



DUKE
THE GRADUATE SCHOOL

**Inter-Departmental
Transfer Form**

Master's Students

Before the conclusion of the first year of study, master's students may, with the approval of both departments or degree programs, request a transfer from one master's program to another within the Graduate School. This request should not be sent to the Graduate School before the student has consulted with the Directors of Graduate Studies of both departments or programs. Approval of a departmental transfer does not extend the time limit for completion of a master's degree. Note that any financial aid arrangement in the original master's program does not transfer to the new program.

Name of Student: _____

Student ID: _____

Admit Term: _____

Current Department: _____

New Department: _____

Expected Graduation Term: _____

In the new program, the student will complete a (check one): **Non-Thesis Master's** **Thesis Master's**

To complete the application, please attach a one-page justification written by the student explaining the reasons for this transfer.

Student Signature

Director of Graduate Studies
Current Department Signature

Director of Graduate Studies
New Department Signature

Associate Dean of Academic Affairs Signature
