

# TRANSFER OF PROGRAM

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University of Guelph students wishing to transfer from one diploma program to another are required to submit an application form to Admission Services at the Guelph Campus or to the Registrar's Office at Ridgetown Campus.

To clarify possible conditions or requirements for transfer, students are encouraged to consult with the admission counsellor for the program to which they wish to transfer before submitting their application. In cases where the student's performance has been inconsistent, the applicant must also submit a comprehensive support letter outlining the reasons for transfer as well as any factors contributing to the previous academic performance.

## 1. Procedures for Currently Registered Students

Course selection should be completed for the new program. The admission decision will be made after final grades from the current semester are available and after the deadline date for course selection. The drop and add procedure must be used if the application is submitted after the course selection deadline date and if course selection has been completed for the current program.

Fee changes necessitated by the change of program will be calculated automatically by Student Financial Services.

Students who have received an offer of admission which they wish to decline must contact Admission Services within the first 10 class days and complete the Cancellation of Program Transfer form. Students who fail to decline the offer will remain registered in the new program. All students must verify their course selection with their faculty advisor to ensure compatibility with their program of study.

## 2. Procedures for Students who are Not Currently Registered

An admission decision will be forwarded for review once the application is complete (e.g. all required documentation is received).