

Department of Health and Sport Science Internal Transfer Requirements & Procedures

Students interested in transferring to a major in the Department of Health and Sport Science must:

- 1) First attend an **initial internal transfer meeting** with Academic Advisors in the Department of Health and Sport Science. Call Robyn Powers at 937-229-4225 or stop in Fitz Hall Room 646 to schedule this initial HSS internal transfer meeting. Students will be asked to provide information before being scheduled for this meeting.
- 2) These meetings are normally held once a month during the academic semester and by appointment during the summer months. The purpose of the meeting is to explain the curriculum for the individual majors and the transfer requirements and procedure.
- 3) Students who are eligible for transfer will be given instructions to complete the transfer process during their initial transfer meeting.
- 4) Students who lack the minimum requirements to apply for transfer may be asked to attend another academic transfer meeting when they have obtained the minimum requirements to transfer. ***It is the students' responsibility to contact the HSS Office once they meet the minimum qualifications.*** A student who does not meet the minimum qualifications will not be reviewed for admittance into the Department of Health and Sport Science.
- 5) Students in the Internal Transfer Process remain students in their respective schools (Arts and Science, Business, and Engineering) until the Department of Health and Sport Science officially notifies them that they have been accepted into a major in the Department of Health and Sport Science. Students who have not been officially accepted into a HSS major must consult with their current academic advisors for course approvals and for their registration codes.