

Workflow for Internal Student Transfer University College to Degree-Granting Colleges

GOALS: To simplify and demystify the process for students and to use the UC/DGC transfer as an important (and positive) milestone to reinforce student success. Automate the transfer process as much as possible so students are transferred into their DGCs in a timely manner.

Related University Policies

3.21.20 The University College All undergraduate students who have not successfully completed at least 24 credits, except those licensed, registered-nurse students enrolled to obtain the BS degree in Nursing, shall be enrolled in this college. Students who have indicated a preference for a particular professional college before the completion of 24 credits shall be considered to be enrolled in the college as well as in the University College if professional licensing or financial support requirements make this desirable.

8.17.10 Internal Transfer. A student seeking transfer from one undergraduate college to another within the University shall submit credentials for approval to the dean of the college to which transfer is sought. The official transcript of the student's work shall include the record of all work undertaken in all divisions of the University, and the quality point average reflects all work attempted at the University.

8.17.11 If a student subject to probationary or conditional status in one college is accepted for registration in another college of the University, the student must be continued on probation or conditional status in the college to which transfer is made.

Priority One: Clearly articulate the UC/DGC transfer requirements for each major. Be sure these requirements are distributed widely and are part of the UC Advisors' Handbook. These requirements should be reviewed and updated yearly and in time for new student orientation, which begins in June.

TO DO LIST/WORKFLOW:

- Create eCampus queries to identify University College students by DGC and major that can be accessed by UC & DGC Dean's Offices.
- Develop workflow at the DGC Dean's Office level so that UC students who have completed the articulated and published requirements for transfer are reviewed and welcomed into their DGC by February 1 and September 1 of each year.
 - eCampus student Program & Plan changed by DGC
 - Welcome letters sent to students by DGC with advising procedures and advisor assignment.
 - List of transferred students sent to UC
 - Advising folders sent to DGCs by UC
- Students needing to transfer to DGCs at other times of the academic year will be reviewed by their University College advisor, who will then initiate the transfer process through the UC Records Office.