

**FACULTY OF FINE ARTS  
INTERNAL TRANSFER OF PROGRAM REQUEST FORM**

Revised January 2003

|   |             |                    |
|---|-------------|--------------------|
| Name: _____   | ID #: _____ | Tel: _____         |
| Address: _____  |             | Postal Code: _____ |
| <b>CURRENT PROGRAM: (Please indicate all concentrations in which you are currently enrolled.)</b> |             |                    |
| Specialization:   | _____       |                    |
| Major:  | _____       |                    |
| Minor:  | _____       |                    |

|   |       |
|---|-------|
| <b>1st choice program:</b> (List all concentrations in which you are currently enrolled and wish to remain enrolled.) |       |
| Specialization:   | _____ |
| Major:  | _____ |
| Minor:  | _____ |

|   |                          |  |
|---|--------------------------|--|
| <b>For Departmental Use Only:</b> (NOTE: Recommendations are not required for programs in which the student is already enrolled.) |                          |  |
| <input type="checkbox"/>  | <input type="checkbox"/> | _____                                    |
| Accept  | Deny                     | Signature of Dept's Designated Authority |
|   |                          | Date                                     |
| <input type="checkbox"/>  | <input type="checkbox"/> | _____                                    |
| Accept  | Deny                     | Signature of Dept's Designated Authority |
|   |                          | Date                                     |
| <input type="checkbox"/>  | <input type="checkbox"/> | _____                                    |
| Accept  | Deny                     | Signature of Dept's Designated Authority |
|   |                          | Date                                     |

|   |       |
|---|-------|
| <b>2nd choice program:</b> (List all concentrations in which you are currently enrolled and wish to remain enrolled.) |       |
| Specialization:   | _____ |
| Major:  | _____ |
| Minor:  | _____ |

|   |                          |  |
|---|--------------------------|--|
| <b>For Departmental Use Only:</b> (NOTE: Recommendations are not required for programs in which the student is already enrolled.) |                          |  |
| <input type="checkbox"/>  | <input type="checkbox"/> | _____                                    |
| Accept  | Deny                     | Signature of Dept's Designated Authority |
|   |                          | Date                                     |
| <input type="checkbox"/>  | <input type="checkbox"/> | _____                                    |
| Accept  | Deny                     | Signature of Dept's Designated Authority |
|   |                          | Date                                     |
| <input type="checkbox"/>  | <input type="checkbox"/> | _____                                    |
| Accept  | Deny                     | Signature of Dept's Designated Authority |
|   |                          | Date                                     |

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This form is to be used only by students currently enrolled in a BFA undergraduate degree who wish to:**

**- change their concentration and/or program of study within the Faculty of Fine Arts**

**or**

**To be used by students enrolled in other degree programs (ie. B.A, B.Sc, B.Comp Sci, B. Eng, B. Comm) who wish to:**

- add a fine arts minor to their current program**
- drop a fine arts minor from their current program**

Students enrolled in another degree program (eg. BA, BSc, BComm) who wish to transfer to a BFA degree do not use this form. They must submit a Degree Transfer form available from the Birk's Student Service Centre (LB-185).

**Procedures to follow:**

- 1) An Internal Transfer of Program Request form must be submitted to the Department offering the program to be added or changed by March 1st of a given year (the transfer becomes effective in September of the same year). For flexibility of this deadline, you must contact the Department offering the program. A student copy of the your Concordia transcript must be included with the form.

*Students wishing to drop a fine arts minor from their degree may do so at any point during the the academic year but must be aware that the change will be effective for the following academic session. The form should be submitted directly to the Office of Student Affairs EV- 2.705 and does not require a signature from the department's designated authority.*

- 2) Students are required to meet all admission portfolio/audition/interview requirements and submission deadlines as defined by the program. Please contact the department offering the program for further information.

Students transferring to another BFA program should be aware that they may need to take additional credits to meet the requirements of their new program, as previously completed courses may not apply to the new program or the new program may require the completion of additional credits.

Students whose transfer request has been denied remain in their current program.