



# PROGRAM TRANSFER APPLICATION

Students wishing to transfer between programs must complete this form and submit to Academic Advising. Students in NECI's AOS programs may request a transfer into the BA in Culinary Arts at any point prior to the start of the 3<sup>rd</sup> Year. Students must meet the admissions requirements of the BA Culinary Arts program, including academic requirements, to qualify for transfer; students with a high school grade average of 2.0 or lower must successfully complete the first year of the AOS program to be eligible for transfer. Students enrolled in NECI's AOS programs are guaranteed admission to the BA in Food and Beverage Business Management upon successful completion of their AOS program requirements.

**Student's Name:**

**Today's Date:**

**Current Program Version:**

**Student Status:**

ALL APPROVALS BELOW MUST BE IN PLACE BEFORE TRANSFER IS FINAL.

STUDENTS WISHING TO WAIVE AN INTERNSHIP MUST SUBMIT SEPARATE WAIVER REQUEST.

**Student Request (to be completed by student):**

I am requesting to transfer my program **FROM:**

CERT Cooking  CERT Baking  AOS Cul  AOS BP  AOS FBBM  BACA  BAFBBM  BABP

**TO** the following program:

CERT Cooking  CERT Baking  AOS Cul  AOS BP  AOS FBBM  BACA  BAFBBM  BABP

If applying for BA level in a different discipline (e.g. AOS BP to BAFBBM): I have completed requirements for and want an AOS in Culinary Arts, Baking & Pastry, or Food and Beverage Business Management.

If applying for **Certificate Transfer** (from either AOS or BA program): I have attached a formal letter of request to the Director of Academic Services (Chef Laureen Gauthier) and my Department Chair. This letter explicitly outlines the reasons for my request. I understand that transfer approval is **not guaranteed**.

**DESIRED START DATE FOR TRANSFER:**

**For Certificate Transfers ONLY:**

Transfer to CERT program **approved**

Transfer to CERT program **denied**

Department Chair:

Transfer to CERT program **approved**

Transfer to CERT program **denied**

Director of Academic Services:

Comments:

**Academic Advising Office must complete:**

Transfer programs approved, based on academic review

Transfer to BA Culinary approved (Academically Complete in 1<sup>st</sup> year)

Transfer not approved

Academic Advisor:

**Student Financial Services must complete:**

Transfer programs approved, based on financial review

Transfer not approved

Student Financial Services:

**Registrar Office must complete:**

Program change completed

Not completed because:

Registrar Office: