

# Transfer from One Division to Another Within the University

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Students in any undergraduate college or school of the University may transfer to any other college or school within the University only under the general procedures and conditions described below.

- a. To transfer, students must apply using the university internal transfer application. The application process is described on the Office of Admissions website. Transfer procedures must be completed by the end of the eighth class day in the fall or spring or the fourth class day in the summer for the transfer to be effective in the current term.
- b. Students may apply to transfer only two times to each new college or school that has limited space for internal transfers. For these colleges and schools, the student must apply within the student's first four fall or spring semesters of enrollment at the University.
- c. Students who transfer to a new college or school retain the same University probationary status, if any, that was in effect at the time of the transfer.
- d. Students who are dismissed under University-wide regulations from one college or school are ineligible to transfer to another college or school.
- e. Restrictions based on credit earned:
  - a. Students who have completed 45 or fewer semester hours of college credit are eligible to apply for transfer between colleges and schools regardless of their University grade point average, provided they satisfy all conditions and procedures that apply to students who enter the same college or school, and any program thereof, when first admitted to the University.
  - b. Students who have completed more than 45 semester hours of college credit must have a University grade point average of at least 2.00 to qualify for transfer between colleges and schools. Generally, students with more than 45 semester hours of credit and a grade point average less than 2.00 may not transfer to another division within the University and must enroll in courses approved by their current college or school. All colleges are authorized to allow such students to register for courses required for the students' potential new majors, provided the normal prerequisites are met.
  - c. Students may not transfer to another college or school after they have completed 60 semester hours of coursework in residence. A student who wishes to seek an exception to this rule should petition the dean's office of the college into which the student would like to transfer. Approval of the petition will take into account the student's ability to graduate within four<sup>1</sup> years of entering the University.
- f. Students may not transfer to another college or school after they have completed four fall or spring semesters in residence, regardless of the amount of credit they have earned. A student who wishes to seek an exception to this rule should petition the dean's office of the college into which the student would like to transfer. Approval of the petition will take into account the student's ability to graduate within four<sup>1</sup> years of entering the University.
- g. Transfer students from other institutions of higher education are eligible to apply for transfer between colleges and schools within the University upon completion of their first fall or spring semester or summer semester at the University, regardless of the number of semester hours accumulated, provided they satisfy all conditions and procedures that apply to students entering the same college

or school, and any program thereof, when first admitted to the University.

- h. Students who are readmitted to the University after not enrolling for one or more fall or spring semesters are readmitted to the college or school in which they were last enrolled. They may then apply for transfer to another college or school, provided they meet the general conditions for transfer given in this section and any special admission requirements of the college or school to which they wish to transfer.
- i. Graduate students not previously admitted to the University as undergraduates may apply to transfer from the Graduate School to an undergraduate college or school under the general conditions for transfer noted in items 1 and 2 only if they (a) satisfy any pertinent admission requirements for that undergraduate college or school, and (b) have the additional approval of the director of admissions.

<sup>1</sup> Or more than four years if dictated by the length of the program.