School of Communication Studies – Transfer Application Form
Ohio University-Chillicothe (revised August, 2016)

Transfer Requirements

Students who wish to transfer into the School of Communication Studies must have earned at least 32 semester hours of completed course work with a minimum grade-point average of 2.75 overall. New majors must go through the formal application process, and simply meeting the transfer requirements does not guarantee approval of a transfer request.

NOTE: COMS curriculum is determined by the School of Communication Studies, and a newer version may exist than the one that you might have been informally following. You will be required to complete the curriculum as it is stated when you become a major. In addition, please be aware that currently with limited resources on the regional campuses a majority of the classes are offered either online or via the OULN system, and many courses are offered only one time per academic year. To complete the degree, you will be required to take some major courses from other campuses with varying tuition rates.

Step One: Complete all five pieces of the application packet. Be sure to make a copy for yourself and indicate the date mailed on your own copy. A COMS advisor from Chillicothe will be assigned to you and will wish to keep a copy of your application on file.

Application requirements:
- Transfer Application form
- Declaration of Related Area form
- Current “what if” DARS (Communication Studies major code BC5364)
- Application essay explaining why you would like to become a major, the skills or qualities you can bring to the program, and your career goals (approx. 1 page in length)
- Update of Transfer form (may be obtained from campus Advising Center, Bennett Hall)

Name ____________________________ PID __________________

Current Major and College ______________________________________

Home Address ____________________________________________________

University E-mail Address __________________________ Telephone number ______

Number of Hours Completed ______ Overall GPA ______

Step Two: Mail the completed application, related area, DARS, essay, and Update of Transfer form to the Communication Studies Regional Coordinator, Dr. Sarah Mahan-Hays, Ohio University-Eastern campus, 45425 National Road W, St. Clairsville, OH 43950 for approval.

Signature of COMS Regional Coordinator ____________________________ Date __________________

Step Three: All applications will be reviewed by the COMS regional coordinator. A letter notifying you of the status of your application will be sent to you. Your DARS will reflect the change after the system has been updated.
School of Communication Studies
Declaration of Related Area-Regional Campus Majors

Student’s Name: ________________________  PID ________________________

Academic Advisor after transfer: _____Wallace (P00000988)____________________

Student has two options here:
1) Declare the Related Area as a University Minor at the time of application. Student may do so if the student intends to pursue an established minor and this is or will be recorded on the DARS.
2) Create a Related Area that is unique to the student’s educational and career goals. This option must be discussed with, and approved by the Academic Advisor. This may be done prior to OR after applying to the program, but it is the student’s responsibility to make sure this this has been completed prior to the beginning of his or her last year.

Option #1 (may be completed by student at time of application)

☐ Student has declared a University minor in ____________ and may use those classes toward the Related Area requirement. A separate Transfer of Update form has been or will be filed.

☐ Student intends to meet with advisor to declare a Related Area after the application has been submitted.

________________________  ______________________
Student’s signature  Date

Option #2 (must be completed with academic advisor)

As this student’s academic advisor, I have approved the following:

☐ Student may take any courses from the following department(s):
   ______  ______  ______  ______  ______  ______  ______  ______

☐ Student may select any classes from the following list:

________________________
Additional Notes/ Comments:  Advisor’s Signature  Date

NOTE: At least half of the 18 credits of coursework for a Related Area should be at the 3000-4000 level.

This form reflects:
☐ Initial Declaration of a Related Area in ______________________________

☐ Changes in a previously submitted form