

---

**Subject: Internal Transfers and Restricted Curricula**

---

1. Purpose.....	1
2. Policy .....	1
3. Procedures.....	1
4. Definitions.....	1
5. References.....	1
6. Approval and Revisions .....	2

**1. Purpose**

Because some colleges and departments in the University seek to restrict the admission of internal transfer students from other departments or colleges in the University, this 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 available to students.

**2. Policy**

Colleges and/or departments may seek approval to restrict entry into their disciplines. Requests for restrictions must be proposed by the department and forwarded to the college curricula committee. The proposal must include rationale for the restrictions and supporting documentation as well as a letter of support from the college dean. If approved, the request is forwarded to the Commission of Undergraduate Studies and Policies (CUS) for recommendation to the University Provost. Approval by the University Provost may be for a period of no less than one year and no more than five years.

A statement should appear in the UNIVERSITY CATALOG advising students of the possible restriction of access to all colleges/department as internal transfers.

Because some students, who are not admitted into a restricted major, still attempt to obtain that degree by completing the degree requirements, and advising and monitoring of progress toward a degree in a major can only be done adequately by a course advisor in that major, it is required that before the senior year, with a minimum of 30 semester hours before graduation, students must be enrolled in the major in which a degree is to be awarded. Students seeking a double major must also be accepted into the double major before the second major is awarded.

**3. Procedures**

**4. Definitions**

**5. References**

Policy Memorandum No. 40, "Policy Pertaining to Internal Transfers of Students," approved by University Council and the President October 18, 1982, and issued November 22, 1982.

Policy Memorandum No. 77, "Enrollment for Degree," approved by University Council and the President, April 6, 1987, and issued August 6, 1987.

Policy Memorandum No. 115, "Internal Transfer of Students," approved by University Council and the President, April 11, 1991.

## **6. Approval and Revisions**

Approved January 9, 1990, by University Registrar, Wanda Dean.

Reviewed August 22, 1990, by Vice Provost for Academic Affairs, James F. Wolfe. No changes.

- Revision 1

Section 2. Revised process whereby colleges and/or departments may seek approval to restrict entry into disciplines.

Section 5. Added item 3.

Approved January 12, 1999, by Vice Provost for Academic Affairs, David R. Ford.

- Revision 2

Section 2. Removed reference to common census date for applications for internal transfers.

Approved April 17, 2002 by Vice Provost for Academic Affairs, David R. Ford.