

PETITION TO TRANSFER FORM

The Petition to Transfer form is used for matriculated graduate and graduate non-matriculated students seeking approval from their department to switch between the online and classroom equivalent version of their degree program.

Obtain approval signature from your academic advisor then submit the completed form to Margo Thorp at UW Professional & Continuing Education. An email from your department's graduate academic advisor approving your request is acceptable instead of the Petition to Transfer form. The department will petition and UW Graduate School to update your program status. Once processed you will receive information about how to register.

It's recommend students start the transfer process no later than one month before first day of the effective quarter requested.

Student Name

Last

First

Middle

Student Number: _____

Email: _____

Transfer Programs:

FROM:

TO:

Online Program

On-Campus Program

Online Program

On-Campus Program

Quarter/Yr.: _____

Reason: _____

Departmental Action:

Approved

Not Approved

Graduate Academic Advisor Name

(please print)

Signature

Date

Student Signature

Date

Submit completed form or email approval from the department to Margo Thorp at UW Professional & Continuing Education, mthorp@pce.uw.edu (email) or 206.616.9704 (fax).