Received by SAS:

FACULTY OF FINE ARTS
INTERNAL TRANSFER OF PROGRAM REQUEST FORM

Name (please print)

Student ID **Email**

Signature: _____ **Date:** day month year

Current Program: (Please indicate all concentrations in which you are enrolled.)

Specialization ☐ Major ☐ : _____ Minor: _____ Minor: _____

1st choice program: (List all concentrations in which you are currently enrolled & wish to remain enrolled.)

Specialization ☐ Major ☐ : _____

Spec ☐ Major ☐ Minor ☐ : _____

Minor: _____

For Departmental Use Only:

(NOTE: Recommendations are not required for programs in which the student is already enrolled.)

Accept ☐ Deny ☐ _____ Signature of Department's Designated Authority _____ Date

Accept ☐ Deny ☐ _____ Signature of Department's Designated Authority _____ Date

Accept ☐ Deny ☐ _____ Signature of Department's Designated Authority _____ Date

2nd choice program: (List all concentrations in which you are currently enrolled & wish to remain enrolled.)

Specialization ☐ Major ☐ : _____

Spec ☐ Major ☐ Minor ☐ : _____

Minor: _____

For Departmental Use Only:

(NOTE: Recommendations are not required for programs in which the student is already enrolled.)

Accept ☐ Deny ☐ _____ Signature of Department's Designated Authority _____ Date

Accept ☐ Deny ☐ _____ Signature of Department's Designated Authority _____ Date

Accept ☐ Deny ☐ _____ Signature of Department's Designated Authority _____ Date

This form is to be used 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

- degree program in another faculty (BA, BSc, BCompSci, BEng, BComm) who wish to

    - add a fine arts minor to their current program
    - remove a fine arts minor from their current program

Students enrolled in another degree program (BA, BSc, CompSci, BEng, BComm) who wish to transfer to a BFA degree must apply online for a Degree Transfer.

Instructions:

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 (**February 1st for all majors within the Department of Studio Arts**). The transfer becomes effective for September of the same year. For flexibility of this deadline, you must contact the Department offering the program.

2) Where applicable, 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 complete 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 approved will be notified by email.

Students whose transfer request has been denied will be notified by email and will remain in their current program.

Students wishing to remove a minor from their degree may do so at any point during the academic year, but must be aware that the change will only be effective for the following academic session. The form should be submitted directly to Fine Arts Student Academic Services at finearts.sas@concordia.ca and does not require a signature from the department's designated authority.

February 2, 2026