to a master's program requires a letter of substantive rationale by the Graduate Coordinator, for SGS approval. If approval is granted for transfer from a doctoral to a master's program, readmission to a doctoral program is considered non-standard and would require SGS approval.

Some programs/departments have deadlines by which to apply for a transfer. Consult the department for their deadlines. For transfers to OISE from other U of T departments, it is your responsibility to have your home department forward appropriate documentation (e.g., transcripts submitted with original application, reference letters, etc.) to the Office of the Registrar and Student Services.

Note: A change of program may have minimum degree fees implications. The minimum degree fee is based on the year you began your studies using the fee for the new degree. More at: www.sgs.utoronto.ca/currentstudents/Pages/Graduate-Fees.aspx

Section 1: Student Information (To be completed by the student).

Last Name:	First Name(s):	Student Number:
U of T Email:		Session:

Section 2: Degree/Program Transfer (To be completed by the student and the graduate unit(s)).

Transfer From:	**Transfer To:**
Graduate Dept:	Graduate Dept:
Degree:	Degree:
Full-time ☐ Part-time ☐	Full-time ☐ Part-time ☐
Program:	Program:

If applicable, is the student continuing in the same collaborative program(s)?   ☐ No   ☐ Yes

Name of Current Collaborative Program:

Type of Transfer:

☐ Master's to Doctoral   ☐ Other, specify:

☐ Doctoral to Master's (Non-standard—requires a letter of substantive rationale by the Graduate Coordinator, for SGS approval.)

Effective Session of Transfer:

Fall, 20_____   Winter, 20_____   Summer, 20_____

Year of study and all previous and current course(s), with the exception of the courses **listed on page 2/2 of this form***, will be transferred. The program's registration will be considered "continuous."

Note: If the year of study should be restarted or all previous courses are to be excluded then the student should withdraw and be admitted through the online application to the degree program, not through a program transfer.

Total Number of Courses required in New Program:	Faculty Advisor:

*Course(s) to be EXCLUDED in Transfer:

Course Number(s)	Course/Activity Title(s)	Session Code(s)

Rationale for program transfer (To be completed by Graduate Coordinator of the graduate unit the student is **transferring from**):

If transfer is to a new degree, I am aware that the minimum degree fee of the new degree will be assessed. Student's Signature: (sign)	Date:
Graduate Coordinator's Signature, of the graduate unit the student is **transferring from:** (sign and print name)	Graduate Unit:
	Date:
Graduate Coordinator's Signature, of the graduate unit the student is **transferring to:** (sign and print name)	Graduate Unit:
	Date:

Section 3: SGS/Registrar's Office Approval

Request for Program Transfer: ☐ Approved ☐ Denied	
Signature	Date:
Change from:	
Change to:	Effective Date:

Freedom of Information and Protection of Privacy Act: www.rosi.utoronto.ca/fippa.php