

INTERNAL PROGRAM TRANSFER

An internal program transfer is a transfer between degrees within the same program (e.g. from the MSc to the PhD in Plant Agriculture; from Graduate Diploma to DVSc; from PhD to MA in History, etc.). Should a student wish to transfer to a different program, the regular "Application for Admission" policies and processes shall apply.

Internal Program Transfer Application Procedures

Transfer requests, including all required documentation, must be submitted before the end of the fourth semester (unless otherwise specified below). Requests must not be initiated prior to the end of the student's second semester of study.

- Transfer requests must be submitted using the transfer form. Along with the request to transfer, the student must include a written report of progress in research. The report should include a review of research conducted and any papers presented, published or submitted, research seminar title, etc.
- Confirmation of funding is required through the submission of a "Funding Form" (which accompanies the transfer application) from the department into which the student wishes to transfer.
- The student must be recommended highly by the Advisory Committee, supported by a written recommendation from Department Chair and the Graduate Program Committee. All the materials – including the application, the funding form, the research progress report, and the written recommendations, shall be forwarded to the Admissions & Progress Committee for a final decision.
- In all cases, a transfer fee is payable to the Office of Registrarial Services when the application is submitted to the Office of Graduate and Postdoctoral Studies.

From Master's to Doctoral (i.e. When the Student Does Not Hold the Equivalent of a Master's Degree from a Canadian University)

- The "Study Option/Degree Program Transfer" form must be initiated by the student during semester 3 or 4. Requests must not be initiated prior to the end of the student's second semester of study.
- The student must have an accredited undergraduate degree with an average of at least 77% (normally B+ to A+).
- The student must have completed at least 1.0 graduate level course credits (two 0.5-credit graduate courses), plus a seminar or equivalent course recognized for credit at the University of Guelph, with grades of at least 80% (A-).
- The student must submit a written report of progress in research. The report should include a review of research conducted for the master's thesis and any papers presented, submitted or published.
- The request to transfer and the research progress report shall be reviewed by the student's Advisory Committee, which shall provide written commentary on the candidate's aptitude for doctoral-level research, and on the suitability of the master's research project for expansion to a doctoral project.
- The request to transfer, the research progress report and the statement from the Advisory Committee shall be reviewed by the Graduate Program Committee and the Department Chair/Director

who will provide a statement concerning the candidate's research aptitude, capability, and proficiency.

- A doctoral-level Funding Form and a new Advisory Committee Form (listing the new additional committee member) must be included with the application.

From Master's to Doctoral (i.e. When the Student Holds a Recognized Master's Degree in a Related Field)

- The "Study Option/Degree Program Transfer" form must be initiated by the student during semester 3 or 4.
- The student must have accredited undergraduate and graduate degrees with an average of at least (normally) 77% (B+ to A+).
- The student must have completed at least 0.5 graduate level course credits (one 0.5 credit graduate course), plus a seminar or equivalent course recognized for credit at the University of Guelph, with at least grades of at least 80% (A-).
- Supporting documentation from the Advisory Committee commenting on the candidate's aptitude for doctoral-level research, as well as the suitability of the master's research project for expansion to a doctoral-level project must be included.
- A statement from the Graduate Program Committee and the Department Chair/Director concerning research aptitude, capability, and proficiency must be included.
- A doctoral-level Funding Form and a new Advisory Committee Form (listing the new additional committee member) must be included with the application.

From Graduate Diploma (Type 3) to DVSc

- The "Study Option/Degree Program Transfer" form must be initiated by the student no later than the end of the student's second semester.
- The student must have successfully completed a DVM degree with high academic standing as set out in the admission requirements.
- The student must have achieved a "superior record to date" in the Graduate Diploma program and must show a particular aptitude for applied studies (see the degree regulations for the Doctor of Veterinary Science, Admissions section, Chapter IV).
- Supporting documentation is required from the Advisory Committee, the Graduate Program Committee and the Interdepartmental DVSc Committee commenting on the candidate's aptitude for doctoral-level research.
- A doctoral-level Funding Form and a new Advisory Committee Form (listing the new additional committee member) must be included with the application.

From DVSc to PhD

- The application for a "Study Option/Degree Program Transfer" form must be initiated by the student during semester 3 or 4. Requests must not be initiated prior to the end of the student's second semester of study.
- In cases where the student was admitted on the basis of a good quality (i.e. high academic standing as set out in the "Admission Requirements") master's degree but has not yet completed the DVSc Qualifying Examination, transfer requests are normally approved.
- Students without a master's degree must have an accredited undergraduate degree with an average of at least 77% (normally B+ to A+).
- Students without a master's degree must have completed at least 1.0 graduate level course credits (two 0.5-credit graduate courses), plus a

seminar or equivalent course recognized for credit at the University of Guelph, with grades of at least 80% (A-).

- Where the student has successfully completed the DVSc Qualifying Examination, consideration may be given by the Graduate Program Committee to deem it equivalent to the PhD Qualifying Examination. In cases where there is a considerable change in the field of study, the Graduate Program Committee may require that the student complete the PhD Qualifying Examination.
- Supporting documentation is required from the Advisory Committee, the Graduate Program Committee, and the Department Chair/Director.
- A doctoral-level Funding Form must be included with the application; funding must be guaranteed for a minimum of nine semesters, including funding already provided in the DVSc program.

From PhD to DVSc

- The "Study Option/Degree Program Transfer" must be initiated by the student. The student must hold a DVM degree with high academic standing, as set out in the "Admission Requirements".
- In instances where the student has not yet completed the PhD Qualifying Examination, transfer requests are normally approved.
- Where the student has successfully completed the PhD Qualifying Examination, consideration may be given by the Interdepartmental DVSc Graduate Program Committee to deem it equivalent to the DVSc Qualifying Examination. In cases where there is a considerable change in the field of study, the Interdepartmental DVSc Graduate Program Committee may require that the student complete the DVSc Qualifying Examination.
- Supporting documentation is required from the Advisory Committee, and the Interdepartmental DVSc Graduate Program Committee.
- A completed doctoral-level Funding Form must be included with the application; funding must be guaranteed for a minimum of nine semesters, including funding already provided in the PhD program.

From Doctoral to Master's (Prior to Completion of the Qualifying Examination)

- The "Study Option/Degree Program Transfer" must be initiated by the student.
- Requests are normally approved on the basis of the student changing goals/career paths.
- In some instances, the Advisory Committee may recommend a transfer to a master's program after having determined that the student's aptitude and/or background preparation for research are not adequate for PhD/DVSc studies. In cases where the student has failed the first attempt at the Qualifying Examination and has decided, in consultation with the Advisory Committee, that a transfer to the master's program would be appropriate, such a transfer may be approved.
- Where the student had been admitted to the program with a master's degree previously completed, the Advisory Committee's recommendation must demonstrate that the recommended master's degree is different in focus and content from the original master's degree.
- Supporting documentation from the Advisory Committee, the Graduate Program Committee, and the Department Chair/Director is required.
- A completed master's-level Funding Form must be included with the application.

From Doctoral to Master's (After Successful Completion of the Qualifying Examination)

- The "Study Option/Degree Program Transfer" must be initiated by the student.
- Requests are normally approved as a result of the student changing goals/career paths, or for medical/compassionate reasons.
- Where the student had been admitted to the program with a master's degree previously completed, the Advisory Committee's recommendation must demonstrate that the recommended master's degree is different in focus and content from the original master's degree.
- Supporting documentation from the student's Advisory Committee, the Graduate Program Committee, and the Department Chair/Director is required.
- A master's-level Funding Form must be included with the application.

From Doctoral to Master's (After 2nd Failed Attempt to Successfully Complete the Qualifying Examination or the Final Oral Examination)

- No transfer will be permitted.
- A "Required to Withdraw" notation (RTW) will be entered on the transcript of the student's last PhD/DVSc registration.
- In the event that the student wishes to enter the master's program, the student must apply for admission to that program.
- Should the student be admitted to the master's program, they shall be placed in semester 1 of the master's program.
- Where the student had been admitted to the program with a prior master's degree, the Advisory Committee's recommendation must demonstrate that the recommended master's degree is different in focus and content from the original master's degree.
- The master's degree, if undertaken, must be completely self-contained; the student must complete all the required elements of the program, including required courses, thesis, thesis defence, etc. The Advisory Committee will make a recommendation regarding any credits to be transferred from the incomplete PhD/DVSc.
- A master's-level "Funding Form" must be included with the application.

From Master's to Graduate Diploma (Type 1)

- An opportunity to transfer from a master's program to a Graduate Diploma (Type 1) is available only where there is an approved Graduate Diploma (Type 1) program in place for the particular program.
- In some instances, the Advisory Committee may recommend a transfer to a Graduate Diploma (Type 1) after having determined that the student's aptitude and/or background preparation for research are not adequate for master's studies.
- The "Study Option/Degree Program Transfer" must be initiated by the student.
- Students should consult with the Office of Graduate and Postdoctoral Studies for more information.

From Graduate Diploma (Type 3) to Master's

- An opportunity to transfer from a Graduate Diploma (Type 3) to a master's program is available only where there is an approved master's program in the same subject area as the Graduate Diploma (Type 3) program.

- The student must be in good standing in the Graduate Diploma program.
- The "Study Option/Degree Program Transfer" form must be initiated by the student no later than the end of the student's second semester.
- Supporting documentation is required from the Graduate Program Coordinator, commenting on the candidate's aptitude for master's-level studies and research (if applicable).
- Students should consult with the Office of Graduate and Postdoctoral Studies for more information.