

Proposed process for transfer between fields of study within Master's degree programs

- 1) The student must discuss career/learning goals with the Program Director of their current field and the possibility of changing programs.
- 2) If it is determined that the field is not likely to meet the career/learning goals of the student – they may contact the Program Director of the field they wish to transfer to, cc'ing their current Program Director.
- 3) If it is determined by both Program Directors to be a good fit, the Graduate Office will make the student's application available for review.
- 4) The Program Director and one other member of the admissions committee will review the student's application to ensure that they meet the admission requirements for the field they wish to transfer to.
- 5) If the student meets these requirements, the Program Director will notify the student and provide any information regarding outstanding required courses and any potential adjustment to degree timeline. The current Program Director will be cc'd on this communication. Terms and conditions of any student awards/grants may be affected by program enrollment, and the student must be informed and prepared to reimburse the University if a transfer affects their eligibility to receive the awards/grants.
- 6) If the student agrees to these terms, the student will email the **Graduate Department of Public Health Sciences Graduate Office** (cc'ing both Program Directors and Divisional Administrative Assistants, and the Graduate Coordinator) to request the field change. The attached checklist must be included with this email indicating that the appropriate steps have been taken. This form must have the signature of the student and both Program Directors.
- 7) Students transferring to and/or from the Epidemiology or SBHS fields of study must notify the Practicum and Professional Development Officer.

All requests will be reviewed to ensure that the requirements of the new program are met. Requests will be considered and reviewed on a case-by-case basis. The number of allowable transfer students in a given year will be based on enrolment limits for each field of study.

A detailed checklist including the necessary steps is provided on the next page.

Program Transfer Checklist

- Student has discussed career/learning goals with the Program Director of their current field and the possibility of changing programs.
- Student has contacted the Program Director of the field they wish to transfer to, cc'ing their current Program Director.
- Program Director has accessed and reviewed (with one other admissions committee member) the student's application to the MPH program.
- Student has been found by the Program Director to meet the requirements of the program they wish to transfer to.
- Student's eligibility for awards/grants has been assessed and such awards have been reimbursed to the university if they do not meet the awards conditions upon transfer
- Program Director has emailed the student (cc'ing the current Program Director) notifying them of admission into the Program
- Program Director and Student have discussed outstanding required courses and any potential adjustment to degree timeline.
- Student agrees on these terms and accepts admission into the Program.
- Student emails [GDPHS Graduate Office](#) (cc'ing both Program Directors and Divisional Administrative Assistants, and the Graduate Coordinator) to request the field change.
- Student notifies [Practicum and Professional Development Officer](#).

Student name and number:	
Program and field transferring from:	
Program and field transferring to:	

Student Signature

Date

Current Program Director Signature (transferring from)

Date

Program Director Signature (transferring to)

Date

January 10, 2022