Operating Policy and Procedure

SON OP 30.865 - Transfer Between Campuses Policy

PURPOSE
The purpose of the School of Nursing Transfer Between Campus Operating Policy and Procedure (SON OP) is to detail how students may transfer between School of Nursing locations within the Traditional Undergraduate Department. Since the curriculum is the same at all locations students may transfer on a resource available basis.

REVIEW
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE

1. Requests for the next semester must be received by week 10 of the semester. All requests will be reviewed during week 11, once per semester.

2. Mid-semester transfer requests will not be allowed. Exceptions may be sought with the Associate Dean/Department Chair. The Associate Dean/Department Chair decision may be appealed to the Dean within 10 business days via a formal letter submitted to the Office of the Dean describing the situation necessitating mid-semester transfer. The Dean will provide a written decision within 10 business days to the student.

3. Any student who seeks to transfer between campuses must first meet with the Program Director. Once the meeting has occurred and if advised by the director, the student must provide a written request including compelling rationale to the Associate Dean/Department Chair.

4. The Associate Dean/Department Chair will appoint a three member faculty committee (typically members of leadership team) to review the request and make recommendations. The review and recommendation must occur prior to week 12 of the semester. The membership of the committee may not be appealed by the student.

5. Upon review of the committee recommendation and assessment of available resources, the Associate Dean/Department Chair will provide a written decision to the student, pending final exam scores. The Associate Dean/Department Chair decision may be appealed to the Dean within 10 business days via a formal letter submitted to the office of the Dean describing the situation necessitating transfer. The Dean will render a written decision within 10 business days to the student.

6. The Traditional Undergraduate Department, regional dean, registrar and appropriate faculty will be notified of the decision.

7. In the event, the transfer is granted, the appropriate transfer form will be routed to the new campus.
8. If a campus transfer is granted, the student may transfer only once during the program. Exceptions may be sought with the Associate Dean/Department Chair. The Associate Dean/Department Chair decision may be appealed to the Dean within 10 business days via formal letter submitted to the office of the Dean describing the situation necessitating transfer. The Dean will render a written decision within 10 business days to the student.

9. The decision of the Dean is final and cannot be appealed.