

Policy Pertaining to Internal Transfers of Students

Policy Memorandum No. 40

Recommended by the Commission on Undergraduate Studies

Approved by University Council: October 18, 1982

Approved by the President: October 18, 1982

Effective: September, 1983

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, the Commission on Student Affairs, after a lengthy study, proposed last spring a policy 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. Because of the preparation time needed to implement the policy, its effective date was established as September, 1983.

The Resolution, as adopted, follows:

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 admit students based on locally derived criteria, and

WHEREAS, some colleges/departments may wish to restrict admission of internal transfer students to a limited number of times a year while others permit entrance at any time,

THEREFORE, BE IT RESOLVED that those college/departments that wish to restrict internal transfers must have the criteria used for restricting such transfers approved by the Commission on Undergraduate Studies and other appropriate governing bodies, and

THAT all college/departments given permission to restrict internal transfers should be listed in the Time Table of Classes, and

THAT there be a common census date established two weeks prior to each registration for making application from department to department, thus allowing a student time to assess adequately his/her situation prior to making a decision to transfer and register for the following term, and

THAT such dates should be published in the Time Table of Classes and as part of the University Calendar, and

THAT a statement(s) should appear in the University Catalog advising students of the possible restriction of access to all colleges/departments as internal transfers.

President's Policy Memorandum

URL: <http://purl.vt.edu/vtdocs/policies/ppm40>