

School of Media Arts & Studies Transfer Policy

The School of Media Arts & Studies is dedicated to quality instruction. Providing this quality in the school's curriculum depends in part on maintaining enrollment at a number that may be served effectively by the School's faculty. This policy on transfer students is one means through which the school is seeking to maintain this academic quality by limiting the ever-increasing number of students who wish to enter the program. This is very important as many of our production related courses are offered in a sequential manner and this can make it difficult for those seeking a production major to get through the program in a timely manner. This policy applies to all transfers, both those from within Ohio University and those from other colleges and universities.

1. Approximately **30 to 50** students are accepted annually as transfer students into the School of Media Arts & Studies on a space-available basis only.

Applications for transfer will be considered in the spring for admission to the following fall quarter only.

2. To be considered for transfer, students must have a minimum cumulative grade point average of 3.0 in their college work. Please note that a 3.0 qualifies a student only for consideration. **It is not in any way a guarantee of admission.**
3. Students may apply as early as their freshman year as long as they will have completed a minimum of 48 quarter hours (32 semester hours) by the end of spring quarter or semester prior to transferring.
4. Application deadline is **5 pm, on the first Friday of March**. You will receive official notification of application by email regarding acceptance or denial by the end of spring quarter.
5. Because transfers are accepted only for entrance during the fall quarter each year, all admissions are considered a provisional admission until after spring quarter grades are submitted.

Final admission is granted when the student completes the minimum of 48 hours of course work with a cumulative grade point average equal to or higher than the one at which (s)he was accepted provisionally.

Those students who will not have completed the 48 credit hours (or 32 semester hours) of work by the end of the spring quarter and those who have allowed their grade point average to drop spring quarter will need to re-apply for transfer in the next academic year.

6. To apply for transfer:

- a) Ohio University students need to include with the application a copy of their most recent DARS report. Students from other universities should follow the procedures for transfer admission found on the O.U. Admissions website (<http://www.ohio.edu/admissions/trans.cfm>).
- b) Include three letters of recommendation. Two letters may be from academic sources; the third letter should come from a professional source who has knowledge of the student's work skills and/or talent.

OPTIONAL MATERIALS

Individuals who desire admission into one of the production majors (audio, video or digital media) may choose to send a sample(s) of original individual work to demonstrate their production talent and skill. However, please note that more consideration will be given to the required materials list above. Examples of your production submissions are to be submitted either on DVD, CD or miniDV. We regret that no appeal materials will be returned.

Mailing address:

Transfer Committee
School of Media Arts & Studies
Ohio University
9 South College Street, RTVC 202
Athens, OH 45701-2979

- 7. Evaluations will be conducted and decisions made by the Transfer Committee.
- 8. Students who are denied admission may apply during the next academic year. Students' applications will **NOT** be carried over to the next year. **Reapplication is necessary.**
- 9. Any application that is incomplete will **NOT** be considered. It is the responsibility of the applicant to make sure that the transfer packet is complete.
- 10. The application must be signed and dated.
- 11. Any application received after the deadline, will not be considered.**

**Application for Transfer
School of Media Arts & Studies
Application Deadline: First Friday in March**

Name _____
last first middle

PID # _____ Email Address* _____

School Address

Permanent Address

Phone (_____) _____

Phone (_____) _____

Name of the high school and high school activities/honors (list all directly related to TCOM first)

List Chronologically the names of the post-secondary, degree-granting institutions attended including Ohio University. Ohio University students list the college in which you are currently enrolled.

| Name of School | Location | Major(s) | Dates Attended |
|----------------|----------|----------|----------------|
| | | | |
| | | | |

College Activities/Honors

Check the sequence you wish to pursue:

Audio Production: ___ Digital Media (BS5322) ___ Management (BS5312)
 ___ Audio Music Production (BS5353)** ___ Media Studies (BC5311) ___ Video Production (BS5313)
 ___ Audio Post Production (BS534)

IMPORTANT: SEE REVERSE SIDE or NEXT PAGE

* Please note that yahoo & hotmail accounts are not acceptable due to delivery problems associated with these email sources.
 ** The Audio Music Production major requires a minor in Music from the College of Fine Arts, School of Music.

Personal Statement (must be typed and limited to one page)
(Attached a separate sheet of paper is you wish. Please remember to sign the sheet.)

Provide any information that you think should be used in evaluating your application. For example: Indicate why only the School of Media Arts & Studies can meet your academic and professional career goals.

I certify that the information in this application is complete and accurate.

Student Signature _____ Date _____