

TRANSFER OF CAMPUS POLICY

UNIVERSITY OF NEBRASKA MEDICAL CENTER COLLEGE OF NURSING

Transfer of Division	Subsection: 5.2.29
Section 5.0 - Student Policies	Originating Date: May 1982
Responsible Reviewing Agency:	Revised: April 1987
Undergraduate Admission,	Revised: October 2000
Progression, Graduation and	Revised: March 2001
Scholarship/Grant Committee	Revised: September 2008
	Revised: February 2009
Final Approval:	Revised: October 2012
General Faculty Organization	Revised: August 2015
	Revised: November 2017
	Revised: March 2022

Dean. If the assistant dean approves the request, the assistant dean sends the letter of support to the program director.

The program director will work with both division assistant deans and clinical faculty at the desired division to determine if the transfer is possible based on faculty/student ratios, clinical spot availability, etc.

If a transfer seat becomes available and the transfer is officially approved by the program director, the program director will notify the student, the Student Services coordinators, the division assistant deans and the clinical faculty involved.

Policy

Undergraduate students may be permitted to transfer from one division to another at the end of any semester, dependent upon space and division resources available. The Undergraduate Program Director must approve all division transfers.

A student must be in good standing to transfer divisions.

In Good Standing is defined as

- Reflecting satisfactory and steady progress through the curriculum
- The student maintains a GPA of at least 2.33
- Consistently demonstrating professional behavior

Procedure

The student must submit a letter to the Undergraduate Program Director requesting transfer. The letter should include information regarding campus desired, the student's reason for requesting transfer, the semester the transfer is requested to begin, and the level the student would be in when the transfer would occur.

Students requesting a transfer of division must first communicate with the current division Student Services coordinator to begin the request process. After review and discussion, the coordinator will refer the student to the Undergraduate Program Director.

The student must send a written request to the program director including the following information

- Division desired,
- Reason for requesting transfer,
- Semester the transfer is requested to begin, and
- Level the student would be in when the transfer would occur

The program director will communicate with the student and, if the request is approved, will add the student to the request to transfer list.

When added to the request to transfer list, the student also must request a letter of support for the transfer from the current Division Assistant