

APPLICATION FOR INTERNAL TRANSFER

WESTFIELD STATE UNIVERSITY OFFICE OF THE REGISTRAR

Name: _____ Student ID: _____

Major(s): _____ Phone: _____

This form is for students wanting to change their student status and meet the eligibility requirements listed below. Students also **must** meet with the Student Accounts/ Billing and Financial Aid offices to discuss how your student bill and financial aid (*if applicable*) would be impacted before submitting this form. Student athletes should contact the Athletics Department to determine how changing your student status may affect your eligibility to participate.

Eligibility Requirements:

Full-Time to Part-Time or Online

Students requesting to transfer from a full-time program to a part-time or online program must:

- Have a minimum institutional GPA of **2.0**

Please note Online Programs are only available to the following majors: Accounting, Criminal Justice, History, Liberal Studies, Management, Marketing, Psychology, and Social Work* (hybrid).

* Social Work students must obtain approval from the Social Work Department before this form can be processed.

WSU's online programs are designed for degree completion. Students who have not yet reached junior status may not be able to complete their degree within four years due to the limited availability of General Education/CORE courses offered online.

Part-Time or Online to Full-Time

Students requesting to transfer from a part-time or online program to a full-time program must:

- Have completed at least **24 institutional credits**
- Have a minimum institutional GPA of **2.5**

To review the complete Internal Transfer Policy, please visit the Academic Catalog:

<https://catalog.westfield.ma.edu/index.php>

Deadline to submit this form to the Office of the Registrar is the last day of Add/Drop.

Note: Seniors who are in their final semester and only need 11 or less credits to complete their degree should fill out an **XRG Form**, which can be obtained from the Registrar's Office in Scanlon Hall or on the Registrar's Office webpage.

<u>Student Status</u>	<u>Required Enrollment for Financial Aid Eligibility</u>	<u>Maximum Credits Allowed per Semester</u>	<u># of Day Division Credits Allowed per Semester</u>
Full-Time "Day"	12 credits minimum	18 credits maximum	All
Part-Time	6 credits minimum	11 credits maximum	9 Day Division credits maximum
Online Program	6 credits minimum	18 credits maximum	9 Day Division credits maximum

Any course section beginning with the number "0" is a Day Division section (ex: ENGL 0101-016 or ENGL 0101-002). Course sections beginning with the number "5" are Continuing Education sections (ex: ENGL 0101-501).

Current Student Status:

☐

Full-Time

☐

Part-Time

☐

Online

Requesting to Transfer:

☐

Full-Time

☐

Part-Time

☐

Online

Effective Semester:

☐

Fall

☐

Spring

Indicate the date(s) you discussed with the following offices how your bill/financial aid will be affected:

Office	Contact Information	Date
Student Accounts (Full-Time Students)	studentaccounts@westfield.ma.edu 413-579-3090	
CE Billing (Part-Time/Online Students)	413-572-8020	
Financial Aid	financialaid@westfield.ma.edu 413-579-3080	

Student Certification

By signing below, I certify that the information provided is accurate and understand that changing my student status may affect my tuition, billing, financial aid, athletic eligibility, access to university services, and anticipated graduation date. If my request is approved, I authorize the Office of the Registrar to update my student status accordingly.

Student Signature

Date

Registrar's Use Only

Application Received: _____

Eligibility Verified:

☐ GPA Requirement Met

☐ Credit Requirement Met

☐ Major Change Form Received (if applicable)

Approved By: _____

Effective Semester: _____

Date Processed: _____

Updated: 10/2026