

**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 record 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	253 Business Admin. Building	419-372-2747
<input type="checkbox"/>	<input type="checkbox"/>	Education & Human Development	102 Education Building	419-372-7372
<input type="checkbox"/>	<input type="checkbox"/>	Health & Human Services	104 Health & Human Svcs. Bldg.	419-372-8242
<input type="checkbox"/>	<input type="checkbox"/>	Firelands College	129 Mylander Hall	419-372-0886
<input type="checkbox"/>	<input type="checkbox"/>	Musical Arts	1031 Moore Musical Arts Center	419-372-2181
<input type="checkbox"/>	<input type="checkbox"/>	Undergraduate Advising & Academic Services	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 record to this college.

\_\_\_\_\_  
 Dean or Designee Signature Date

Comments:

## Changing Colleges Within BGSU

A student who wishes to change from a major in one college to a major in another college should consult the intended college office about eligibility and degree requirement. Some degrees or majors have higher cumulative grade point requirements or additional entry requirements like pre-requisite courses, portfolio review, auditions, or program application forms. Scheduling a meeting with an academic advisor is highly recommended and may be required in some cases. Academic advisors in the intended college office (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.

**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 nor signed. In either case, the student will be notified of the college's decision. Once a student's current college receives notification of the signed College Transfer Form, that college will release the student's file to the new college.

03/12/19