**Toronto Metropolitan University** — **Graduate Studies**

## Section A: Overview

A student who wishes to transfer into a Doctoral program before completion of their Master's program at Toronto Metropolitan University, is required to:

- be enrolled in a Master's program at TorontoMet 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.

## Section B: Application procedure

1. Students must submit to their faculty advisor/supervisor:
   a. this application,
   b. a copy of current unofficial academic transcript or academic history
   c. a letter providing detailed reasons for the application
   Note: The approval process may take longer if the application documents are incomplete.
2. The Faculty Advisor/Supervisor will review the documents and recommend approval or disapproval (with comments) to the Program Director.
3. If approval is recommend by the Graduate Program Director, they will forward this application package and the transcript with **courses to be counted towards the PhD coursework requirement identified (See Section E**), to the Vice-Provost and Dean.
4. The Vice-Provost and Dean will issue a written approval or disapproval to the student.

## Section C: Student information

| Last Name, First Name: | Student ID: |
|---|---|

| Program (e.g., Fashion MA): | |
|---|---|

| **Current status:** | FT | PT | Inactive | **First term of registration in Master's program** | |
|---|---|---|---|---|---|
| **Supervisor's name:** | | | | Term: | Year: |

| **Change request to:** Full-time PhD in: | effective: |
|---|---|

**Waiver**: If approved into the above named Doctoral program before completion of my Master's degree, I agree to waive my rights to the Master's degree. If I fail to complete the doctoral degree, I understand that I won't be eligible to apply for reinstatement into the Master's program, nor will I be eligible to apply for the Master's degree, regardless of progress in the Doctoral program**.**

**Student Signature:**                                                                                       **Date:**

Graduate Studies — Toronto Metropolitan University

| Student Last Name, First Name: | | | | Student ID: | |
|---|---|---|---|---|---|
| | | | | | |

| Section D: Approvals (in sequence) | | | | | |
|---|---|---|---|---|---|
| **Supervisor (print name):** | | | | | |
| Approved | Denied | **Signature:** | | | **Date:** |
| **Graduate Program Director (print name):** | | | | | |
| Approved | Denied | **Signature:** | | | **Date:** |
| **Vice Provost and Dean** | | | Approved | Denied | |
| **Signature:** | | | | | **Date** |

| Section E: Courses to be counted towards the PhD coursework requirement | |
|---|---|
| **Course code** | **Course title** |
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