

Internal Transfer of Students

Policy Memorandum No. 115

Recommended by the Commission on Undergraduate Studies
Approved by University Council: April 11, 1991
Approved by the President: April 11, 1991
Effective: First Summer Term, 1991

The University Council, on recommendation of the Commission on Undergraduate Studies, unanimously approved a resolution that details specific guidelines whereby a college, department or program can restrict student enrollments. This resultant policy memo replaces existing Policy Memo # 40.

Following is the text of the resolution as adopted by Council.

Because some colleges and departments in the University seek to restrict the enrollment of internal transfer students from other departments or colleges in the University, the Commission on Student Affairs, after a lengthy study, proposed a policy in the spring of 1982: to govern restriction of internal transfers. The policy is designed to assure that such restrictions are considered and approved in the university's governance and that, once approved, information about the restrictions is made clear to students. The University Council, on October 18, 1982, approved the proposed policy, after considerable discussion and after review and approval by the Faculty Senate. The effective date was established as September, 1983. As a result of increased concerns about this matter, the Commission on Undergraduate Studies initiated, in the spring of 1990, a study of the issue of capping or otherwise restricting enrollments. The result of this study is contained in this resolution. Because of the preparation time needed to implement the policy, its effective date was established as First Summer Term, 1991.

WHEREAS, students have a right to information on the policies and procedures regarding transfers from one college or department to another, and

WHEREAS, some colleges/departments wish to be able to enroll students based on locally derived criteria, and

WHEREAS, some colleges/departments may wish to restrict enrollment of internal transfer students to a limited number of times a year while others have no such restriction, and

WHEREAS, some colleges/departments may wish to restrict the total number of students in their programs while others have no such restriction,

THEREFORE, BE IT RESOLVED

That those colleges/departments that wish to restrict internal transfers or to restrict the total number of students in their program must do the following:

1. They shall submit a proposal for doing so, to be approved as follows: approval by the department/program; approval by the college curriculum committee, particularly with regard to the impact of this restriction on other college programs; approval by the College Dean,

particularly with regard to the issue of resource allocation; 30 day review; approval by CUS, particularly with regard to the impact of this restriction on other university programs; approval by the Provost.

2. The proposal shall conform to the following format:

- a. Context: Describe trends in enrollment, explain what is to be restricted, state whether there are minors that are appropriate if students are not eligible for a restricted enrollment, and discuss questions of resources. This should be accompanied by a letter of endorsement from the Dean(s) of the department/program's college(s) which specifically addresses the relevant resource problems.
- b. Rationale: What is the reason these restrictions are being requested?
- c. Criteria for Enrollment: What are the criteria a student must meet in order to gain entry to this program, and what is the rationale for these criteria? Who shall decide if a student is to be enrolled? This should be accompanied by any forms a student is to file.
- d. Other Programs Affected: What other programs are affected by this request? Have they been involved or consulted? This should be accompanied by letters of support.
- e. Method of Communication to Students: How will students find out that this program is restricted, what the criteria for enrollment are, and how one applies for enrollment?
- f. Contingency: How does the program plan to deal with possible elasticity of supply and demand?
- g. Dates: This should include the date which the policy is to go into effect, and approximate date(s) during the academic year when applications are both due and considered, and

THAT all colleges/departments given permission to restrict internal transfers should be listed in the TIME TABLE OF CLASSES, and

THAT a statement should appear in the University Undergraduate Catalog advising students of the possible restriction of access to all colleges/departments as internal transfers, and

THAT a statement should appear in the TIME TABLE OF CLASSES advising students as to which colleges/departments are currently permitted to restrict access by internal transfer, together with the names of contact persons (within restricted programs) who can supply details about restrictions and enrollment procedures, and

THAT any change in the restrictions originally approved shall also be submitted for approval in the manner outlined in 1 and 2 above, and

THAT beginning with the effective date of this resolution, every restricted program shall be required by the University Provost to justify the continuation of those restrictions every four years; this justification shall be submitted for approval in the manner outlined in 1 and 2 above.

JDM:lsg

President's Policy Memorandum

URL: <http://purl.vt.edu/vtdocs/policies/ppm115>