School of Business & Leadership

Transfer Policy & Process

Currently enrolled students desiring to be considered for a transfer from one SBL program to another SBL program (for example DSL to Ph.D.; Ph.D. to DSL; MBA to MOL, etc.) should do so in close communication with both their faculty academic advisor and the program director of their current program before beginning any transfer process. There is no guarantee that admission to one SBL program will result in admission to the other program. The admissions committee and review process is distinct for each program.

1. **Newly admitted students, prior to their first term of enrollment**, may request a transfer between programs by contacting the Admissions Office for a review by the other program’s faculty admissions committee.
   
   1.1. Students must complete the [Transfer of Program Application Form](#) and any additional or revised admissions documents as required by the faculty review committee.
   
   1.2. Students must submit the completed form to the admissions director at sbladmissions@regent.edu for consideration and processing of the decision per the faculty and SBL Dean’s Office.

2. **Students enrolled in their first semester** may request a transfer of program through the Admissions Office during their first semester. Their transfer of program application, along with their application file, will be reviewed to determine program fit. The program’s director will also determine applicability of any transfer credits between programs. Students must be in good academic standing (cumulative GPA of 3.0 or higher) to be considered for a transfer of program. The time limit to complete the degree (7 years for doctoral programs; 5 years for master’s programs) will begin with the date of enrollment in the first program. Thus, if any courses previously completed were to be transferred into the new program’s specific degree requirements, the time limit would begin with the term in which the first transferred course was completed.

   2.1. Students must complete the [Transfer of Program Application Form](#) and any additional or revised admissions documents as required by the faculty review committee.
   
   2.2. Students must submit the completed form to the admissions director at sbladmissions@regent.edu for consideration and processing of the decision per the faculty and SBL Dean’s Office.

3. **After the first semester in a program**, students who wish to transfer must apply to the other program and will be treated as new applicants. The program’s director will also determine applicability of any transfer credits between programs, provided acceptance is granted to the other program. Students must be in good academic standing (cumulative GPA of 3.0 or higher) to be considered for application to the other program. The time limit to complete the degree (7 years for doctoral programs; 5 years for master’s programs) will begin with the date of enrollment in the first program. Thus, if any courses previously completed were to be transferred into the new program’s specific degree requirements, the time limit would begin with the term in which the first transferred course was completed.

   3.1. Students should contact the admissions director at sbladmissions@regent.edu with this request.