

SCHOOL OF GRADUATE STUDIES

Transfer to a Doctoral program from a Master's level program:

A student who wishes to transfer into a Doctoral program before completion of his/her Master's level program at Ryerson, is required to:

- be enrolled in a Master's program at Ryerson University
- have completed all of the course requirements for the Master's degree with a minimum A- (3.67) average
- have demonstrated research potential
- sign the waiver below stating that they will not be eligible for the Master's degree if they do not complete the PhD.

Applications for a transfer must be submitted to the program director for approval before the first day of classes for the term in which the change is requested.

Student's Name:		ID Number:	
Program:			
Current Status:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Inactive
First term of Registration in the Master's program:	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring/Summer Year: _____
Supervisor's Name:			
Change Request:			
From:	<input type="checkbox"/> Full-time (Master's of _____) <input type="checkbox"/> Part-time (Master's of _____) <input type="checkbox"/> Inactive		
To:	Full-time (PhD in _____)		
The term you wish this change request to be effective: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer Year: _____			

Submission and Approval Procedure:

- Students must submit to his/her faculty advisor/supervisor
 - a) this application,
 - b) a letter providing detailed reasons for the application, and the students' current telephone number, e-mail address, and correspondence address.

The approval process may take longer if the application documents are incomplete.
- The Faculty Advisor/Supervisor will review the documents and recommend approval or disapproval (with comments) to the Program Director.
- If approval is recommend by the Program Director, he/she will forward to the Dean.
- A written approval or disapproval will be issued by the Dean to the student.

Waiver:

If approved into the Doctoral program in _____ before completion of my Master's degree, I agree to waive my rights to the Master's degree. Should I fail to complete the doctoral degree, I understand that I will not be eligible to apply for reinstatement into the Master's program, nor will I be eligible to apply for the Master's degree, no matter what stage I am at in the Doctoral program.

Student signature _____ date _____

Supervisor: Approved Denied _____ Date: _____

Director: Approved Denied _____ Date: _____

Dean: Approved Denied _____ Date: _____

Distribution: Student file Graduate Admissions