

COLLEGE TRANSFER FORM

Name: _____ BGSU ID#: _____

E-mail address: _____ Current major/specialization: _____

Phone (Local/cell): _____ Proposed major/specialization: _____

BGSU GPA: _____

I have read the "Changing Colleges, Majors, Or Degree Programs within BGSU" policy and understand that to obtain permission to transfer to the intended college, I must meet the eligibility requirements of that college (i.e., GPA, secondary application forms, auditions, portfolio requirements, etc.). If I meet the requirements established by the intended college, I understand that the college dean or designee will provide signature authority, thereby giving my current college permission to release my academic file to my intended college.

Student Signature: _____ Date: _____

| Transferring From | Transferring To | | |
|--------------------------|--------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Arts & Sciences | 205 Administration Building 419-372-2015 |
| <input type="checkbox"/> | <input type="checkbox"/> | Business Administration | 371 Business Admin. Building 419-372-2747 |
| <input type="checkbox"/> | <input type="checkbox"/> | Education & Human Development | 365 Education Building 419-372-7372 |
| <input type="checkbox"/> | <input type="checkbox"/> | Health & Human Services | 102 Health Center 419-372-8242 |
| <input type="checkbox"/> | <input type="checkbox"/> | Firelands College | Huron, OH 419-372-0676 |
| <input type="checkbox"/> | <input type="checkbox"/> | Musical Arts | 1031 Moore Musical Arts Center 419-372-2181 |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre Major & Academic Planning | 101 University Hall 419-372-8943 |
| <input type="checkbox"/> | <input type="checkbox"/> | Technology, Architecture & Applied Engineering | 102 Technology Building 419-372-7581 |

This student meets the requirements to transfer and/or has been given permission to transfer. A copy of this form will be sent to the student's current college giving them permission to release the student's academic file to this college.

 Dean or Designee Signature Date

Comments:

Changing Colleges, Majors or Degree Programs within BGSU

Sometimes a change of major or degree program may also involve a change of college. Students may have entered BGSU as undecided, have not been able to complete their current major or degree as planned, or have different career goals than when they first entered BGSU. In addition to consulting with their advisors, students are strongly encouraged to contact the Career Center (419-372-2356) for assistance in career planning and to identify careers that align with their interests, values, and skills.

A student who wishes to change a major or degree program within a college should notify the College office. At that time, an appropriate advisor will be assigned.

A student who wishes to change **from a major in one college to a major in another college** should consult a College Advisor in the intended college about eligibility and requirements for the intended college and degree program. In most cases, to change to another college, a student must have at least a 2.0 accumulative grade point average. However, some degrees or majors have a higher grade point average entry requirement than a 2.0 or additional entry requirements like portfolio review, auditions, or program application forms. Some programs accept students with less than a 2.0 grade point average. Academic advisors are available in the intended college office to (a) help students select the degree program that best meets individual needs and interests, and (b) review the requirements of the intended major or degree program to assure that a student's plan of study will meet the entry and program requirements.

Following the student's consultation with a college advisor, **a determination is made by the intended college office to approve or not to approve the transfer.** The intended college dean's (or designee's) signature on the College Transfer Form is the record of approval to transfer. If transfer to the intended college is not approved, a College Transfer Form will not be issued or signed. In either case, the student will be notified of the college's decision. A copy of the signed form indicating approval to transfer is given to the student and a copy is sent to the student's current college. Once a student's current college receives a signed College Transfer Form, that college will transmit the student's file to the new college.